

Fiscal 2018 Adopted Budget

Jan H. Gardner, County Executive



Frederick County
Government *Maryland*

Rich History, Bright Future



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Frederick County Government

Frederick County, Maryland

Fiscal Year 2018 Adopted Budget

July 1, 2017 – June 30, 2018



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FREDERICK COUNTY, MARYLAND
FISCAL 2018 BUDGET

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INTRODUCTION

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SUMMARY OF ELECTED
AND
APPOINTED OFFICIALS

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Frederick County, Maryland Summary of Elected and Appointed Officials



County Executive
Jan H. Gardner



County Council

From left to right – Billy Shreve (At Large), Jessica Fitzwater (District 4), M.C. Keegan-Ayer, Vice President (District 3), Bud Otis, President (At Large), Tony Chmelik, Treasurer (District 2), Jerry Donald (District 1), Kirby Delauter (District 5)



Frederick County, Maryland

Summary of Elected and Appointed Officials

ELECTED POSITIONS:

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 POSITIONS:

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 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 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



Frederick County, Maryland

Summary of Elected and Appointed Officials

COMPONENT UNITS OF GOVERNMENT:

Board of Education

President	Brad W. Young
Vice President	Elizabeth 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. Bufter
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

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COUNTY EXECUTIVE BUDGET MESSAGE

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FREDERICK COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE

Jan H. Gardner
County Executive

W. Paul Dial, Chief Administrative Officer

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

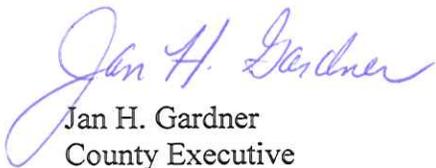
It is important that we maintain our solid waste and water and sewer infrastructure. Repair and replacement of equipment and infrastructure is well-planned and ongoing. These areas operate as self-supporting enterprise funds and are very well managed. The budget provides for capital equipment replacement 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

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STRATEGIC FRAMEWORK

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Strategic Planning

In Frederick County Maryland

Comprehensive Master Plan

Livable Frederick
25 Year Horizon

Long Term

Strategic Framework

County Executive Values & Priorities
2014 – 2018

Near Term

Division Level Strategies

Goals and Results
Multi-year Budgets

Now

Frederick County
Government *Maryland*

Rich History, Bright Future

Executive Summary

On Tuesday, November 6, 2012 the citizens of Frederick County Maryland voted to institute the Charter form of government. The preamble to the new Charter established a call for a “...more dynamic, efficient and responsive form of county government...”

A transition team was formed to make strategic recommendations to the new, and first ever, Frederick County Executive Jan Gardner. The goals of the transition team were to assist the County Executive in:

- Ensuring effective Government that proficiently delivers essential public services and meets critical human needs
- Creating open, transparent, participatory and ethical Government that inspires confidence in citizens
- Forming input into the County “Plan of Organization” as called for in the new Charter

An outcome of this effort was recognition of an absence of both strategic and tactical direction that could guide the County into its new structure. A key recommendation from the transition team was to position the County for the future by developing a Strategic Plan.

Very early into County Executive Gardner’s term she guided the County Government leadership team through a facilitated Strategic Planning Session that began to form the roadmap forward. The strategy formulation process allowed leaders from every Division of County Government to organize themselves around a unified Strategic Vision for the County and a clear set of Strategic Priorities espoused by the County Executive.

This Strategic Plan is expansive in scope. It guides all County resource planning and decision making across the long-term out to 2040, the near term 2014-2018, and the immediate terms of annual budgets and results.

- ✓ Long Term: Frederick County’s Comprehensive Master Plan looks out decades into the future and is being completely re-envisioned through Livable Frederick. A shared community vision forms a vivid description of the future:

Frederick County is a vibrant and unique community where people can live, work and thrive while enjoying a strong sense of place and belonging.

- ✓ Near Term: From 2014-2018 the concept of a Strategic Framework gives direction to County operations and decision making. The County Executive’s collaboratively established Vision and Priorities guide the County Government in the delivery of services to all citizens.
- ✓ Now: This in turn guides County Government Division Level Strategies to manage by Strategic Goals that align budgetary resources with desired results. The annual operating and capital budgets are built to accomplish the goals of each Division by tracking actions, measuring performance and clearly articulating results.

Strategic Leadership set the Path Forward

Much thanks for development of this work needs to go to the Transition Team and four Leadership Teams initially formed to build the framework. The Leadership Teams brought together a diverse group of stakeholders to provide new energy, ideas and enthusiasm for the benefit of the entire community. The County Executive defined four priority areas that would guide everyone to a common set of goals.

Education – Jobs - Senior Citizens - Community Needs

Overarching above all of these priorities comes the priority of Good Government. County Executive Jan Gardner deeply values the idea that she was elected to deliver open, transparent government driven by a strong ethical core that operates in a fiscally conservative environment. Very quickly, all of the teams were fast out of the starting gate to develop ideas, objectives and desired outcomes in their specific issue areas. These ideas, goals, and outcomes now form the basis or foundation for this four year plan. So a special thanks goes out to all of these talented individuals.

Transition Team:

Doug Browning (Co-Chair) *Former County Manager, President of Frederick Community College and current Frederick County Chief Administrative Officer*

Jim Racheff (Co-Chair) *Chairman and CEO, DMS, Inc.*

Dana French, *D.P. and Associates, Organization Development Consultant*

Roger Wilson, *Technology Consultant and current Frederick County Government Affairs Manager*

Carole Sepe, *Construction Management and Monitoring Consultant*

Michael Gastley, *Retired County Budget Officer*

Elizabeth Cromwell, *CEO and President, Chamber of Commerce*

Margaret Nusbaum, *Retired Frederick County Director of Citizen Services, current Frederick County Special Projects Manager*

Leadership Teams:

Community Needs:

Elizabeth Chung, Executive Director, Asian American Center of Frederick

Rev. Dr. Barbara Kershner Daniel, Evangelical Reformed United Church of Christ

Dana French, D. P. French and Associates, organizational development consultant

Margaret Nusbaum, Retired, Frederick County Director of Citizen Services, current Frederick County Special Projects Manager

Josh Pedersen, CEO, United Way of Frederick

Katie Nash, Executive Director, CALM

Betsy Day, President, The Community Foundation of Frederick County

Ed Hinde, Student Homelessness Initiative Partnership (SHIP)

Chris Colville, CEO Frederick YMCA

Pat Hanberry, retired, Mental Health Association

Education:

Dr. Theresa Alban, Frederick County Public Schools Superintendent
Dr. Jack D. Dale, Retired, Superintendent Fairfax County Public Schools
Joy Schaefer, President, Frederick County Board of Education
Brad Young, Frederick County Board of Education
Gary Brennan, Frederick County Teachers Association
Sue Houghton, Higher Education Center
Jay Mason, Eliminate the Achievement Gap
Shari Ostrow Scher, Early Childhood
Janice Spiegel, Education Advocate
Valerie Dale, Education Advocate
Ken Kerr, Chair of the English Department, Frederick Community College
Dr. Betty Morgan, Retired Educator and Superintendent Washington County Public Schools
PTA Representative

Jobs:

Roger Wilson, Technology Consultant and current Frederick County Government Affairs Manager
Jim Racheff, Chairman and CEO, DMS, Inc.
Josh Bokee, Government Affairs, Comcast; and, City of Frederick Alderman
Daryl Boffman, President and CEO of Acela Technologies
Susan Reeder Jessee, Bio Tech Representative
Kara Norman, Downtown Frederick Partnership
Elizabeth Cromwell, President and CEO, Frederick Chamber of Commerce
Walt Stull, Councilman, City of Brunswick
Lynn Shanton, Navy Captain
Don Schilling, FITCI, Inc.

Seniors:

Melanie Cox, Retired, nursing home and health care executive
Dr. Sonja Sperlich, retired, science research
Joseph Berman, MD, MPH, physician and public health
Louise Lynch, Commission on Aging
RaeAnn Butler, Administrator, Edenton Retirement Community
Margaret Nusbaum, Retired, Frederick County Director of Citizen Services, current Frederick County Special Projects Manager
Cindy Powell, Owner, Needles and Pins; public relations and development
Tish Raft, Retired

Strategic Framework

This Strategic Framework describes our shared VISION for the future of Frederick County and sets out PRIORITIES that will guide us to build that future together. We will use this framework in each Division of County Government to establish **GOALS**, allocate **RESOURCES** and measure **RESULTS**.

Vision:

BEST PLACE

Frederick County is one of the best places to live, work and raise a family in the United States as a result of exceptional schools, safe communities, a vibrant economy, and a high quality of life

HIGH QUALITY OF LIFE

Frederick County government ensures a high quality of life to our residents through our parks, libraries, senior centers, transit, and community services

GROW & PRESERVE

Frederick County can grow while preserving our historic and agricultural heritage, our cultural amenities, and our strong sense of belonging and community

Priorities:

1. GOOD GOVERNMENT

Frederick County will operate with an open, transparent and fiscally responsible government. Initiatives:

- 1.1 Ethics reform**
- 1.2 Responsive and quality constituent service**
- 1.3 Efficient operation and balanced budgets based on community input**

2. EDUCATION

Frederick County will provide exceptional schools where all students achieve. Initiatives:

- 2.1 Funding above state mandated minimums**
- 2.2 School construction based on need**
- 2.3 Advance innovative school concepts**
- 2.4 Accessible community libraries**
- 2.5 Higher education continuum with local colleges**

3. JOBS

Frederick County will drive economic development. Initiatives:

- 3.1 Business and industry cabinet that drives growth**
- 3.2 Downtown innovation center and business incubator**
- 3.3 Promote Frederick economic opportunities**
- 3.4 Support workforce development**

4. COMMUNITY NEEDS

Frederick County will offer a high quality of life, safety and well-being. Initiatives:

- 4.1 Rebuild public safety infrastructure**
- 4.2 Implement *Livable Frederick***
- 4.3 Restore human service non-profit relationships**
- 4.4 Affordable housing**
- 4.5 Community health and wellness**
- 4.6 Family and children services**
- 4.7 Parks and recreation**
- 4.8 Environmental responsibility**
- 4.9 Transportation network**

5. SENIORS

Frederick County will prepare for a growing senior population. Initiatives:

- 5.1 Redefine aging and senior services**
- 5.2 Expand nutritional programs**
- 5.3 Plan for senior housing needs**
- 5.4 Foster aging in place services**



BUDGET OVERVIEW

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FREDERICK COUNTY GOVERNMENT

Jan H. Gardner
County Executive

OFFICE OF THE COUNTY EXECUTIVE
Budget Office

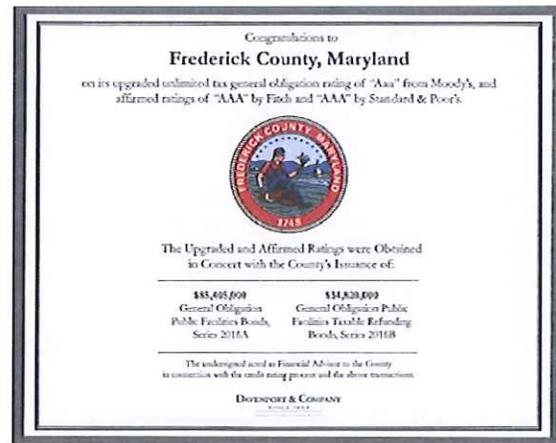
W. Paul Dial, Chief Administrative Officer
Rick Harcum, Budget Director

Budget Overview

This budget is well positioned for success. All three of the major bond rating agencies have awarded Frederick County Government the coveted AAA bond rating which is evidence of our strong foundation. Revenue growth is conservative, the local economy is expanding, costs continue to come in under budget and projects are being delivered on schedule.

Short-Term Factors

Property tax and income tax revenue are the two primary revenue sources to the budget. Property tax rates are not changing and growth is coming from increasing land value in the County. Income taxes have been somewhat volatile and to be conservative growth assumed in this budget is less than 1 percent which is significantly below the trend in recent years. All other revenue streams are at or slightly above the prior year indicating reliable, steady economic growth is underway in Frederick County.



Expenses continue to be well managed. A long term trend of year end budget savings across all Divisions falls to fund balance which can reliably be reprogrammed in successive budgets. Cost pressure on typical base budget drivers such as health insurance inflation, pension contributions and energy costs are all well within normal and expected ranges and are being managed. Workload pressure on County Divisions to respond to growing citizen calls for service have been the focus of this year's budget development process.

Priorities and Issues

To make her budget choices, the County Executive relied on extensive public outreach and the strategic priorities she established very early on in this administration. Throughout this year's budget development process the public was engaged and continuously encouraged to offer input and guidance to the County Executive. Multiple public hearings, on-line surveys and live broadcast of budget meetings, workshops and presentations created transparency and built public trust in the budget process. The County Executive's Strategic Priorities give us the compass needed to build budgets. A recurring issue will be that no single budget can accomplish all that needs to be done. Annual re-investment in the community will result in a sustainable budget driven by economic growth.

Rick Harcum, Budget Director

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FINANCIAL POLICIES

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Charter

The Frederick County Charter provides, among other things, for the election of the County Executive and the organization, powers, and duties of the executive and administrative branches; the election of a seven member County Council and the organization, powers and duties of the legislative branch; and fiscal and budgetary matters.

Operating and Capital Budgetary Policy

The budget document is a comprehensive financial plan showing all anticipated revenues, expenditures for the Operating Budget, the Capital Budget and the Capital Improvement Program, and any surplus or deficit in the general or special funds of the government. The Capital Improvement Program sets forth clearly the plan for proposed capital projects to be undertaken in the ensuing fiscal year and the next five years. Budgets are adopted on an annual cycle for all governmental funds except as noted below.



These budget procedures are set forth in the Charter:

1. The County Executive must hold at least two public hearings to receive public comment. One hearing must occur in December to receive proposals for inclusion in the budget.
2. All departments submit their proposed Operating Budgets for the upcoming fiscal year (commencing the following July 1) to the Budget Office.
3. All budget requests are compiled and reviewed by the Budget Office and, with direction from the County Executive, a Draft Budget is prepared, along with a Budget Message.
4. The County Executive must hold a second public hearing in March to receive comments on budget requests.
5. The County Executive submits a Proposed Budget to the County Council no later than April 15 of each year.
6. At least one public hearing on the Proposed Budget must be held by the County Council.
7. After the public hearing the County Council may decrease or delete any items in the Proposed Budget, except those required by State law, by provisions for debt service on obligations then outstanding or for estimated cash deficits.
8. If the County Council's decrease or deletion from the Proposed Budget equals or exceeds a one percent change in the total budget or equals or exceeds a fifty percent decrease in any one line-item, the County Council must proceed with a public hearing, notice and publication as required for a newly enacted Bill.

Budget Policy

9. Adoption of the Budget Ordinance will (by the affirmative vote of not less than four members of the Council) occur no later than May 31. If the Council fails to adopt the budget by May 31, then the Proposed Budget submitted by the County Executive will become law.
10. The County Council then levies the amount of taxes required by the budget to ensure that the budget is balanced so that proposed revenues equal proposed expenditures.
11. The County Council adopts the budget for funds at various levels of budgetary control as defined in the Annual Budget and Appropriation Ordinance.
12. On the recommendation of the Executive, the Council may make supplemental appropriations from any contingency appropriations in the budget; from revenues received from anticipated sources but in excess of budget estimates; or from revenues received from sources not anticipated in the budget.

Budget Control Policy

Formal budgetary integration is employed as a management control device for all funds for which a budget is legally adopted, namely, the General, Special Revenue (except the Sheriff's Drug Enforcement, Sheriff's Office Fund, Narcotics Task Force, Inmates' Canteen, Fire/Rescue Loan, and Non-Profit organizations Loan) Capital Projects, Enterprise, and Internal Service Funds. No budgets are in place for the Special Revenue Funds individually noted. Other Post Employment Benefit Trust and Pension Trust Funds' budgets are for management control only and are not adopted by the County Council.

During the operating year, the Executive may transfer unencumbered appropriations in the Operating Budget within the same department, agency, or office and within the same fund. On the recommendation of the Executive, the Council may transfer unencumbered appropriations in the Operating Budget between departments, agencies and offices within the same fund. A transfer may not be made between the Operating Budget and Capital Budget appropriations. On the recommendation of the Executive, the Council may transfer appropriations between Capital Projects within the same fund provided the Council neither creates nor abandons any Capital Projects except in accordance with Section 512 of the County Charter.

Capital Improvement Program Policy

The Capital Improvement Program (CIP) is a schedule of public improvement projects planned by County Government to occur over a six-year period and includes project descriptions, estimated costs and sources of funding. The Capital Budget is the first year of the CIP and includes those projects for which funds have been appropriated. The following CIP policies are intended to guide funding decisions during the CIP review process:

1. The County will prepare and adopt a six-year Capital Improvements Program (CIP), update it annually, and make all capital improvements in accordance with the Capital Budget.
2. The County will attempt to budget as pay-go for capital improvements an amount equal to 7% of General Fund operating revenues. General Fund pay-go, impact fee pay-go, dedicated recordation taxes and building excise taxes will be considered in total in reaching this goal. Other capital

funding will be through general obligation bonds, state and federal grants, enterprise fund resources and other sources.

3. The County will perform an annual review and update of the peer group numbers that will be incorporated into the review of the Debt Affordability standards.
4. The County will annually review the Debt Affordability standards based on the original Debt Affordability Study developed in 1991. The standards shall be updated by the Budget Office annually and submitted to the County Executive for review.
5. A capital project in the CIP shall have the following characteristics:
 - a. The project will add to the government's public infrastructure – OR - The project will result in a major repair of a fixed asset that significantly adds to or preserves the life of the original asset- OR - The project will establish or enhance internal computer/program systems. This excludes routine expenses such as maintenance, license renewals, etc.
 - b. The project will have an individual project cost totaling \$100,000 or more. Projects of less than \$100,000 will only be permitted when required for State or Federal funding; and multiple projects in a single category, totaling \$100,000 or more, will also be considered if they meet all other characteristics.
 - c. Acquisition of land for future projects (land banking) will be eligible when it has been identified as a need in the six-year CIP, in the County Comprehensive Plan, or when it can be shown as necessary and based on recent growth trends or County policy decisions.
 - d. Municipal projects will be considered if the project is not exclusively for municipal residents or if the project is a cooperative effort by municipal, county and/or state agencies.
6. Eligible capital costs will include Land Acquisition, Site Improvements, Planning, Design, Construction, Inspection/Overhead, IIT Equipment/Infrastructure, Equipment (including some start-up costs), and Project Management.
7. All capital costs listed in the CIP will be in current dollars and updated annually when submitted for inclusion in the CIP. Any change in project costs from the previously approved CIP must be justified in writing and include a new project summary form along with the reasons for the change in the project cost.
8. Construction of a project must be forecast within two years of completion of design work before funding for design will be approved, unless the nature of the project warrants otherwise. Some examples are large purchases of land easements, state concurrence on project documents, etc.
9. A project's construction bid process must be anticipated to start in the upcoming fiscal year in order for it to be funded in the Capital Budget.

10. When construction funds are approved and construction is not undertaken within two years, the project will be evaluated for possible dis-appropriation in the Capital Budget and re-appropriation in the revised construction year. Under §512 of the County Charter, a capital project is considered abandoned if three fiscal years elapse and the appropriation has not been expended or encumbered.
11. All capital projects will be reviewed and approved in accordance with Annotated Code of Maryland Land Use Article § 3-205 regarding consistency with County Plans. The Planning Commission will vote on the consistency based on the County Executive's Proposed Budget.
12. The following criteria will be used by the Capital Improvement Program Committee to evaluate the merits of each requested capital project:
 - a. The project fosters the "Community Concept" of the County Comprehensive Plan by directing capital investments to designated growth areas.
 - b. The project implements a component of an approved facility or master plan.
 - c. The project is consistent with and timed with other capital projects.
 - d. The project does not duplicate service areas of other public facilities or services.
 - e. The project will be implemented in a timely manner.
 - f. The project reduces the cost of operations or energy consumption whenever possible.
 - g. The project provides for the health, safety, and welfare of the community.
13. Projects scheduled in previously approved CIP's should be considered when establishing priorities for future CIP programs.
14. It shall be the goal of each six-year CIP to provide sufficient funding to achieve a County-wide school capacity equal to 90% of the state-rated school capacity based on six-year projected enrollments system-wide.
15. The County will attempt to utilize funds collected through the school construction fee option (§ 1-20-62 of the Frederick County Code) for school improvements within the feeder pattern where the fee was collected.
16. The Division of Utilities and Solid Waste Management will be responsible for water, sewer and solid waste project execution. The Interagency Information Technologies Division will be responsible for the project execution of projects of a technology nature. The Division of Public Works will be responsible for project execution of all approved County capital projects except those listed above, those of the Frederick County Public Schools, Frederick Community College, municipalities, and those otherwise designated.

Budget Policy

17. Following completion of a project, any and all remaining surplus of County capital funds will revert to an unallocated account until reallocated through the Annual Budget process or through an amendment to the Capital Budget as provided in §513 of the County Charter.
18. The County will attempt to match timing of bond issues with construction needs. Use of General Fund surplus to forward fund projects will be minimized to the extent possible. The feasibility of establishing lines-of-credit and other short-term borrowings will be investigated to control cash flow requirements in accordance with existing policies, procedures and legislation.
19. Any new capital project proposed outside of the annual CIP process may only be considered as an amendment to the capital budget, must comply with §513 of the County Charter, and must adhere to the characteristics of a capital project as stated in policy #5 and #6.

Budgeted Fund Policy

A fund is a grouping of related accounts that is used to maintain control over resources that have been separated for specific activities or objectives. The County uses fund accounting to ensure budgetary compliance. All of the funds of the County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds: Governmental funds are used to account for the near-term inflows and outflows of spendable resources. The Governmental Major Fund presentation is presented on a sources and uses of liquid resources basis. This is the manner in which the budget is typically developed. The flow and availability of liquid resources is a clear and appropriate focus of any analysis of a government. Funds are established for various purposes and the fund financial statement allows the demonstration of sources and uses and/or budgeting compliance. Frederick County adopts an annual appropriated budget for its General Fund and each of the Special Revenue Funds.

Proprietary Funds: Frederick County maintains two different types of proprietary funds, enterprise funds and internal service funds. Enterprise funds are used to report the same functions as business-type activities in the Government-Wide Financial Statements. Frederick County has four individual enterprise funds: the Water & Sewer Fund, the Solid Waste Management Fund, the Bell Court Apartments Fund and the Comprehensive Care Facilities Fund. Internal service funds are an accounting device used to accumulate and allocate costs internally among Frederick County's various functions and activities. Frederick County uses internal service funds to account for worker's compensation, fleet services and voice services operations.

Fiduciary Funds: Fiduciary funds are used to budget for resources held for the benefit of parties outside the government. The County's fiduciary funds include the Pension Trust Fund and Fund for Other Post Employment Benefits.

Debt Affordability Policy

Adopted CIP Policies require the County to attempt to budget as pay-go for capital improvements an amount equal to 7% of General Fund operating revenues. General Fund, impact fee, and recordation pay-go are considered in total in meeting this goal. The FY18-23 CIP does not have pay-go funding allocated to meet this goal for the 6-year period or any of the years individually, except FY2018.

Budget Policy

The authority for the issuance of general obligation bonds is granted through enactment of legislation by the County Council. In order to establish a safe level of debt, the County commissioned a study, which facilitated the establishment of a Debt Affordability limit. This limit assists in the establishment of sound fiscal management policies for the County, and helps to ensure the maintenance, or possible improvement, of the County's credit rating. The County's bond rating has been reviewed by Standard and Poor's, Fitch, and Moody's Investors Service, Inc., which resulted in sustaining AAA, AAA, Aaa ratings respectively.

The Debt Affordability Limits Study recommended the use of Debt Affordability standards, and the following standards are being used:

- General Fund G.O. debt service, as a percentage of General Fund revenue, should be limited to 9.0%
- General Fund debt, as a percent of assessed valuation, should be limited to 2.0%
- General Fund debt, as a percent of General Fund Revenue, should be limited to 80.0%
- Total G.O. debt service, as a percent of General Fund Revenue, should be limited to 17.2%

The Debt Affordability model assumes the County's annual population growth rate between 1.1% and 1.2%, an assessed valuation growth rate between 3.0% and 4.0%, annual revenue growth in General Fund Revenues between 2.8% and 4.3%, and an interest rate of 5.00% on new debt.



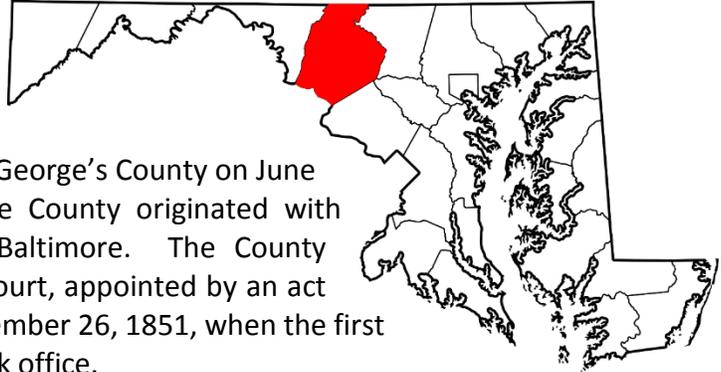
COUNTY PROFILE

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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.



TAX RATES

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TAX RATES

FREDERICK COUNTY, MARYLAND (Per \$100 of Assessed Value)

	FY2018 ADOPTED	FY2017 ADOPTED
Income Tax Rate	2.96%	2.96%
General Real Property Tax	\$1.0600	\$1.0600
City of Frederick (differential)	\$0.9399	\$0.9374
Town of Myersville (differential)	\$0.9391	\$0.9351
 Maryland Sales Tax	 Not Available to County Budget	
Excise Tax	\$0.0000	\$0.0000
 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	100.00%	100.00%
 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 and Public Utility Property Tax	 \$1.0600	 \$1.0600
 911 Fees	 \$0.75/line	 \$0.75/line

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FIVE-YEAR FORECAST

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LONG RANGE FINANCIAL PLAN

This five-year forecast of the General Fund is intended to communicate the sustainability of Frederick County's budget. Conservative budgeting combined with restrained estimates of future tax revenue indicate the County's current financial policies and priorities can be sustained. Barring significant economic changes or unforecastable shocks there should be continued ability of the County Government to accomplish its stated strategic goals.

Five-Year Forecast General Fund

	FY 2018 ADOPTED	FY 2019 PROJECTION	FY 2020 PROJECTION	FY 2021 PROJECTION	FY 2022 PROJECTION
REVENUES					
LOCAL PROPERTY TAXES	\$ 301,848,738	\$ 314,298,086	\$ 326,644,270	\$ 339,312,111	\$ 352,301,578
LOCAL INCOME TAXES	206,895,978	226,956,849	238,678,450	251,005,435	263,969,069
OTHER LOCAL TAXES	20,944,177	20,437,053	20,651,921	21,670,846	22,095,268
LICENSES AND PERMITS	4,673,900	3,958,095	3,993,718	4,029,662	4,065,929
FEDERAL GRANTS	350,520	1,150,000	1,150,000	1,150,000	1,150,000
STATE GRANTS	3,714,251	3,100,000	3,100,000	3,100,000	3,100,000
CHARGES FOR SERVICES	9,137,339	9,151,096	9,233,456	9,316,557	9,400,406
FINES AND FORFEITURES	68,000	52,400	52,400	52,400	52,400
INVESTMENT EARNINGS	300,011	300,000	300,000	300,000	300,000
MISCELLANEOUS	2,562,652	2,817,587	2,842,945	2,868,532	2,894,349
OPERATING REVENUE	550,495,566	582,221,167	606,647,161	632,805,544	659,328,999
OTHER FINANCING SOURCES	-	-	-	-	-
BUDGETED USED OF FUND BALANCE	31,468,693	21,000,000	20,000,000	18,000,000	15,000,000
GENERAL FUND REVENUES	581,964,259	603,221,167	626,647,161	650,805,544	674,328,999
Operating Revenues - Percent Increase	2.8%	4.4%	4.2%	4.3%	4.2%
Total General Fund Revenues - Percent In	3.9%	3.9%	3.9%	3.9%	3.6%
APPROPRIATIONS					
COUNTY DEPARTMENTS	\$ 215,796,098	\$ 217,457,816	\$ 221,114,778	\$ 230,333,314	\$ 239,990,157
BOARD OF EDUCATION	272,256,736	281,345,659	290,122,312	300,306,420	310,683,347
FREDERICK COMMUNITY COLLEGE	16,560,897	17,266,412	17,805,042	18,430,049	19,066,889
FREDERICK COUNTY LIBRARY	11,404,689	11,482,704	11,840,910	12,256,560	12,680,078
OTHER INDEPENDENT AGENCIES	4,776,550	4,741,856	4,784,533	4,827,593	4,871,042
MUNICIPAL TAX REBATE	4,480,157	4,309,454	4,348,239	4,387,374	4,426,860
DEBT SERVICE	40,533,525	46,796,756	49,636,467	49,556,871	47,072,648
TRANSFER TO CAPITAL PROJECTS FUND	14,954,639	15,729,257	17,236,253	17,545,606	18,294,208
TRANSFER TO OTHER FUNDS	1,150,968	4,000,000	4,000,000	4,000,000	4,000,000
PERMANENT PUBLIC IMPROVEMENTS	50,000	0	0	0	0
TOTAL APPROPRIATIONS	581,964,259	603,129,914	620,888,533	641,643,786	661,085,230
SURPLUS/(DEFICIT) - ANNUAL	\$ -	\$ 91,252	\$ 5,758,628	\$ 9,161,758	\$ 13,243,769

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BUDGET PROCESS AND CALENDAR

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Budget Process

The Charter of Frederick County controls much of the budget process with clear due dates, public hearing requirements, definitions and assigned roles and responsibilities. For public reference there are certain, key sections of the Charter discussed here:

ARTICLE 5. Budget and Finance

503. **Preparation of the County Budget** – defines the process and timeline to be followed. April 15th of each year is the mandatory date by which the internal budget development process must conclude and the County Executive is required to propose the budget to the County Council. Prior to this date there are two mandatory public hearings required in December and March to seek public input and receive public comments on the draft budget.

504. **Budget Message** – The budget message is required and must explain the proposed Operating Budget, the Capital Budget, and the Capital Improvement Program both in terms of finances and of work to be done. Additionally it must outline financial policies and indicate any major changes in expenditures, appropriations and revenues as compared with the current fiscal year.

505. **Public Budget Hearing** – This section begins to define the responsibility of the County Council after the County Executive has proposed the budget. Public hearing requirements and processes are set here.

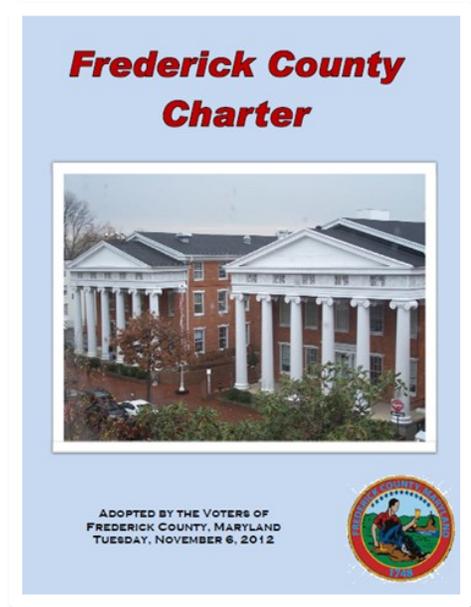
506. **Action on the Budget by the Council** – Clearly articulated allowable actions are defined here. As an example, the Charter limits the Council’s ability to change the budget:

“...the Council may decrease or delete any items in the Budget, except those required by State law, by provisions for debt service on obligations then outstanding or for estimated cash deficits. The Council shall have no power to change the form of the Budget as submitted by the Executive, to alter revenue estimates, or to increase any expenditure recommended by the Executive...”

Additionally, this section of the Charter defines when and how the budget process must conclude:

“...The adoption of the Budget shall be by the affirmative vote of not less than four members of the Council in a law enacted not later than May 25, which shall be known as the “Annual Budget and Appropriations Ordinance of Frederick County.” If the Council fails to adopt the Budget by May 25 pursuant to this subsection, the proposed Budget as submitted by the Executive shall become law.”

Budget amendments must also follow Charter requirements. During the operating year, the Executive may transfer unencumbered appropriations in the Operating Budget within the same department, agency, or office and within the same fund. On the recommendation of the Executive, the Council may transfer unencumbered appropriations in the Operating Budget between departments, agencies and offices within the same fund. A transfer may not be made between the Operating Budget and Capital Budget appropriations. On the recommendation of the Executive, the Council may transfer appropriations



between Capital Projects within the same fund provided the Council neither creates nor abandons any Capital Projects except in accordance with Section 512 of the County Charter.

Budget Calendar / Budget Process

With input from the Chief Administrative Officer, The Budget Director and Budget staff, and 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

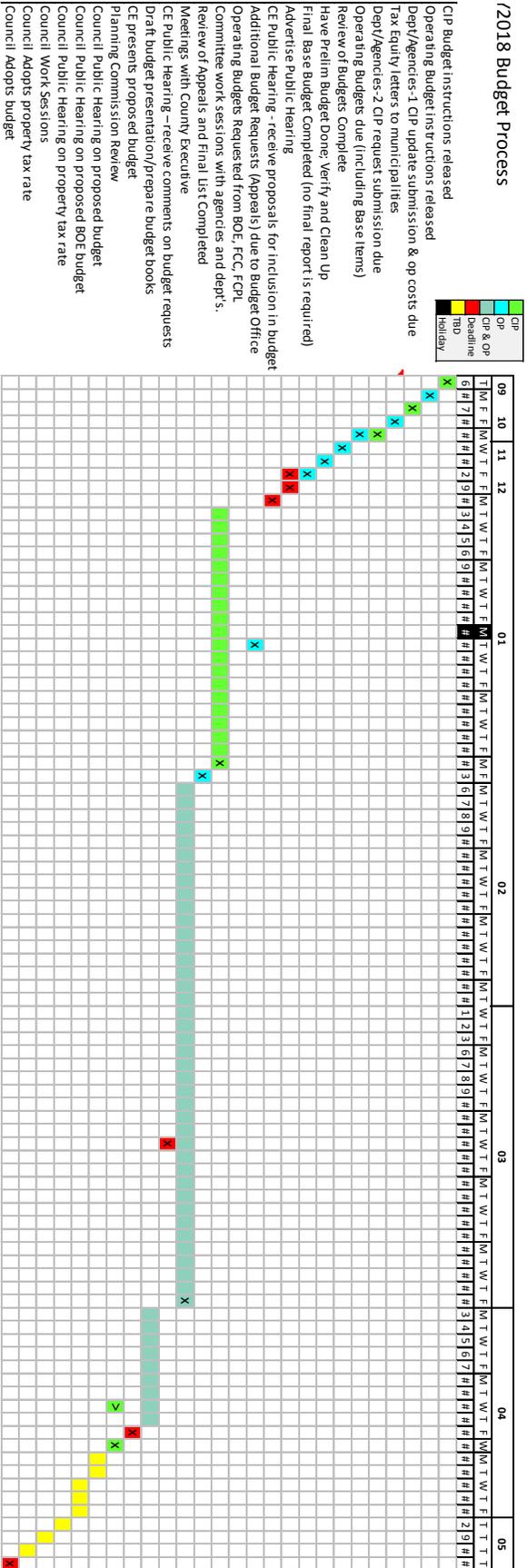
April - The County Executive shall publicly submit a Proposed Budget to the Council, along with a Budget message, supporting tables and a financial plan that explains the Proposed Operating Budget, the Capital Budget and the Capital Improvement Program

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”

The waterfall chart on the next page steps through key dates in the FY2018 Budget process

Frederick County Budget Process - FY2018

/2018 Budget Process



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BUDGET BASIS

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Basis of Budgeting

Budgets are prepared using encumbrance accounting where encumbrances are treated as expenditures of the current period. The policy established by the County with respect to the Budget is at variance with GAAP. The County's budgetary basis of accounting differs from GAAP as follows:

- Encumbrances are treated as expenditures for budgetary accounting purposes. Under encumbrance accounting, purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- Inventories are recorded as expenditures at the time of purchase.
- The use of prior years' fund balance is reported as another financing source (appropriated fund balance).
- "Roll-Over" budget authority is granted via the Annual Budget Adoption Ordinance. 17-01-001 states, "... 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. "

Formal budgetary integration is employed as a management control device for all funds for which a budget is legally adopted, namely, the General, Special Revenue (except the Sheriff's Drug Enforcement, Sheriff's Office Fund, Narcotics Task Force, Inmates' Canteen, Fire/Rescue Loan, and Non-Profit Organizations Loan) Capital Projects, Enterprise, and Internal Service Funds. No budgets are in place for the Special Revenue Funds individually noted. Other Post Employment Benefit Trust and Pension Trust Funds' budgets are for management control only and are not adopted by the County Council.



The Frederick County budget document is a comprehensive financial plan showing all anticipated revenues, expenditures for the operating budget, the capital budget and the Capital Improvements Program, and any surplus or deficit in the general or special funds of the government. The Capital Improvements Program sets forth clearly the plan for proposed capital projects to be undertaken in the ensuing fiscal year and the next five years.

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FUND DESCRIPTION AND STRUCTURE

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Fund Description, Structure and Balances

The table below depicts the relationship between the Division of County Government and the various Funds established for budgetary purposes. Most common is the General Fund, followed closely by the Grants Fund which is established to segregate the dedicated revenue and expenditures associated with most grants.

Other funds are established for specific programmatic uses or for Enterprise operations as in the case of the Division of Utilities and Solid Waste Management. The funds for Pension and OPEB are shown for informational purposes and are not appropriated in the Adopted Budget.

Funds that are budgeted but not associated with a Division of County Government include: Electric Lighting Tax, Hotel Rental Tax, the Comprehensive Care Facilities Fund and Bell Court Housing Fund.

Budgeted Fund Structure by County Government Division	FUND										
	General Fund	Agricultural Preservation	Grants Fund	Housing Initiatives	Econ Dev Loan Fund	Solid Waste Fund	Water & Sewer Fund	Fleet Services	Voice Services	Pension Trust	OPEB
DIVISION: County Executive's Office	✓		✓		✓						
County Council's Office	✓										
County Attorney's Office	✓										
State's Attorney's Office	✓		✓								
Sheriff's Office	✓		✓								
Courts	✓		✓								
Animal Control	✓		✓								
Citizens Services	✓		✓	✓							
Emergency Management	✓		✓								
Finance	✓										
Fire and Rescue Services	✓		✓								
Health Services	✓		✓								
Human Resources	✓									✓	✓
Interagency Information Technology	✓								✓		
Parks and Recreation	✓	✓									
Planning & Permitting	✓		✓								
Public Works	✓							✓			
Transit Services	✓		✓								
Utilities and Solid Waste Management						✓	✓				

Fund Balance Policy

General Fund Balances are automatically re-budgeted as a revenue two fiscal years hence. This is displayed as BUDGETED USE OF FUND BALANCE in the adopted budget statements of revenue. Section 2-7-1(a) (2) of the Frederick County, Maryland Code of Ordinances provides for the County to maintain a committed General Fund balance equal to five percent of General Fund expenditures and transfers to the Board of Education and Frederick Community on a budgetary basis.

Unless otherwise provided by law and except for grant appropriations or grant funds deposited in special accounts dedicated to specific functions, activities or purposes, **all unexpended and unencumbered appropriations in the Operating Budget at the end of the fiscal year and shall revert into the treasury.**

The only exception to this is provided in Ordinance 17-01-001, *Section 5: FY2017 Budget Encumbered But Unexpended Appropriations Rolled Over*. This Ordinance hereby re-appropriates (rolls over) the encumbered but unexpended appropriations from FY2017 Budget to the FY2018 Budget. The

Fund Description, Structure and Balances

encumbrance must be recorded in the County's financial system of record by June 30, 2017, and must be expended by June 30, 2018.

No appropriation for a Capital Project in the Capital Budget may revert until the purpose for which the appropriation was made is accomplished or abandoned; but any Capital Project shall be considered abandoned if three fiscal years elapse without any expenditure from or encumbrance of the appropriation.

Source	<u>Budgeted Funds:</u>	Actual Fund Balance 6/30/2016	Budgeted Changes		Projected Fund Balance 6/30/2018	Notes:
			FY2017	FY2018		
	<u>General Fund</u>	n/a	\$25,007,730	\$31,468,693	n/a	1.
	<u>Special Revenue Funds:</u>					
(a)	Grants Fund	\$3,771,625	\$0	\$0	\$3,771,625	2.
(b)	Agricultural Preservation Fund	\$49,715,731	\$159,836	\$495,784	\$50,371,351	
(a)	Electric Lighting Special Taxing District	\$4,339	\$0	\$0	\$4,339	
(a)	Economic Development Loan Fund	\$300,512	(\$200)	(\$200)	\$300,112	
(a)	Hotel Rental Tax Fund	\$0	\$0	\$0	\$0	3.
(a)	Housing Initiatives	\$6,611,074	(\$655,600)	(\$1,027,500)	\$4,927,974	
	<u>Enterprise Funds:</u>					
(b)	Comprehensive Car Facilities Fund	N/A	N/A	NEW	\$0	4.
(b)	Bell Court	\$1,517,198	\$0	\$0	\$1,517,198	
(b)	Solid Waste Fund	\$40,133,478	\$0	\$0	\$40,133,478	
(b)	Water & Sewer Fund	\$506,264,185	\$0	\$0	\$506,264,185	
	<u>Internal Service Funds:</u>					
(c)	Fleet Services	\$16,431,850	\$0	\$0	\$16,431,850	
(c)	Voice Services	\$1,138,067	\$0	\$0	\$1,138,067	
(c)	Work Comp	\$3,563,186	\$0	\$0	\$3,563,186	
	<u>Fiduciary Funds:</u>					
(b)	Pension Trust	\$497,920,106	\$15,521,628	\$16,636,958	\$530,078,692	
(b)	OPEB	\$117,626,340	\$4,549,500	\$5,119,500	\$127,295,340	
(b)	<u>Capital Fund</u>	\$147,314,912	\$0	\$0	\$147,314,912	5.

Notes:

1. The General Fund does not maintain an on-going fund balance. Each fiscal year the audited fund balance from two years prior must be completely appropriated. Section 2-7-1(a)(2) of the Frederick County, Maryland Code of Ordinances provides for the County to maintain a committed General Fund balance equal to 5 percent of General Fund expenditures and transfers to the Board of Education and Frederick Community College on a budgetary basis.
2. Grants timing may not match the fiscal year. All grants are budgeted such that revenue equals expense in a given budget year.
3. The Hotel Rental Tax Fund is a "pass-through" funds to collect the tax and forward to an external organization per a Memorandum of Understanding.
4. The Comprehensive Care Facilities Fund is new beginning in FY2018.
5. The Capital Fund (CIP) includes these Special Revenue Funds:
Parks Acquisition and Development, Impact Fee Fund and School Construction Fund.

Source - FY2016 CAFR Section

- (a) II-B-7
- (b) II-A-8
- (c) II-B-10



BUDGETED FUNDS

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GENERAL FUND

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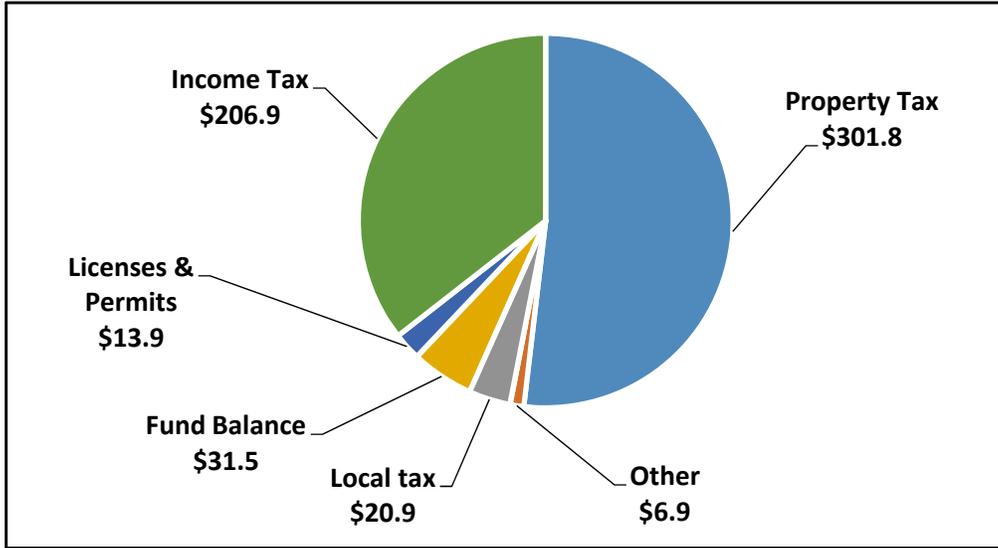


**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND SUMMARY
FISCAL YEAR 2018**

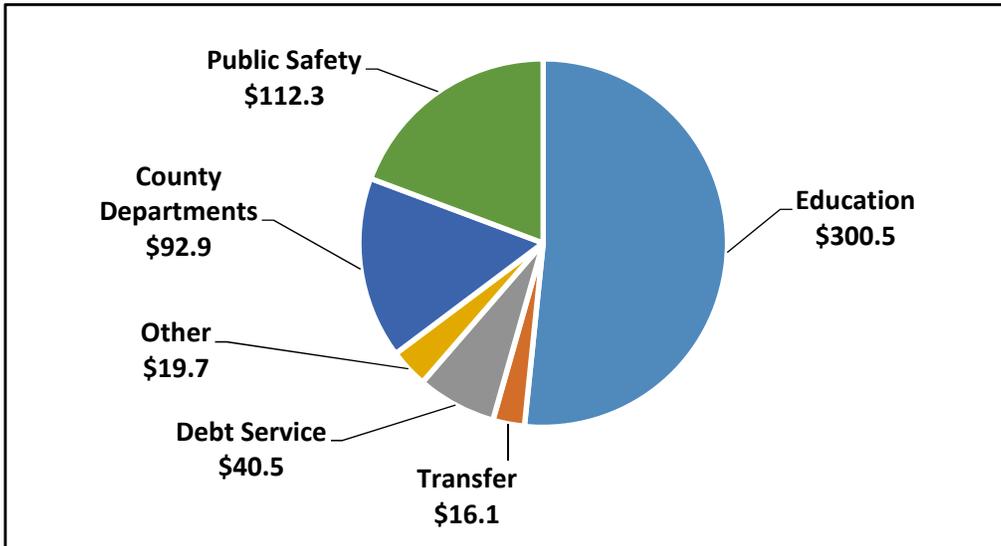
	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
REVENUE				
Property Taxes	301,848,738	290,568,514	11,280,224	3.88%
Local Income Tax	206,895,978	205,212,335	1,683,643	0.82%
Other Local Taxes	20,944,177	19,263,552	1,680,625	8.72%
Licenses & Permits	4,673,900	3,887,800	786,100	20.22%
Federal Grants	350,520	1,139,512	(788,992)	-69.24%
State Grants	3,714,251	3,078,369	635,882	20.66%
Service Charges	9,137,339	8,988,574	148,765	1.66%
Fines & Forfeitures	68,000	52,400	15,600	29.77%
Investment Earnings	300,011	300,022	(11)	0.00%
Miscellaneous	2,562,652	2,767,547	(204,895)	-7.40%
TOTAL OPERATING REVENUE	550,495,566	535,258,625	15,236,941	2.85%
BUDGETED USE OF FUND BALANCE	31,468,693	25,007,730	6,460,963	25.84%
TOTAL ALL SOURCES	581,964,259	560,266,355	21,697,904	3.87%
APPROPRIATIONS				
County Departments	215,796,098	206,693,329	9,102,769	4.40%
Board of Education	272,256,736	258,282,797	13,973,939	5.41%
Frederick Community College	16,560,897	15,851,025	709,872	4.48%
Frederick County Library	11,404,689	10,541,428	863,261	8.19%
Other Independent Agencies	4,776,550	4,657,641	118,909	2.55%
Municipalities (Tax Equity)	4,480,157	4,232,919	247,238	5.84%
Debt Service	40,533,525	42,573,124	(2,039,599)	-4.79%
Transfer to Capital Projects	14,954,639	13,055,192	1,899,447	14.55%
Transfer to Other Funds	1,150,968	4,198,900	(3,047,932)	-72.59%
Permanent Public Improvement	50,000	180,000	(130,000)	-72.22%
TOTAL APPROPRIATIONS	581,964,259	560,266,355	21,697,904	3.87%

FY2018 \$582 Million Adopted Budget

Source of Funds (\$ Millions)



Use of Funds (\$ Millions)





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

		FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:					
Local Property Taxes	Real Estate Taxes - Tax Differential	9,077,639	0	9,077,639	N/A
	Real Estate Taxes	296,292,938	293,879,062	2,413,876	0.82%
	Public Utilities Tax	7,115,200	7,115,200	0	0.00%
	Payment in Lieu Of Tax	265,000	100,300	164,700	164.21%
	Interest On Taxes	2,713,800	2,713,800	0	0.00%
	Tax Credit Historic District	(15,000)	(23,700)	8,700	-36.71%
	Tax Credit-Income Based	(3,250,000)	(3,538,300)	288,300	-8.15%
	Tax Credit-State Reimbursement	3,250,000	3,538,300	(288,300)	-8.15%
	Discount Of Taxes	(1,757,600)	(1,757,600)	0	0.00%
	Tax Sale Rev & Exp	28,000	28,000	0	0.00%
	Ag Land/Bldg Tax Credit	(1,174,000)	(1,174,000)	0	0.00%
	County HO Tax Credit Program	(741,300)	(741,300)	0	0.00%
	Golden Mile Tax Credit	(25,000)	(25,000)	0	0.00%
	Homestead Credit	(845,100)	(663,000)	(182,100)	27.47%
	Land Trust Tax Credit	(7,000)	(7,000)	0	0.00%
	Carroll Manor Rec - Tax Credit	(1,200)	(1,200)	0	0.00%
	Municipal Tax Differential	(9,077,639)	(8,875,048)	(202,591)	2.28%
	Local Property Taxes Total:	\$301,848,738	\$290,568,514	\$11,280,224	3.88%
Local Income Tax	Income Taxes	206,895,978	205,212,335	1,683,643	0.82%
	Local Income Tax Total:	\$206,895,978	\$205,212,335	\$1,683,643	0.82%
Other Local Taxes	Recordation Taxes-Deeds	15,709,121	13,504,480	2,204,641	16.33%
	911 Fees - Local	1,550,000	1,494,300	55,700	3.73%
	Security Interest Filing Fees	200	200	0	0.00%
	Recordation Taxes-Financing	3,684,856	4,264,572	(579,716)	-13.59%
	Other Local Taxes Total:	\$20,944,177	\$19,263,552	\$1,680,625	8.72%
Licenses & Permits	Traders Licenses	195,600	195,600	0	0.00%
	Beer Wine Liquor Licenses	400,100	300,100	100,000	33.32%
	Business License Review	0	100	(100)	-100.00%
	Plumbing Licenses	60,000	21,000	39,000	185.71%
	Electrical Licenses	60,000	112,000	(52,000)	-46.43%
	Animal Licenses	52,100	52,100	0	0.00%
	Marriage Licenses	17,500	13,200	4,300	32.58%
	Electrical Ltr of Reciprocity	400	300	100	33.33%
	License Appl Fee/Lq Bd	25,000	37,701	(12,701)	-33.69%
	Liq License Postponement Fees	13,500	433	13,067	3017.78%
	Re-inspection fee	500	866	(366)	-42.26%
	Raffles Permits	9,200	9,500	(300)	-3.16%
	Gaming Permits	800	800	0	0.00%
	Bingo Permits	4,000	4,400	(400)	-9.09%
	Tip Jar Permits	20,000	26,500	(6,500)	-24.53%
	Tip Jars per Bag Fee	140,000	152,800	(12,800)	-8.38%
	Fire Dept Gaming Permits	3,000	3,300	(300)	-9.09%
	Gaming Distribution Permits	10,000	10,000	0	0.00%
	Parks Alcohol Permit	2,000	2,000	0	0.00%
	Zoning Permits	125,000	88,200	36,800	41.72%
	Building Permits	1,200,000	975,000	225,000	23.08%
	Electrical Permits	850,000	700,000	150,000	21.43%
	Plumbing Permits	575,000	450,000	125,000	27.78%
	Driveway Permits	5,000	3,700	1,300	35.14%
	Grading Permits	750,000	600,000	150,000	25.00%
	Forest Resource Permits	11,000	10,000	1,000	10.00%
	Building Reinspect Fee	8,000	2,800	5,200	185.71%
	Electric Reinspect Fee	8,000	3,500	4,500	128.57%
	Plumbing Reinspect Fee	5,000	2,100	2,900	138.10%
	Building Permit Filing Fee	96,000	90,000	6,000	6.67%
	Site Plan Compliance Insp Fee	6,000	4,700	1,300	27.66%
	Building Permit Extension Fee	20,000	13,200	6,800	51.52%
	Plumbing Admini Approval	100	300	(200)	-66.67%
	Electrical Board Appeals	100	100	0	0.00%
	Home Occupation Permits	1,000	1,500	(500)	-33.33%



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

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Licenses & Permits Total:	\$4,673,900	\$3,887,800	\$786,100	20.22%
Federal Grants				
Build America Bond Subsidy	0	789,599	(789,599)	-100.00%
Fed Pass Thru-A-133 exempt	350,520	349,913	607	0.17%
Federal Grants Total:	\$350,520	\$1,139,512	(\$788,992)	-69.24%
State Grants				
Pub Safety & Corrections Svcs	190,000	190,000	0	0.00%
Maryland State Police	1,048,600	1,048,600	0	0.00%
Maryland State Police Fire	495,000	360,000	135,000	37.50%
MD Dept of Transportation	1,980,651	1,479,769	500,882	33.85%
State Grants Total:	\$3,714,251	\$3,078,369	\$635,882	20.66%
Charge for Services				
Court Costs, Fees and Charges	2,700	2,700	0	0.00%
P & Z Publications and Maps	600	900	(300)	-33.33%
P & Z Rezoning	5,000	1,200	3,800	316.67%
P & Z Appeals Board Fees	10,000	14,000	(4,000)	-28.57%
P & Z Preliminary Plat Fees	22,000	30,000	(8,000)	-26.67%
P & Z WS Text Amend Fees	9,690	15,000	(5,310)	-35.40%
P & Z Final/Misc Plats	140,000	145,000	(5,000)	-3.45%
P & Z Site Plan Fees	85,000	145,000	(60,000)	-41.38%
P & Z Agriculture Cluster Fees	1,000	2,100	(1,100)	-52.38%
P & Z Sketch Concept	1,000	1,760	(760)	-43.18%
Mod/Ext/Waiver Requests	5,000	3,000	2,000	66.67%
Subdiv Imprv Plans Planning	7,000	7,000	0	0.00%
P & Z Forest Application Fee	20,000	25,000	(5,000)	-20.00%
FRO Exemption	4,500	4,000	500	12.50%
P&Z FRO Fee in Lieu of Revenue	10,000	1,000	9,000	900.00%
OnSite Priv Utility Insp	140,000	100,600	39,400	39.17%
Phase II PUD/MXD Plans	0	100	(100)	-100.00%
Plat Recordation	7,500	10,000	(2,500)	-25.00%
Publications	0	100	(100)	-100.00%
Zoning Ver. Letters	9,600	12,000	(2,400)	-20.00%
C OF O Resp.-Residential	100	300	(200)	-66.67%
C OF O RE.-Nonresidential	1,000	2,300	(1,300)	-56.52%
Dev.Rights Ver. Ltrs.	3,000	5,000	(2,000)	-40.00%
Lot of Record Determin.	1,500	1,200	300	25.00%
Electrical Exam Fee	200	200	0	0.00%
Temporary Use & Occup. Fee	2,000	2,600	(600)	-23.08%
Municipal Services Recovery	87,000	87,000	0	0.00%
Election Voters Lists	500	500	0	0.00%
Electricity Demand Side Mgmt	25,000	19,900	5,100	25.63%
Tax Status Reports Collection	100,350	82,500	17,850	21.64%
Weed Control Fees	247,938	243,686	4,252	1.74%
Hotel Tax Admin Fee	0	32,600	(32,600)	-100.00%
CDA Admin Fee	33,100	32,700	400	1.22%
Administrative Fee	2,000	1,000	1,000	100.00%
APFO Reviews	7,000	15,000	(8,000)	-53.33%
APFO Exemption	3,000	3,000	0	0.00%
Sheriff's Fees	22,200	22,200	0	0.00%
Alt Sentencing Admin Fees	30,000	30,000	0	0.00%
Animal Control Collections	70,000	70,000	0	0.00%
Fire/Life Safety Review/Insp	4,700	4,700	0	0.00%
Ambulance Insurance Billing	5,100,000	5,100,000	0	0.00%
Fire/Rescue Co. Ins. Proceeds	(1,179,653)	(1,179,653)	0	0.00%
Fire/Rescue Co. Subscriptions	395,000	395,000	0	0.00%
Fire/Rescue Subscrip. Credits	(395,000)	(395,000)	0	0.00%
Fire Systems Review/Insp	275,000	185,500	89,500	48.25%
LS Site Plan Review	35,000	25,500	9,500	37.25%
PADDD Admin Fees	4,000	4,000	0	0.00%
Animal Control Medical Receipt	3,000	3,000	0	0.00%
Fire Reinspect Fee	2,000	300	1,700	566.67%
Drug Court Fees	300	300	0	0.00%
Third Millennium Fees	3,500	3,500	0	0.00%
Fingerprinting Fees	60,000	50,000	10,000	20.00%
Life Safety Review/Insp	285,000	135,000	150,000	111.11%



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

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Site Imprv Plans Engineering	200,000	285,000	(85,000)	-29.82%
Preliminary Plats Fees	0	100	(100)	-100.00%
Preliminary Final Plats Fees	5,000	4,500	500	11.11%
Final Plats Fees	5,000	10,000	(5,000)	-50.00%
Miscellaneous Plats Fees	9,000	9,500	(500)	-5.26%
Pub Imp Admin Doc Proc Fee	6,000	1,500	4,500	300.00%
Mod/Ext/Waiver Req Fees	1,000	800	200	25.00%
Site Plan (zoning) Review Fees	20,000	30,000	(10,000)	-33.33%
Roads/Streets Inspections	200,000	200,000	0	0.00%
Dev Rev Engr Adm Process Fee	20,000	12,000	8,000	66.67%
Homeowner Exam-Electrical	600	800	(200)	-25.00%
Homeowner Exam-Plumbing	300	300	0	0.00%
Performance Agree/Surety Mod	1,000	900	100	11.11%
Deed of Easement Agree Mod/Rel	300	350	(50)	-14.29%
Automation Enhancement Fee	0	80,200	(80,200)	-100.00%
Green Card Fee	0	0	0	N/A
Other Fees	7,420	6,106	1,314	21.52%
SKC Day Prog Fees	947,974	934,425	13,549	1.45%
SKC Suppt Emp Fees	525,000	525,000	0	0.00%
Nursing Fees - MA	10,000	10,000	0	0.00%
Class Tuition	271,500	271,500	0	0.00%
Day Camp Tuition	146,009	140,000	6,009	4.29%
Fountain Rock Nature Ctr Fees	65,000	65,000	0	0.00%
Rec Ctr Program Fees	483,217	471,200	12,017	2.55%
Museum Fees	80,000	65,000	15,000	23.08%
Ballfield Fees	22,700	22,700	0	0.00%
Catoctin Creek Nature Ctr Fees	80,000	60,000	20,000	33.33%
Synthetic Turf Field	125,594	82,000	43,594	53.16%
Court Papers Reimbursements	192,100	192,100	0	0.00%
Dev Disabilities Collections	3,300	3,300	0	0.00%
Charge for Services Total:	\$9,137,339	\$8,988,574	\$148,765	1.66%
Fines & Forfeitures				
Court Fines	47,500	36,400	11,100	30.49%
Alcohol Code Violation Fines	18,000	15,000	3,000	20.00%
Fines-Gaming	500	200	300	150.00%
Fines-Building	500	200	300	150.00%
Fines-Electrical	500	200	300	150.00%
Fines-Plumbing	500	200	300	150.00%
Fines - Environmental	500	200	300	150.00%
Fines & Forfeitures Total:	\$68,000	\$52,400	\$15,600	29.77%
Investment Earnings				
Investment Earnings	300,011	300,022	(11)	0.00%
Investment Earnings Total:	\$300,011	\$300,022	(\$11)	0.00%
Miscellaneous Revenues				
Rental Income	0	0	0	N/A
Rent-Court House Multi Complex	700,000	697,900	2,100	0.30%
Rent - Animal Health Lab	84,200	84,200	0	0.00%
Rent - Central Booking	9,900	9,900	0	0.00%
Rec Ctr Facility Rental	47,000	47,000	0	0.00%
Rent - Park Facilities	165,400	202,600	(37,200)	-18.36%
Rent-Libertytown Park	3,190	3,900	(710)	-18.21%
Rent- LEC	242,300	242,300	0	0.00%
Rent - Scholl's Lane.	0	0	0	N/A
Rent/Parking - Courthouse	700	700	0	0.00%
Rent - Carroll Creek Pk Deck	10,400	8,600	1,800	20.93%
Misc Parking Revenue	31,800	81,800	(50,000)	-61.12%
Rent - Rosehill Tenant	7,200	7,200	0	0.00%
Rent - Urbana Farm House	7,200	7,200	0	0.00%
Rent - Utica Park	4,092	4,092	0	0.00%
Rent - Old National Pike Park	2,600	2,600	0	0.00%
Rent Urbana Crop Land	550	600	(50)	-8.33%
Rent-Rocky Ridge Park	630	630	0	0.00%
Rent-Robin meadows Park	525	525	0	0.00%
Point of Rocks RP Rent	10,400	10,400	0	0.00%
Rent - Othello DP Land	32,000	32,000	0	0.00%



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

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Libertytown Park Concessions	300	300	0	0.00%
Rent - BHS	0	0	0	N/A
Contributions & Donations	41,265	139,500	(98,235)	-70.42%
Collection charges - NSF	3,000	3,000	0	0.00%
Misc -Vending Machines	17,100	20,900	(3,800)	-18.18%
Tax Collection Auto Tag Recvy	2,000	2,000	0	0.00%
Misc-Pay Phone Commissions	70,500	59,700	10,800	18.09%
Unanticipated Revenue	500,000	500,000	0	0.00%
Miscellaneous Revenues	285,000	275,000	10,000	3.64%
Interest Income	1,000	1,000	0	0.00%
ATM Revenues	0	0	0	N/A
Pcard Rebates	150,000	175,000	(25,000)	-14.29%
Food Rebates	2,000	0	2,000	N/A
Lobbyist Registration Fee	100	700	(600)	-85.71%
In-Kind Revenue	130,300	146,300	(16,000)	-10.94%
Miscellaneous Revenues Total:	\$2,562,652	\$2,767,547	(\$204,895)	-7.40%
Budgeted Fund Bal/Net Income	31,468,693	25,007,730	6,460,963	25.84%
Budgeted Fund Balance Total:	\$31,468,693	\$25,007,730	\$6,460,963	25.84%
Total Revenues:	\$581,964,259	\$560,266,355	\$21,697,904	3.87%

Budgeted Fund Balance



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

		FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Expenses:					
County Executive	Budget Office	799,273	542,336	256,937	47.38%
	Communications	782,098	767,112	14,986	1.95%
	County Executive	1,396,703	1,317,757	78,946	5.99%
	Environmental Sustainability *	219,410	163,751	55,659	33.99%
	NPDES *	1,539,543	1,377,386	162,157	11.77%
	Office of Economic Development	1,512,153	1,218,999	293,154	24.05%
	Workforce Services	614,593	587,841	26,752	4.55%
	County Executive Total:	\$6,863,773	\$5,975,182	\$888,591	14.87%
County Council	County Council	775,104	815,143	(40,039)	-4.91%
	County Council Total:	\$775,104	\$815,143	(\$40,039)	-4.91%
Human Resources	Human Resources	1,275,024	1,236,987	38,037	3.07%
	Human Resources Total:	\$1,275,024	\$1,236,987	\$38,037	3.07%
County Attorney	County Attorney	1,448,610	1,430,091	18,519	1.29%
	Ethics Commission	10,419	10,419	0	0.00%
	County Attorney Total:	\$1,459,029	\$1,440,510	\$18,519	1.29%
Circuit Court	Circuit Court	1,581,860	1,403,935	177,925	12.67%
	Circuit Court Magistrate	19,585	29,737	(10,152)	-34.14%
	Jury	97,395	97,395	0	0.00%
	Circuit Court Total:	\$1,698,840	\$1,531,067	\$167,773	10.96%
Orphan's Court	Orphan's Court	39,687	39,714	(27)	-0.07%
	Orphan's Court Total:	\$39,687	\$39,714	(\$27)	-0.07%
State's Attorney	State's Attorney	6,302,573	6,158,845	143,728	2.33%
	State's Attorney Total:	\$6,302,573	\$6,158,845	\$143,728	2.33%
IIT	Interagency Inform. Technolog	9,344,404	8,579,776	764,628	8.91%
	IIT Total:	\$9,344,404	\$8,579,776	\$764,628	8.91%
Finance Division	Accounting	2,564,392	2,506,937	57,455	2.29%
	Procurement & Contracting	1,261,422	1,240,662	20,760	1.67%
	Risk Management	386,020	378,413	7,607	2.01%
	Treasurer	1,241,681	1,202,297	39,384	3.28%
	Finance Division Total:	\$5,453,515	\$5,328,309	\$125,206	2.35%
Planning & Permitting	Permit & Inspections	3,806,519	3,461,328	345,191	9.97%
	Planning & Development Review (10F)	2,603,694	2,433,916	169,778	6.98%
	Planning & Permitting Total:	\$6,410,213	\$5,895,244	\$514,969	8.74%
Public Works Division	Construction Management	1,266,951	1,753,732	(486,781)	-27.76%
	Highway Operations	15,970,400	15,521,599	448,801	2.89%
	Maintenance	8,603,728	8,676,812	(73,084)	-0.84%
	Public Works Administration	1,063,621	231,470	832,151	359.51%
	Transportation Engineering	1,900,614	2,134,162	(233,548)	-10.94%
	Public Works Division Total:	\$28,805,314	\$28,317,775	\$487,539	1.72%

* For fiscal year 2017, these departments were adopted under the Planning and Permitting Division. For comparison purposes, they are shown with the fiscal year 2018 division.



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

		FY 2018	FY 2017	\$	%
		ADOPTED	ADOPTED	CHANGE	CHANGE
Parks & Recreation	Building Security	257,019	253,457	3,562	1.41%
	Custodial Services	2,011,578	1,963,169	48,409	2.47%
	Parks & Recreation Division	7,123,384	6,780,328	343,056	5.06%
	Parks & Recreation Total:	\$9,391,981	\$8,996,954	\$395,027	4.39%
Health Services Div	Detention Cntr-Substance Abuse	132,572	132,572	0	0.00%
	Developmental Center	3,536,383	3,452,065	84,318	2.44%
	Health Administration	128,184	136,658	(8,474)	-6.20%
	Health Targeted Funds- County	2,156,297	2,173,797	(17,500)	-0.81%
	Mental Health Program	421,533	421,533	0	0.00%
	School Health Program	10,000	10,000	0	0.00%
	Health Services Div Total:	\$6,384,969	\$6,326,625	\$58,344	0.92%
Deinstitutionalization	\$11,514	\$11,514	0	0.00%	
Health Services Other Total:	\$11,514	\$11,514	\$0	0.00%	
Citizens Services Div	Child Advocacy Center	346,346	325,639	20,707	6.36%
	Citizens Services Admin.	493,121	401,602	91,519	22.79%
	Department on Aging	1,322,364	865,521	456,843	52.78%
	Family Partnership	408,300	296,368	111,932	37.77%
	Housing	611,770	522,609	89,161	17.06%
	Human Relation Commission	4,770	4,770	0	0.00%
	Human Relations	145,333	142,574	2,759	1.94%
	Office for Children & Family	221,959	97,180	124,779	128.40%
	SKC Day Program	1,703,614	1,717,866	(14,252)	-0.83%
	SKC Supported Employment	1,517,054	1,446,775	70,279	4.86%
Citizens Services Div Total:	\$6,774,631	\$5,820,904	\$953,727	16.38%	
Transit	Transit	104,014	104,865	(851)	-0.81%
	Transit Total:	\$104,014	\$104,865	(\$851)	-0.81%
Animal Control	Division of Animal Control	2,054,606	1,993,365	61,241	3.07%
	Animal Control Total:	\$2,054,606	\$1,993,365	\$61,241	3.07%
Sheriff	Community Deputy Program	0	0	0	N/A
	Court House Security	2,591,392	2,305,784	285,608	12.39%
	Detention Center	14,961,385	14,317,886	643,499	4.49%
	School Crossing Guard	0	0	0	N/A
	Sheriff-Administration	1,218,616	1,196,402	22,214	1.86%
	Sheriff-Law Enforcement	24,571,968	24,104,967	467,001	1.94%
	Work Release Center	4,032,205	4,042,633	(10,428)	-0.26%
Sheriff Total:	\$47,375,566	\$45,967,672	\$1,407,894	3.06%	
Fire/Rescue Services	Ambulance Billing	699,590	706,189	(6,599)	-0.93%
	Fire & EMS Operations	43,622,740	41,779,189	1,843,551	4.41%
	Fire & Rescue Ser. Division	700,408	690,409	9,999	1.45%
	Fire Marshall	596,428	556,482	39,946	7.18%
	Professional Services	934,674	1,159,671	(224,997)	-19.40%
	Technical Services	1,368,513	1,319,602	48,911	3.71%
	Volunteer Fire & Rescue	8,273,813	7,821,414	452,399	5.78%
Fire/Rescue Services Total:	\$56,196,166	\$54,032,956	\$2,163,210	4.00%	
Emergency Management	Div of Emergency Management	292,900	316,320	(23,420)	-7.40%
	Emergency Communications	7,878,919	6,968,475	910,444	13.07%
	Emergency Preparedness	506,601	508,044	(1,443)	-0.28%
Emergency Management Total:	\$8,678,420	\$7,792,839	\$885,581	11.36%	



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

		FY 2018	FY 2017	\$	%
		ADOPTED	ADOPTED	CHANGE	CHANGE
Board of Education	Board of Education	272,256,736	258,282,797	13,973,939	5.41%
	Board of Education Total:	\$272,256,736	\$258,282,797	\$13,973,939	5.41%
Frederick Comm College	Frederick Community College	16,560,897	15,851,025	709,872	4.48%
	Frederick Comm College Total:	\$16,560,897	\$15,851,025	\$709,872	4.48%
Public Libraries	Library Operations	11,404,689	10,541,428	863,261	8.19%
	Public Libraries Total:	\$11,404,689	\$10,541,428	\$863,261	8.19%
Independent Agencies	Board of Elections	1,796,706	1,758,025	38,681	2.20%
	Cooperative Ext. Service	389,826	368,850	20,976	5.69%
	Interagency Internal Audit	316,669	310,117	6,552	2.11%
	Liquor Commission	503,051	479,845	23,206	4.84%
	SDAT	876,118	876,118	0	0.00%
	Social Services- County	493,464	464,850	28,614	6.16%
	Social Services- State Reimbur	41,443	44,815	(3,372)	-7.52%
	Soil Conservation	109,335	109,335	0	0.00%
	Weed Control	247,938	243,686	4,252	1.74%
	Maryland School For The Blind	2,000	2,000	0	0.00%
	Independent Agencies Total:	\$4,776,550	\$4,657,641	\$118,909	2.55%
Nondepartmentals	Contingencies:				
	County Contingency Fund	300,000	300,000	0	0.00%
	Revenue Stabilization	1,000,000	1,079,688	(79,688)	-7.38%
	Unanticipated Expenditures	500,000	500,000	0	0.00%
	Fuel Cost Reserve	549,420	549,420	0	0.00%
	Severe Weather Contingency	1,200,000	1,200,000	0	0.00%
	Permanent Public Improvement	50,000	180,000	(130,000)	-72.22%
	Indirect Cost Recovery	(2,628,559)	(2,512,884)	(115,675)	4.60%
	Component Unit Depreciation	(772,000)	(765,000)	(7,000)	0.92%
	County - Non-Department	159,092	156,511	2,581	1.65%
	Finance - Non-Department	450,850	448,950	1,900	0.42%
	Personnel - Non-Department	646,500	996,500	(350,000)	-35.12%
	Risk Mgmt - Non-Department	1,569,289	1,569,289	0	0.00%
	Debt Service	40,533,525	42,573,124	(2,039,599)	-4.79%
	Transfer to Capital Projects	14,954,639	13,055,192	1,899,447	14.55%
	Transfer to Grant Funds	6,485,967	6,202,481	283,486	4.57%
	Transfer to Other Funds	1,150,968	4,198,900	(3,047,932)	-72.59%
	Transfer to Other Govts	4,480,157	4,232,919	247,238	5.84%
	Nondepartmentals Total:	\$70,629,848	\$73,965,090	(\$3,335,242)	-4.51%
Grant in Aid/Non County	Community Partnership Grants	825,000	500,000	325,000	65.00%
	Commission for Women **	9,196	6,128	3,068	50.07%
	Non County Agencies	102,000	96,000	6,000	6.25%
	Grant in Aid/Non County Total:	\$936,196	\$602,128	\$334,068	55.48%
	Total Expenses:	\$581,964,259	\$560,266,355	\$21,697,904	3.87%

** For fiscal year 2018, additional funding for the Commission for Women is included in Non County Agencies.

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COMPONENT UNITS
OF
GOVERNMENT

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**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</u> <u>Adopted</u>	<u>FY 2016</u> <u>Adopted</u>	<u>FY 2017</u> <u>Adopted</u>	<u>FY 2018</u> <u>Adopted</u>	<u>Percent</u> <u>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 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 *	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.



SPECIAL REVENUE FUNDS -
OPERATING

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**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GRANTS FUND
FISCAL YEAR 2018**

		FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:					
Federal Grants	Federal Grants - Pass Thru	17,149,442	16,190,901	958,541	5.92%
	Fed Grnts-Pass Thru-other	8,779	53,695	(44,916)	-83.65%
	Federal Grants Total:	\$17,158,221	\$16,244,596	\$913,625	5.62%
State Grants	Department of Aging	389,059	363,693	25,366	6.97%
	Office of Crime Control & Prev	11,904	11,904	0	0.00%
	MD Educ Grants Restricted	570,041	658,415	(88,374)	-13.42%
	MD Educ Grants Unrestricted	57,000	57,000	0	0.00%
	Dpt of Health & Mental Hygiene	1,500	1,500	0	0.00%
	Housing and Community Dev	7,856	7,686	170	2.21%
	MD Dept of Transportation	1,668,790	1,628,261	40,529	2.49%
	Circuit Court	629,857	497,390	132,467	26.63%
	Gov. Office/Children Youth	393,603	393,603	0	0.00%
	Maryland - DLLR	32,832	28,416	4,416	15.54%
	State Grants Total:	\$3,762,442	\$3,647,868	\$114,574	3.14%
Charge for Services	Court Costs, Fees and Charges	12,500	12,500	0	0.00%
	Transit Fares	753,677	753,677	0	0.00%
	Aging Guardianship Income	750	750	0	0.00%
	MITP Med Assistance-State	330,000	230,000	100,000	43.48%
	Charge for Services Total:	\$1,096,927	\$996,927	\$100,000	10.03%
Miscellaneous Revenues	Contributions & Donations	4,200	4,200	0	0.00%
	Misc Grant Revenue	54,140	330,443	(276,303)	-83.62%
	Miscellaneous Revenues	182,000	6,500	175,500	2700.00%
	In-Kind Revenue	12,017	47,844	(35,827)	-74.88%
	Miscellaneous Revenues Total:	\$252,357	\$388,987	(\$136,630)	-35.12%
Budgeted Fund Balance	Budgeted Fund Bal/Net Income	14,480	0	14,480	N/A
	Budgeted Fund Balance Total:	\$14,480	\$0	\$14,480	N/A
Transfer from Other Funds	Transfer From General Fund	6,485,967	6,202,481	283,486	4.57%
	Transfer from Other Funds Total:	\$6,485,967	\$6,202,481	\$283,486	4.57%
	Total Revenues:	\$28,770,394	\$27,480,859	\$1,289,535	4.69%
Expenses:					
County Executive	Workforce Services - Grants	2,309,742	1,877,411	432,331	23.03%
	County Executive Total:	\$2,309,742	\$1,877,411	\$432,331	23.03%
Circuit Court	Circuit Court - Grants	393,978	275,951	118,027	42.77%
	Family Law	366,449	291,317	75,132	25.79%
	Circuit Court Total:	\$760,427	\$567,268	\$193,159	34.05%
State's Attorney	State's Attorney-Grants	1,614,438	1,628,759	(14,321)	-0.88%
	State's Attorney Total:	\$1,614,438	\$1,628,759	(\$14,321)	-0.88%
Health Services Div	Developmental Center - Grants	1,216,483	1,199,440	17,043	1.42%
	Health Services Div Total:	\$1,216,483	\$1,199,440	\$17,043	1.42%
Citizens Services Div	Child Advocacy Center-Grants	11,904	167,154	(155,250)	-92.88%
	Dept. on Aging - Grants	2,300,269	2,108,228	192,041	9.11%
	Family Partnership - Grants	1,417,591	1,401,876	15,715	1.12%
	Housing - Grants	7,485,659	7,335,124	150,535	2.05%
	Office for Children/FamI-Grant	879,700	992,486	(112,786)	-11.36%
	Citizens Services Div Total:	\$12,095,123	\$12,004,868	\$90,255	0.75%
Transit	Transit - Grants	10,725,781	10,154,713	571,068	5.62%
	Transit Total:	\$10,725,781	\$10,154,713	\$571,068	5.62%
Sheriff	Sheriff Administration-Grants	48,400	48,400	0	0.00%
	Sheriff Total:	\$48,400	\$48,400	\$0	0.00%
	Total Expenses:	\$28,770,394	\$27,480,859	\$1,289,535	4.69%



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
AGRICULTURAL PRESERVATION FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Other Local Taxes	5,055,876	3,656,530	1,399,346	38.27%
State Grants	4,258,950	2,000,000	2,258,950	112.95%
Charge for Services	1,927,000	1,927,000	0	0.00%
Investment Earnings	1,270,927	1,270,927	0	0.00%
Budgeted Fund Balance	(495,784)	(159,836)	(335,948)	210.18%
Transfer from Other Funds	504,837	254,312	250,525	98.51%
Miscellaneous Revenues	873,409	5,300,025	(4,426,616)	-83.52%
Total Revenues:	\$13,395,215	\$14,248,958	(\$853,743)	-5.99%
Expenses:				
Agricultural Preservation-Generic Project Code	48,486	48,535	(49)	-0.10%
CREP Easements	3,000,000	2,000,000	1,000,000	50.00%
Critical Farms Program	2,055,281	2,050,135	5,146	0.25%
Installment Purchase Program	5,351,765	8,971,411	(3,619,646)	-40.35%
MALPF - Ag Transfer Tax	921,498	521,344	400,154	76.75%
MALPF General Fund	436,281	334,600	101,681	30.39%
RL Compliance Monitoring	4,027	4,006	21	0.52%
Rural Legacy DNR FY2017 Grant	1,258,950	0	1,258,950	N/A
Rural Legacy IPA	68,927	68,927	0	0.00%
Rural Legacy Program	250,000	250,000	0	0.00%
Total Expenses:	\$13,395,215	\$14,248,958	(\$853,743)	-5.99%

Funding for the Agricultural Preservation Program is derived from multiple sources. County Council Bill number 17-02, enacted March 21, 2017 established that 12.5% of recordation tax revenue be dedicated toward agricultural land preservation in the county. 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. Additionally, funds come 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 Maryland Department of Natural Resources funds the Conservation Reserve Enhancement Program (CREP) to help land owners plant streamside buffers, establish wetlands, protect highly erodible land, and create wildlife habitat while providing them with a steady, dependable land rental income. 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.



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
ECONOMIC DEVELOPMENT LOAN FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Budgeted Fund Balance	200	200	0	0.00%
Transfer from Other Funds	0	228,937	(228,937)	-100.00%
Total Revenues:	\$200	\$229,137	(\$228,937)	-99.91%
Expenses:				
Professional/Tech Services	100	100	0	0.00%
Operating Expenses	50	50	0	0.00%
Debt Service Expenses	0	228,937	(228,937)	-100.00%
Supplies	50	50	0	0.00%
Total Expenses:	\$200	\$229,137	(\$228,937)	-99.91%

This fund accounts for the receipt of loan proceeds from other governments and subsequent reloaning of these 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.



FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
ELECTRIC LIGHTING SPECIAL TAXING DISTRICTS
FISCAL YEAR 2018

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Electric Lighting Tax	9,321	9,321	0	0.00%
Budgeted Fund Bal/Net Income	(321)	(321)	0	0.00%
Braddock Lighting District :	\$9,000	\$9,000	\$0	0.00%
Electric Lighting Tax	3,813	3,813	0	0.00%
Budgeted Fund Bal/Net Income	187	187	0	0.00%
Libertytown Lighting District :	\$4,000	\$4,000	\$0	0.00%
Electric Lighting Tax	2,364	2,364	0	0.00%
Budgeted Fund Bal/Net Income	(164)	(164)	0	0.00%
New Addition Lighting District :	\$2,200	\$2,200	\$0	0.00%
Total Revenues:	\$15,200	\$15,200	\$0	0.00%
Expenses:				
Braddock Lighting District	9,000	9,000	0	0.00%
Libertytown Lighting District	4,000	4,000	0	0.00%
New Addition Lighting District	2,200	2,200	0	0.00%
Total Expenses:	\$15,200	\$15,200	\$0	0.00%

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



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
HOTEL RENTAL TAX FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Other Local Taxes	2,346,000	1,331,506	1,014,494	76.19%
Investment Earnings	200	200	0	0.00%
Miscellaneous Revenues	163,562	182,263	(18,701)	-10.26%
Total Revenues:	\$2,509,762	\$1,513,969	\$995,793	65.77%
Expenses:				
Professional/Tech Services	35,100	34,753	347	1.00%
Debt Service Expenses	0	178,425	(178,425)	-100.00%
Appropriations	2,474,662	1,300,791	1,173,871	90.24%
Total Expenses:	\$2,509,762	\$1,513,969	\$995,793	65.77%

Frederick County's hotel rental tax rate increased from 3% to 5% effective October 29, 2016.

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.



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
HOUSING INITIATIVES FUND
FISCAL YEAR 2018**

		FY 2018	FY 2017	\$	%
		ADOPTED	ADOPTED	CHANGE	CHANGE
Revenues:	Local Property Taxes	1,574,000	574,000	1,000,000	174.22%
	Investment Earnings	5,450	1,260	4,190	332.54%
	Budgeted Fund Balance	1,027,500	655,600	371,900	56.73%
	Total Revenues:	\$2,606,950	\$1,230,860	\$1,376,090	111.80%
Expenses:	Cold Weather Shelter Extension	0	0	0	N/A
	Deferred Loan Program	1,000	52,100	(51,100)	-98.08%
	Emergency Rehab Loans	165,150	110	165,040	150036.36%
	Emergency Shelter Program	0	0	0	N/A
	Family Emergency Shelter	0	0	0	N/A
	FC Homeless Prevention Program	0	0	0	N/A
	Homebuyer Assistance Program	500,300	76,150	424,150	556.99%
	MPDU PIL	1,940,500	1,102,500	838,000	76.01%
	Rebuilding Together	0	0	0	N/A
	Total Expenses:	\$2,606,950	\$1,230,860	\$1,376,090	111.80%

The Housing Initiatives Fund was approved by the Board of County Commissioners 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.



ENTERPRISE FUNDS

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**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
CITIZENS CARE AND REHABILITATION
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Revenue	20,838,196	23,914,500	(3,076,304)	-12.86%
Fund Balance	(1,430,736)	0	(1,430,736)	N/A
Total Revenues:	\$19,407,460	\$23,914,500	(\$4,507,040)	-18.85%
Expenses:				
Expenses	19,407,460	23,914,500	(4,507,040)	-18.85%
Total Expenses:	\$19,407,460	\$23,914,500	(\$4,507,040)	-18.85%

**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
MONTEVUE ASSISTED LIVING
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Revenue	4,373,984	3,931,700	442,284	11.25%
Fund Balance	288,948	0	288,948	N/A
Total Revenues:	\$4,662,932	\$3,931,700	\$731,232	18.60%
Expenses:				
Expenses	4,662,932	3,931,700	731,232	18.60%
Total Expenses:	\$4,662,932	\$3,931,700	\$731,232	18.60%

**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
COMPREHENSIVE CARE FACILITIES FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Revenue	25,212,180	27,846,200	(2,634,020)	-9.46%
Fund Balance	(1,141,788)	0	(1,141,788)	N/A
Total Revenues:	\$24,070,392	\$27,846,200	(\$3,775,808)	-13.56%
Expenses:				
Expenses	24,070,392	27,846,200	(3,775,808)	-13.56%
Total Expenses:	\$24,070,392	\$27,846,200	(\$3,775,808)	-13.56%



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
BELL COURT HOUSING FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Miscellaneous Revenues	129,400	129,400	0	0.00%
Total Revenues:	\$129,400	\$129,400	\$0	0.00%
Expenses:				
Personnel Services	37,588	36,040	1,548	4.30%
Professional/Tech Services	9,000	8,600	400	4.65%
Property Services	47,362	50,510	(3,148)	-6.23%
Operating Expenses	86,806	84,606	2,200	2.60%
Supplies	358	358	0	0.00%
Appropriations	19,632	20,632	(1,000)	-4.85%
Reimbursements	(71,346)	(71,346)	0	0.00%
Total Expenses:	\$129,400	\$129,400	\$0	0.00%

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.



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
SOLID WASTE FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
System Benefit Charge	10,190,000	10,079,000	111,000	1.10%
Federal Grants	9,284	9,284	0	0.00%
Charge for Services	14,206,000	14,449,250	(243,250)	-1.68%
Investment Earnings	150,000	100,000	50,000	50.00%
Miscellaneous Revenues	13,440	0	13,440	N/A
Budgeted Fund Balance	35,119	(50,958)	86,077	-168.92%
Total Revenues:	\$24,603,843	\$24,586,576	\$17,267	0.07%
Expenses:				
Personnel Services	3,545,359	3,217,072	328,287	10.20%
Professional/Tech Services	8,491,935	8,652,800	(160,865)	-1.86%
Property Services	1,246,080	1,034,820	211,260	20.42%
Operating Expenses	9,002,139	7,357,965	1,644,174	22.35%
Debt Service Expenses	2,689,000	2,787,200	(98,200)	-3.52%
Supplies	48,350	44,750	3,600	8.04%
Non-Capital Equip	23,800	0	23,800	N/A
Property, Capital Rollup	886,000	657,000	229,000	34.86%
Appropriations	0	2,000,000	(2,000,000)	-100.00%
Reimbursements	(1,328,820)	(1,165,031)	(163,789)	14.06%
Total Expenses:	\$24,603,843	\$24,586,576	\$17,267	0.07%

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.



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
WATER AND SEWER FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Federal Grants	328,958	328,958	0	0.00%
State Grants	300,000	0	300,000	N/A
Charge for Services	32,870,806	32,048,910	821,896	2.56%
Investment Earnings	200,000	100,000	100,000	100.00%
Miscellaneous Revenues	10,396,425	10,484,832	(88,407)	-0.84%
Budgeted Fund Balance	(92,831)	(1,094,462)	1,001,631	-91.52%
Budgeted Trans_ Sys Dev Resrv	133,979	421,089	(287,110)	-68.18%
Total Revenues:	\$44,137,337	\$42,289,327	\$1,848,010	4.37%
Expenses:				
Personnel Services	10,309,629	9,850,116	459,513	4.67%
Professional/Tech Services	1,718,905	1,759,424	(40,519)	-2.30%
Property Services	11,008,168	9,561,383	1,446,785	15.13%
Operating Expenses	15,123,495	13,989,160	1,134,335	8.11%
Debt Service Expenses	16,595,357	16,567,010	28,347	0.17%
Supplies	2,575,479	2,311,749	263,730	11.41%
Non-Capital Equip	248,862	120,550	128,312	106.44%
Property, Capital Rollup	1,336,761	2,012,908	(676,147)	-33.59%
Appropriations	259,005	0	259,005	N/A
Reimbursements	(15,038,324)	(13,882,973)	(1,155,351)	8.32%
Total Expenses:	\$44,137,337	\$42,289,327	\$1,848,010	4.37%

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.



INTERNAL SERVICE FUNDS

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**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
FLEET SERVICES FUND
FISCAL YEAR 2018**

	FY 2018	FY 2017	\$ CHANGE	% CHANGE
Revenues:				
Charge for Services	13,101,958	13,851,938	(749,980)	-5.41%
Investment Earnings	27,500	15,000	12,500	83.33%
Miscellaneous Revenues	384,000	188,700	195,300	103.50%
Budgeted Fund Balance	179,268	181,778	(2,510)	-1.38%
Transfer from Other Funds	3,961,577	426,281	3,535,296	829.33%
Total Revenues:	\$17,654,303	\$14,663,697	\$2,990,606	20.39%
Expenses:				
Personnel Services	2,649,090	2,517,919	131,171	5.21%
Professional/Tech Services	10,845	10,828	17	0.16%
Property Services	6,162,613	7,299,321	(1,136,708)	-15.57%
Operating Expenses	2,081,893	1,745,953	335,940	19.24%
Supplies	109,178	91,149	18,029	19.78%
Non-Capital Equip	20,000	20,000	0	0.00%
Property, Capital Rollup	7,849,805	3,933,000	3,916,805	99.59%
Reimbursements	(1,229,121)	(954,473)	(274,648)	28.77%
Total Expenses:	\$17,654,303	\$14,663,697	\$2,990,606	20.39%

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

Fleet Services is an Internal Service Fund 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.



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
VOICE SERVICES FUND
FISCAL YEAR 2018**

	FY 2018	FY 2017	\$ CHANGE	% CHANGE
Revenues:				
Charge for Services	1,140,000	1,151,000	(11,000)	-0.96%
Investment Earnings	2,000	4,000	(2,000)	-50.00%
Budgeted Fund Balance	(64,741)	47,725	(112,466)	-235.65%
Total Revenues:	\$1,077,259	\$1,202,725	(\$125,466)	-10.43%
Expenses:				
Personnel Services	418,258	569,734	(151,476)	-26.59%
Professional/Tech Services	30,100	25,100	5,000	19.92%
Property Services	227,690	222,749	4,941	2.22%
Operating Expenses	412,595	424,361	(11,766)	-2.77%
Supplies	3,700	1,800	1,900	105.56%
Non-Capital Equip	2,000	1,500	500	33.33%
Reimbursements	(17,084)	(42,519)	25,435	-59.82%
Total Expenses:	\$1,077,259	\$1,202,725	(\$125,466)	-10.43%

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

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 FCPS telecommunications network. Examples of services include: dial tone, voice mail, video, paging, cell phones, switchboard and pay telephones.



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
WORKERS COMPENSATION FUND
FISCAL YEAR 2018**

	FY 2018	FY 2017	\$ CHANGE	% CHANGE
Revenues:				
Charge for Services	3,307,278	4,329,108	(1,021,830)	-23.60%
Budgeted Fund Balance	(210,778)	14,850	(225,628)	-1519.38%
Total Revenues:	\$3,096,500	\$4,343,958	(\$1,247,458)	-28.72%
Expenses:				
Professional/Tech Services	200,000	218,518	(18,518)	-8.47%
Operating Expenses	2,896,500	4,125,440	(1,228,940)	-29.79%
Total Expenses:	\$3,096,500	\$4,343,958	(\$1,247,458)	-28.72%

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

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.

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FIDUCIARY FUNDS



**FREDERICK COUNTY, MARYLAND
EMPLOYEES PENSION FUND
FISCAL YEAR 2018**

	FY 2018	FY 2017	\$ CHANGE	% CHANGE
ADDITIONS				
Employees Contribution	8,034,000	7,172,221	861,779	12.02%
Employer Contribution	20,850,800	18,657,324	2,193,476	11.76%
Investment Earnings	11,000,000	11,000,000	0	0.00%
TOTAL ADDITIONS	\$39,884,800	\$36,829,545	\$3,055,255	8.30%
DEDUCTIONS				
Personnel	153,242	125,817	27,425	21.80%
Benefit Payments	19,020,000	17,832,500	1,187,500	6.66%
Refunds	900,000	900,000	0	0.00%
Consultant-Legal/Actuarial/Medical	54,000	54,000	0	0.00%
Investment Expenses	2,900,000	1,900,000	1,000,000	52.63%
Administration Expenses	220,600	495,600	(275,000)	-55.49%
TOTAL DEDUCTIONS	\$23,247,842	\$21,307,917	\$1,939,925	9.10%
NET INCREASE	16,636,958	15,521,628	1,115,330	7.19%

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



**FREDERICK COUNTY, MARYLAND
OTHER POST EMPLOYMENT BENEFITS FUND
FISCAL YEAR 2018**

	FY2018	FY2017	\$ CHANGE	% CHANGE
ADDITIONS				
Retiree Contribution	1,200,000	1,000,000	200,000	20.00%
Employer Contribution	10,428,000	9,770,000	658,000	6.73%
Investment Earnings	1,200,000	900,000	300,000	33.33%
TOTAL ADDITIONS	\$12,828,000	\$11,670,000	\$1,158,000	9.92%
DEDUCTIONS				
Insurance Premiums	7,600,000	7,012,000	588,000	8.39%
Administration Expenses	108,500	108,500	0	0.00%
TOTAL DEDUCTIONS	\$7,708,500	\$7,120,500	\$588,000	8.26%
NET INCREASE	5,119,500	4,549,500	570,000	12.53%

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CAPITAL PROJECTS FUND

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**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
 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



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

	TOTAL BUDGET
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.

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SPECIAL REVENUE FUNDS -
CAPITAL

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**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
PARKS ACQUISITION & DEVELOPMENT FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Other Local Taxes	4,155,876	2,454,948	1,700,928	69.29%
Investment Earnings	45,000	15,000	30,000	200.00%
Budgeted Fund Balance	(4,120,826)	245,137	(4,365,963)	-1781.03%
Total Revenues:	\$80,050	\$2,715,085	(\$2,635,035)	-97.05%
Expenses:				
Professional/Tech Services	50	0	50	N/A
Debt Service Expenses	0	123,525	(123,525)	-100.00%
Appropriations	80,000	2,591,560	(2,511,560)	-96.91%
Total Expenses:	\$80,050	\$2,715,085	(\$2,635,035)	-97.05%

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. County Council Bill number 17-02, enacted March 21, 2017 established that 12.5% of recordation tax revenue be dedicated toward park acquisition and development in the county. 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).



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
IMPACT FEE FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Impact Fees	712,400	581,400	131,000	22.53%
Investment Earnings	3,239	500	2,739	547.80%
Budgeted Fund Balance	(33,110)	2,418,100	(2,451,210)	-101.37%
Library Impact Fees	682,529	3,000,000	(2,317,471)	-77.25%
School Constr Fee all types	3,500,000	3,500,000	-	0.00%
Investment Earnings	42,612	6,584	36,028	547.21%
Budgeted Fund Balance	9,323,388	(3,506,584)	12,829,972	-365.88%
School APFO Mitigation	12,866,000	-	12,866,000	N/A
Impact Fees	13,120,488	11,146,550	1,973,938	17.71%
Impact Fee Offset	(439,232)	(332,864)	(106,368)	31.96%
Build America Bond Subsidy	-	3,978	(3,978)	-100.00%
Investment Earnings	107,632	13,990	93,642	669.35%
Budgeted Fund Balance	7,626,522	(804,654)	8,431,176	-1047.80%
School Impact Fees	20,415,410	10,027,000	10,388,410	103.60%
Total Revenues:	33,963,939	13,027,000	20,936,939	160.72%
Expenses:				
*School- Impact Fees	20,415,410	10,027,000	10,388,410	103.60%
*School APFO - Mitigation Fee	12,866,000	0	12,866,000	N/A
*Library- Impact Fees	682,529	3,000,000	(2,317,471)	-77.25%
Total Expenses:	\$33,963,939	\$13,027,000	\$20,936,939	160.72%

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.

*June 2014, the Board of County Commissioners approved an update/revision to the calculation of Impact Fees. Mobile Home is now combined with Single-Family Detached.



FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
SCHOOL CONSTRUCTION FUND
FISCAL YEAR 2018

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Other Local Taxes	5,541,278	4,676,184	865,094	18.50%
Federal Grants	0	480,996	(480,996)	-100.00%
Investment Earnings	32,000	12,000	20,000	166.67%
Budgeted Fund Balance	(224,978)	2,434,410	(2,659,388)	-109.24%
Total Revenues:	\$5,348,300	\$7,603,590	(\$2,255,290)	-29.66%
Expenses:				
Professional/Tech Services	800	0	800	N/A
Debt Service Expenses	0	4,603,590	(4,603,590)	-100.00%
Appropriations	5,347,500	3,000,000	2,347,500	78.25%
Total Expenses:	\$5,348,300	\$7,603,590	(\$2,255,290)	-29.66%

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).

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DEBT SERVICE FUND

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**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
DEBT SERVICE FUND
FISCAL YEAR 2018**

	FY 2018 ADOPTED	FY 2017 ADOPTED	\$ CHANGE	% CHANGE
Revenues:				
Federal Grants	1,270,599	0	1,270,599	N/A
Budgeted Fund Balance	(1,321,677)	0	(1,321,677)	N/A
Transfer from Other Funds	54,821,932	0	54,821,932	N/A
Total Revenues:	\$54,770,854	\$0	\$54,770,854	N/A
Expenses:				
Debt Service Expenses	54,770,854	0	54,770,854	N/A
Total Expenses:	\$54,770,854	\$0	\$54,770,854	N/A

This fund is new in FY2018. All Debt Service has now been consolidated in this fund. It was previously allocated and shown as an expense in each individual fund.

The purpose of 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.

Note: See *Budget Policies* Section for a complete description of Debt Service and Debt Affordability.

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CONSOLIDATED FUND SUMMARY

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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-Departm	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 Improvem	-						-
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



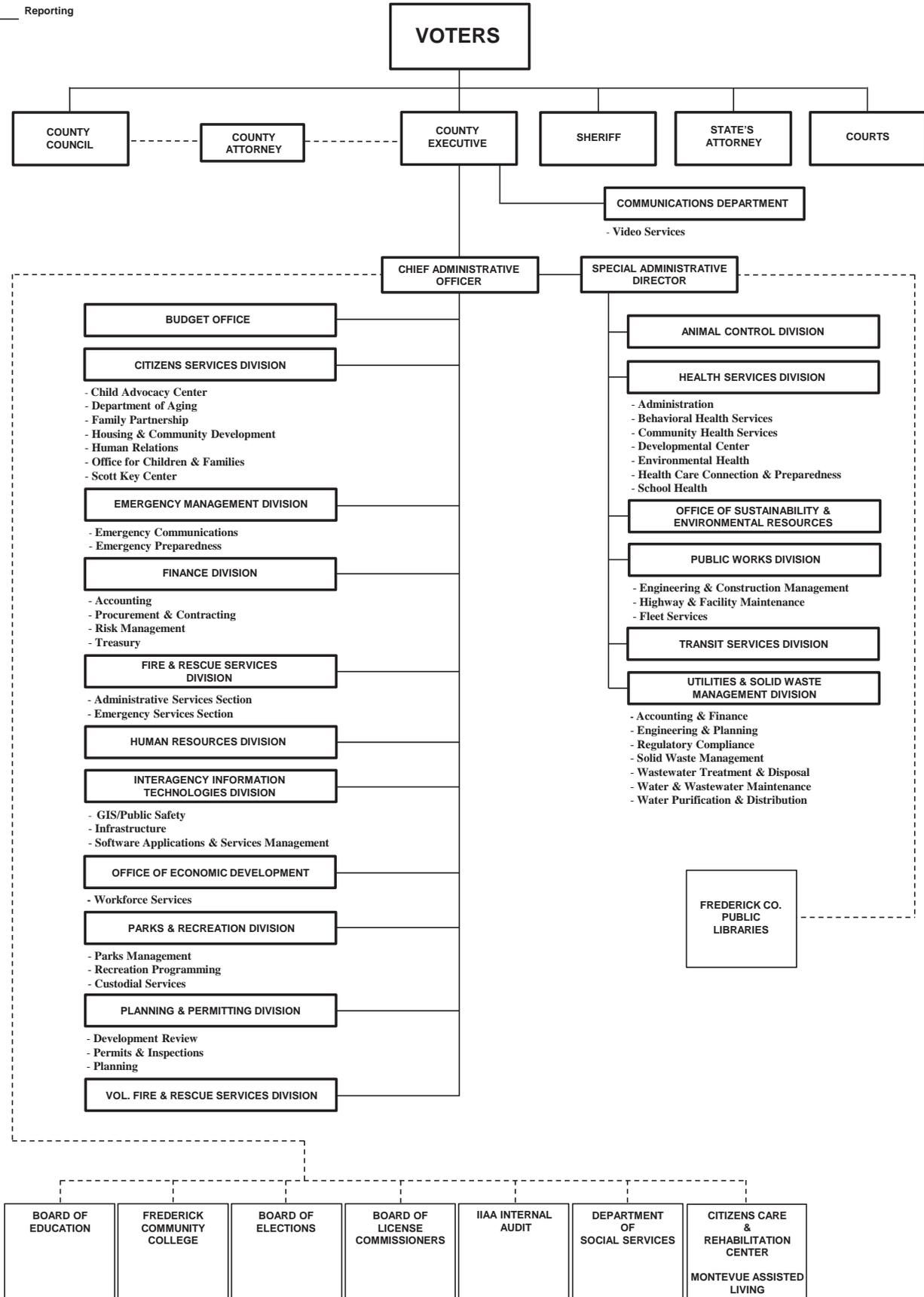
ORGANIZATIONAL BUDGETS

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FREDERICK COUNTY GOVERNMENT Organization Chart

Key

----- Coordination
 _____ Reporting



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County Executive's Office

In accordance with the Charter of Frederick County, the County Executive is the chief executive officer of the County. The County Executive leads the executive branch of the County Government in the delivery of services to all county citizens.

The County Executive has established a Strategic Vision for the future of Frederick County with five Key Priorities that guide all County Divisions to budget for the achievement of Strategic Goals. This framework allows the County Executive to allocate resources, measure performance and communicate positive results being generated for all county citizens.

VISION

BEST PLACE

Frederick County is one of the best places to live, work and raise a family in the United States as a result of exceptional schools, safe communities, a vibrant economy, and a high quality of life

HIGH QUALITY OF LIFE

Frederick County government ensures a high quality of life to our residents through our parks, libraries, senior centers, transit, and community services

GROW & PRESERVE

Frederick County can grow while preserving our historic and agricultural heritage, our cultural amenities, and our strong sense of belonging and community

KEY PRIORITIES

- 1. GOOD GOVERNMENT** Frederick County will operate with an open, transparent and fiscally responsible government
- 2. EDUCATION** Frederick County will provide exceptional schools where all students achieve
- 3. JOBS** Frederick County will drive economic development
- 4. COMMUNITY NEEDS** Frederick County will offer a high quality of life, safety and well-being
- 5. SENIORS** Frederick County will prepare for a growing senior population

To efficiently lead the County, the County Executive has aligned the budgets of five offices with the Chief Administrative Officer to form the County Executive's Office. Included here are budgets for the **Office of Economic Development** and **Workforce Services**, the **Office of Sustainability and Environmental Resources**, the **Communications Department**, and the **Budget Office**.

Mission Statement

Office of Economic Development

Increase the overall economic health of Frederick County through attracting new businesses in our targeted industries and helping existing businesses be more successful.

This Office serves as the primary contact for the businesses community, with a focus on job creation and commercial capital investment. Economic Development works to attract new businesses to the county, retain and grown existing

businesses, and assist entrepreneurs and small business. Targeted industries include Agriculture, Bioscience, Advanced Technology, and Manufacturing. Partnerships with the Small Business Development Center, Maryland Women's Business Center and Frederick Innovative Technology Center support the County's strategic focus on entrepreneurship and small business support.

Strategic Goals

Retain and Support Expansion of Existing Businesses

Design and implement Frederick Top 50 Program and a formal Business Retention and Expansion program. Support Fort Detrick as an economic engine to the region. Support municipal economic development in business retention and expansion efforts. Expand Business Appreciation Week. Develop a new diversity and inclusion strategy. Participate in local business outreach to foster business relationships. Execute a County marketing strategy to communicate with existing businesses, highlight retention and expansion efforts and successes. Identify and track data indicators that inform retention and expansion strategies and actions.



Attract New Businesses in Target Industries

Develop and execute a business attraction strategy. Market key growth areas and prominent vacant properties. Advocate for incentives where needed. Expand marketing to attract businesses. Identify and track data indicators to inform business attraction strategies and actions.

Create an Environment Where Entrepreneurs and Small Business Can Grow

Formalize a small/start-up business referral system. Develop programs and events to encourage and support entrepreneurs and new business creation. Contract with partner organizations to provide start-up small business services.

Diversify and Advocate for the Agriculture Industry

Support legislative initiatives and regulatory policies that encourage and support the agriculture industry. Strengthen the County's agri-tourism brand and position the County as a top agri-destination. Advocate for Ag education and outreach.

Identify, Support and Promote High Impact Projects

Support and advocate for infrastructure needs related to economic development. Identify municipal projects and provide support. Execute the Root initiative and foster partnerships. Work with selected vendor to execute GO Strategy. Support Workforce Development initiatives that contribute to economic development.

Mission Statement

Workforce Services

Exceed expectations in the delivery of customer centered, market driven workforce solutions to job seekers, youth, and businesses of Frederick County.

In order to meet the growing and changing labor market needs of Frederick County, the Office of Economic Development also includes Workforce Services. Workforce Services equips job seekers with information, training, and resources needed to attain employment and grow their careers in today's dynamic market. Workforce Services provides businesses in need of qualified talent with recruitment support and training programs that deliver

customized solutions to ensure industries have access to skilled workers. They also maintain a focus on future talent pipeline development through partnerships with Frederic County Public Schools, Frederick Community College and others to provide education, employment and training opportunities for the youth of Frederick County.

Strategic Goals

Support the training and employment needs of adults, youth, and businesses to ensure businesses have access to a qualified workforce now and in the future

Through research and analysis of local and regional labor market trends, and in conjunction with the Workforce Development Board, Business and Industry Cabinet, and Economic Development, identify priority industries for targeted training and workforce preparation initiatives. Recruit customers for training and employment programs that directly meet the demands of the local economy. Serve at least five businesses per month by providing customized candidate recruitment services. Increase levels of business engagement and input before, during and after training program development to ensure programs meet the needs of businesses. Partner with Economic Development staff to ensure seamless and quality business support. Leverage funds and partnerships with stakeholders to provide more work and learn-based experiences to assist businesses in closing skill and pipeline gaps. Establish a strong incumbent worker program to support businesses who need to train their current workforce in order to remain competitive in our economy. Use cohort, class size models for training to meet businesses needs and increase the skills and competitiveness of our job seeker customers.

Provide educational opportunities for local businesses around workforce strategies

Identify meaningful workforce topics to enhance employers' access to talent pools they may not typically consider (example: hiring veterans, returning citizens, etc.) and coordinate educational events around the special topics.

Increase professional development levels of staff

No less than quarterly, provide professional development opportunities for all staff on topics including, but not limited to Workforce system and programmatic changes under WIOA, Customer-Centered Design, Effective Case Management Solutions for Populations Experiencing Barriers to Employment, Establishing Industry Sector Partnerships.

Increase family self-sufficiency and growth opportunities through skill development and career pathways

Effectively use labor market data during employment and training planning with adults and youth to assure they have adequate information on Job availability/job openings, skills, education required at various levels of the careers, wage data and career progression options, and training providers offering programs and credentials that are industry-recognized. Establish effective follow up service protocols that ensure continuity and career advisement even after customers achieve employment goals.

Support youth access to economic and career opportunities

Expand focus and outreach to the most vulnerable youth, particularly out-of-school, disconnected youth. Assist youth in developing goals and planning of program services along a career pathway in a high-demand industry that incorporates academic and occupational education leading to economic self-sufficiency. Increase the percentage of disadvantaged and unemployed youth who participate in work-based learning experiences.

Identify ways to effectively use technology in the delivery of workforce services and provide meaningful access to services

Enhance website to include mobile-friendly formatting. Review current outreach materials and social media platforms for improvement.

Mission Statement

Office of Sustainability and Environmental Resources

Offer practical solutions for protecting the environment, conserving energy and living sustainably.

The Office of Sustainability advances practical solutions for protecting the environment, conserving energy and living sustainably in Frederick County, Maryland. This Office collaborates with County Divisions, businesses, citizens, and other organizations to advance improvements and innovation in: Air and Water Quality, Energy Efficiency and Renewable Energy, Green Building and Smart Growth, Resource Conservation, Pollution Reduction and Land Protection, Waste Reduction and Recycling, Sustainable Economic Development, and Citizen Participation and Community Engagement.

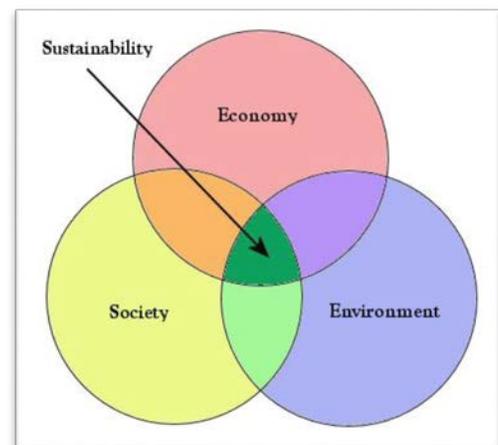
The Watershed Management Section of this Office works to identify water quality problems from the storm sewer system discharges to watersheds in Frederick County and to correct these water quality problems. This work includes GIS data collection, water quality monitoring, special studies and reporting, stream restoration projects, stormwater management facility retrofits, and the reduction of untreated urban impervious areas by ten percent. Key to this is regulatory compliance including management of the mandatory National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit compliance and reporting.

This Office is fostering the long-term ability to provide an excellent quality of life for citizens, a thriving economy for businesses and jobs, and conservation of important resources. Sustainability means that the needs of the present and the needs of the future both have weight. A sustainability framework requires that decisions are made that give consideration to the economy, society, and environment.

Sustainable Frederick County

This New Framework for Sustainability operates under the "Sustainable Frederick County" banner. This Framework provides an internal guide to the organization of the County's sustainability program. It includes a vision for the sustainability program, discussion of guidance related to sustainability, focus areas for the program (practices, policies, and partnerships), and an implementation plan to measure short-term progress.

Initiatives include not only those specifically carried out by the Office of Sustainability and Environmental Resources, but also the work of the many Divisions that comprise Frederick County Government. Sustainability programs include internal programs that "lead by example" as well as projects designed to serve and engage the public.



Strategic Goals

Protect Economic, Social and Environmental Health – the Sustainability – of the Community

Make decisions and take action that is sustainable to recognize the "big picture" and take into account the impact on future generations as well as today's pressing needs.

Measure, Report, Improve

Create concrete initiatives, metrics and strategies for internal operational and external community sustainability. This provides transparency by reporting areas of success and opportunities for improvement. Benchmarks progress against similar communities.

Lead by Example

Save money through energy efficiency and conservation. Transitions to clean energy. Pilot new and transformative technologies that benefit the community.

Promote Business Innovation

Facilitate the development of new businesses and technologies. Support good-paying local jobs in these industries. Safeguard clean air, water, and a healthy environment for all.

Work with the Community

Ensure that Frederick County is a great place to live and work today and for future generations. Support public participation in an open and transparent government that complements the County Executive's community-driven initiatives.

Mission Statement

Communications Department

Make government more open and transparent, work with local and regional media, increase outreach to the public and inform citizens.

This team works with local and regional media to increase outreach to the public through avenues such as social media and weekly public information briefings, to inform citizens of County Executive initiatives. The Department includes the Video Services team and the Public Information Officer.

Strategic Goals

Share with the Community

Produce and disseminate print and broadcast information, coordinate proclamation and recognition ceremonies.

Manage Information

Notify the public in advance of emergencies and during events. Inform residents about the services and programs provided through Frederick County Government.

Mission Statement

Budget Office

Support the County Executive in development, presentation and justification of the proposed annual budget to the County Council.

The Budget Office works collaboratively with all County Divisions, boards, agencies and commissions to understand what budgetary resources are needed to accomplish the County's Strategic Goals. By forecasting revenues and predicting expenses this Office provides the County Executive with resource estimates that guide development of County policy. Analysis is conducted on programs, projects and initiatives to look for performance indicators that measure progress. The Budget Office also advises all areas of County Government on annual budget guidelines and assists them in supplemental budget requests in front of the County Council.

Strategic Goals

Budget Transparency

Produce public presentations, reports, analysis and documentation that makes it easy for citizens and elected officials to quickly comprehend complex financial information.

Stewardship

Maintain budget control mechanism and systems to ensure legally adopted budget limits are not exceeded.

Customer Service

This Budget Office recognizes that it is a support function to all County Divisions and the public. Every effort will be made to assist all users, both internal and external in accessing County budget information and systems.



COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018

	FY 2015 Actual *	FY 2016 Actual **	FY 2017 Adopted ***	FY 2018 Adopted ****	Percent Change
County Manager	506,064	0	0	0	n/a
County Executive	592,935	1,472,505	1,317,757	1,396,703	6.0%
Communications	0	0	767,112	782,098	2.0%
Budget Office	571,500	440,004	542,336	799,273	47.4%
Office of Economic Development	0	914,308	1,218,999	1,512,153	24.0%
Workforce Services	0	0	587,841	614,593	4.6%
Environmental Sustainability	0	0	0	219,410	n/a
NPDES	0	0	0	1,539,543	n/a
Sub-total General Fund	1,670,499	2,826,817	4,434,045	6,863,773	54.8%
Workforce Services Grants	0	0	1,877,411	2,309,742	23.0%
Economic Development Loans	0	0	229,137	200	-99.9%
Sub-total Other Funds	0	0	2,106,548	2,309,942	9.7%
TOTAL ALL FUNDS	1,670,499	2,826,817	6,540,593	9,173,715	40.3%
SUMMARY					
Salary & Wages	1,175,350	1,737,113	2,768,444	3,524,774	27.3%
Fringe Benefits	434,393	737,341	1,171,691	1,556,229	32.8%
Operating	60,756	367,890	2,600,458	4,108,295	58.0%
Capital Outlay					
Recoveries		(15,527)		(15,583)	n/a
TOTAL	1,670,499	2,826,817	6,540,593	9,173,715	40.3%

*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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
COUNTY EXECUTIVE	*		**		
Salary & Wages	431,028	1,042,962	949,761	970,592	2.2%
Fringe Benefits	135,264	364,272	298,986	347,915	16.4%
Operating	26,643	65,271	69,010	78,196	13.3%
Capital Outlay					
Recoveries					
TOTAL	592,935	1,472,505	1,317,757	1,396,703	6.0%

*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.

***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**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
COMMUNICATIONS			*		
Salary & Wages			487,093	497,909	2.2%
Fringe Benefits			234,035	238,205	1.8%
Operating			45,984	45,984	0.0%
Capital Outlay					
Recoveries					
TOTAL	0	0	767,112	782,098	2.0%

*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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>BUDGET OFFICE</u>					
Salary & Wages	393,718	287,603	361,826	372,720	3.0%
Fringe Benefits	170,383	141,391	168,638	164,681	-2.3%
Operating	7,399	11,010	11,872	261,872	2105.8%
Capital Outlay					
Recoveries					
TOTAL	571,500	440,004	542,336	799,273	47.4%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>OFFICE OF ECONOMIC DEVELOPMENT</u>					
Salary & Wages		*	**	778,812	28.3%
Fringe Benefits		406,548	606,804	395,366	23.0%
Operating		231,678	321,370	337,975	16.2%
Capital Outlay		291,609	290,825		
Recoveries		(15,527)			
TOTAL	0	914,308	1,218,999	1,512,153	24.0%

*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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>WORKFORCE SERVICES</u>			*		
Salary & Wages			362,960	383,856	5.8%
Fringe Benefits			148,662	154,518	3.9%
Operating			76,219	76,219	0.0%
Capital Outlay					
Recoveries					
Sub-total General Fund	0	0	587,841	614,593	4.6%
Transfer from General Fund			605,703	611,860	1.0%
Grant Expenditures			1,271,708	1,697,882	33.5%
Sub-total Other Funds	0	0	1,877,411	2,309,742	23.0%
TOTAL	0	0	2,465,252	2,924,335	18.6%

*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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ENVIRONMENTAL SUSTAINABILITY</u>				*	
Salary & Wages				139,777	
Fringe Benefits				73,639	
Operating				5,994	
Capital Outlay					
Recoveries					
TOTAL	0	0	0	219,410	
<u>NPDES</u>				*	
Salary & Wages				381,108	
Fringe Benefits				181,905	
Operating				992,113	
Capital Outlay					
Recoveries				(15,583)	
TOTAL	0	0	0	1,539,543	

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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>OFFICE OF ECONOMIC DEVELOPMENT:</u>		
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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>WORKFORCE SERVICES:</u>		
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 Wkfrc Innovation & Opportunity Act Registered Customers	600	500
Occupational Jobs Skills Training:		
Number of Trainees	300	200
Job Openings/Employment Services:		
Number of Job Openings	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 training	100	120

County Council

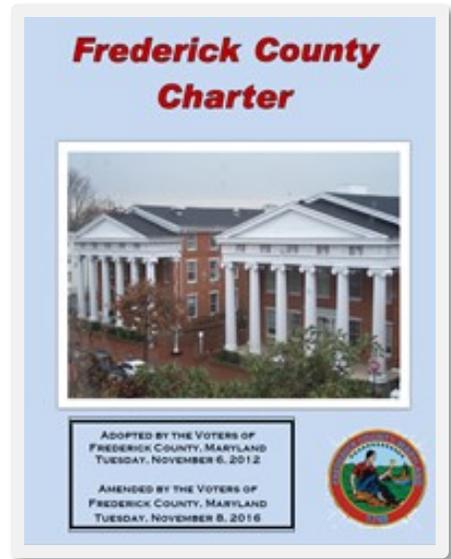
The seven-member County Council consists of five members elected by district and two elected at-large. Council members have the power to initiate legislation.

Legislative sessions are limited to 45 days yearly and non-legislative sessions as needed.

Frederick County transitioned from the County Commissioner form of government to the County Charter form of government on December 1, 2014. Under Charter Government, there is an Executive Branch with a County Executive and a Legislative Branch with a County Council.

For many years, all five County Commissioners were elected in at-large elections by all county voters. Under the new Charter Government, the County Executive and only two of the County Council members are elected at-large.

County Council members serve for four years and no more than three consecutive terms.



<u>COUNTY COUNCIL</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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>-4.9%</u>
TOTAL	<u>666,578</u>	<u>560,813</u>	<u>815,143</u>	<u>775,104</u>	<u>-4.9%</u>
SUMMARY					
Salary & Wages	414,401	388,588	518,362	493,454	-4.8%
Fringe Benefits	133,961	129,135	193,160	178,029	-7.8%
Operating	118,216	43,090	103,621	103,621	0.0%
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>-4.9%</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.

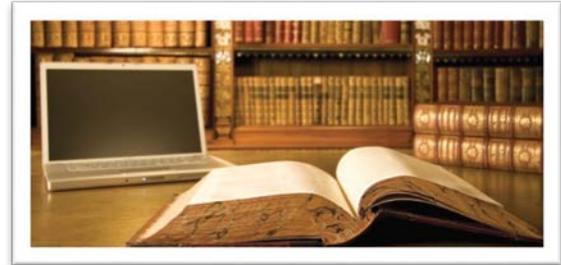
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FY2016 reflects the first full budget year of Charter government with an Elected County Executive and County Council.

County Attorney

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.

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; and, the enforcement of laws in Maryland courts.



The office represents the Frederick County Executive, the Frederick County Council, and various departments and agencies of county government primarily in civil matters. This Office is unable to provide legal advice to citizens.

In alignment with the County Attorney, 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.

Mission Statement

The County Attorney's Office will provide the best possible legal services to Frederick County and all county boards and agencies.

Strategic Goals

Prevent Legal Problems

Anticipating and preventing legal problems is most efficient. The County Attorney's Office will endeavor to implement preventive law programs whenever resources permit.

Best Services Possible

The County Attorney will provide the best possible legal services to the County Executive, County Council, and all County boards and agencies. This office will always strive to achieve the greatest legal benefit for the citizens of Frederick County.



	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>COUNTY ATTORNEY</u>					
Salary & Wages	755,437	877,434	898,356	893,084	-0.6%
Fringe Benefits	318,554	360,141	367,402	386,193	5.1%
Operating	166,710	139,521	164,333	169,333	3.0%
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>1.3%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ETHICS COMMISSION</u>					
	12	36	10,419	10,419	0.0%
TOTAL	<u>12</u>	<u>36</u>	<u>10,419</u>	<u>10,419</u>	<u>0.0%</u>

State's Attorney's Office

The State's Attorney is an elected position in Frederick County. The State's Attorney's Office for Frederick represents the State of Maryland in all criminal prosecutions that result from crimes charged by local law enforcement agencies occurring in Frederick County.



Mission Statement

Continue to aggressively seek out, find, and prosecute those preying on our children

Continue to work to curtail gang violence

Continue to fight for lengthy sentences for those committing serious acts of violence with guns

Maintain the quality of life in Frederick County

The State's Attorney's Office prosecutes 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.

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. This Office also handles post trial proceedings like modification hearings, violations of probation, post-conviction proceedings, and other such proceedings.



The staff works with police officers, local police agencies, state and local government agencies, and the general public to provide information and services. The office also 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.

<u>State's Attorney</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Salary & Wages	3,914,732	3,869,805	4,101,736	4,141,143	1.0%
Fringe Benefits	1,879,850	1,815,611	1,864,046	1,968,248	5.6%
Operating	201,843	187,168	193,063	193,182	0.1%
Capital Outlay					
Recoveries					
Sub-total General Fund	5,996,425	5,872,584	6,158,845	6,302,573	2.3%
Transfer from General Fund	587,862	597,429	615,309	609,899	-0.9%
Grant Expenditures	1,033,285	1,009,520	1,013,450	1,004,539	-0.9%
State's Atty Child Support Grant	1,621,147	1,606,949	1,628,759	1,614,438	-0.9%
TOTAL	7,617,572	7,479,533	7,787,604	7,917,011	1.7%

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

Sheriff's Office

The Sheriff is an elected position in Frederick County. The Frederick County Sheriff's Office provides full-service law enforcement services to the citizens of Frederick County. This Office has two Bureaus: Law Enforcement and Corrections. Law Enforcement services are provided throughout the County's unincorporated area. Support is provided to municipal law enforcement agencies and security is provided for the courts. Corrections operates the County Detention Center including the Work Release Program.



Mission Statement

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.

LAW ENFORCEMENT BUREAU

Operations Division

Most of the sworn law enforcement deputies work in this division that consists of: Special Operations, Patrol Operations and Judicial Operations.

Special Operations includes two sections: The Frederick County Bureau of Investigations and the Special Assignment Unit. The Bureau of Investigations is the detective unit working property crime, personal crime, special investigations, the sex offender registry, crime analysis, victim services, evidence, and fire investigation.

The Special Assignment Section works narcotics, special services and crisis negotiations.

Patrol Operations is the largest and most visible section of the Sheriff's Office being responsible for six patrol teams, traffic, the Community Deputy Program, K-9 Program, and Pro-Active Criminal Enforcement team. The Honor Guard is also based out of this organization.

Judicial Operations is responsible for court security and civil processing. Courthouse Security 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. The Civil Process Unit is required to attempt service of all papers directed to it by the courts or private parties. Constables are responsible for most of the civil paperwork.



Administrative Services Division

This Division consists of: Personnel Services, Spokesperson, Fiscal Services, Support Services, Technology Section, Homeland Security, the school Resource Officer Program and School Crossing Guards.

Personnel Services is responsible for recruiting and background investigations, accreditation, records management, the Duty Desk/Police Information Specialist, fleet operations, and being the Sheriff's public spokesperson. Fiscal Services handles accounting responsibilities, budget, grants administration, purchasing, quartermaster services and research and strategic planning.



Support Services is responsible for crime prevention and community educations through Community Services, fingerprinting, the Neighborhood watch program, community assistance patrols and all training. The Technology Section collaborates with allied law enforcement and public safety agencies in the effective use of computer aided dispatch, records management, communications/radios, scheduling systems and all other automated or systems-based resources. Homeland Security consolidates security and emergency planning, including preparedness, information sharing, intelligence, prevention actions and coordination with all regional, state and federal homeland security agencies.

The Sheriff's Office operates the School Crossing Guard Program and also participates in a School Resource Officer Program with Frederick County Public Schools. Crossing Guards ensure that students and parents can safely transit from schools to property immediately adjacent to the schools. The Resource Officers are sworn deputies assigned to the County's public high schools to maintain a safe and secure environment for students that is conducive to learning.

CORRECTIONS BUREAU

The County Corrections Bureau is comprised of four Divisions which are: Administrative Services, Community Services, Inmate Services, and Security Operations.

The Frederick County Adult Detention Center is a full service correctional facility that handles traditional incarcerations and imprisonment for offenders either awaiting trial or sentenced.



Sentenced offenders are incarcerated at this local correctional facility for a maximum of 18 months. For any sentence greater than 18 months the offender will be sent to the Maryland Department of Public Safety/Division of Corrections.

Alternatives to incarceration often deliver better long term results for the community and the offender if a cycle of recidivism can be broken. This Bureau, working with the Court system, administers pretrial services, home detention, alternative sentencing/community service and work release.

Administrative Division

The Support Service section of this Division is responsible for the daily management and monitoring of facility maintenance, inmate records, publications, training, and compliance certification. The Corrections Bureau is governed by local, state, and federal laws requiring compliance. This is crucial to the success and operating effectiveness of the facility which consistently receives a 100% rating.

Security Division

This division provides overall security, custody, and confinement of all incarcerated remanded to the custody of the Detention Center by the judicial system. The division is organized into three primary units: Security Operations/Day Shifts, Security Operations/Night Shifts, and the Special Operations Unit. Special Operation provides transportation, central booking, video bond review, emergency response teams and other safety functions such as a body scanner and safe cells to help inmates attempting to harm themselves.

This Division also houses, and is reimbursed for, inmates from the Department of Homeland Security's Immigration and Customs Enforcement (ICE) program. The Frederick County Sheriff's Office participates in two separate ICE programs. They are the IGSA (Inter Governmental Service Agreement) which started July 12, 2007 and the 287(g) program which started April 11, 2008.

Community Services

Services provided here include work release, home detention, pretrial services, drug and alcohol monitoring, alternative sentencing, the PADD Program (Positive Alternatives to Dangerous and Destructive Decisions) and the 3rd Millennium Classroom Program for completion of an on-line educational class for misdemeanor drug and alcohol offenders. Additionally, the Community Labor Unit / Inmate Labor Program offers free labor to local and state government agencies, churches, fire companies and many other non-profit organizations.

Inmate Services

This Division is accountable for all programs and services available to the inmate population. This includes classification, food, laundry services, medical services, mental health services, substance abuse programs, library services, GED programs, and religious programs. Classification Specialists handle the daily tasks such as new offender intakes, housing assignments, work assignments, program assignments, release preparation, inmate request slips, referrals, housing unit management and inmate classification.

The medical unit has nursing staff on duty 24 hours a day/seven days a week, and a licensed physician or physician's assistant is on-call and visits the facility at least 5 days a week to see inmates. Inmates receive appropriate in-house care and may be referred to outside providers for specialized care. Mentally ill offenders are provided on-site credentialed personnel for psychiatric treatment and case management. Licensed social workers, licensed professional counselors, psychiatrists, and a psychologist provide direct services.

Other services include: a small library provide by the Frederick County Public Library System, religious programs, and a Vivitrol medication program for opioid dependence.

Substance abuse counselors are also on-site at the Detention Center, Monday through Friday to provide drug and alcohol treatment and education to both men and women. The primary focus of the Detention Center's program is increasing awareness and personal responsibility in the recovery of our participants. Strong emphasis is placed on relapse prevention and following through with treatment recommendations upon release.



<u>Sheriff's Office</u>	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	1.9%
Courthouse Security	1,915,090	1,927,852	2,305,784	2,591,392	12.4%
Operations	21,796,685	22,033,111	24,104,967	24,571,968	1.9%
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	4.5%
Work Release	3,644,799	3,797,101	4,042,633	4,032,205	-0.3%
Sub-total General Fund	<u>41,759,848</u>	<u>41,973,205</u>	<u>45,967,672</u>	<u>47,375,566</u>	<u>3.1%</u>
Administration Grants	127,488	178,016	48,400	48,400	0.0%
Sub-total Other Funds	<u>127,488</u>	<u>178,016</u>	<u>48,400</u>	<u>48,400</u>	<u>0.0%</u>
TOTAL ALL FUNDS	<u>41,887,336</u>	<u>42,151,221</u>	<u>46,016,072</u>	<u>47,423,966</u>	<u>3.1%</u>
SUMMARY					
Salary & Wages	25,943,670	26,038,662	27,961,800	28,710,937	2.7%
Fringe Benefits	13,716,596	13,484,933	14,462,737	14,890,816	3.0%
Operating	6,386,277	6,694,708	7,409,604	7,790,507	5.1%
Capital Outlay	118,750	274,216	96,000	0	-100.0%
Recoveries	(4,277,957)	(4,341,298)	(3,914,069)	(3,968,294)	1.4%
TOTAL	<u>41,887,336</u>	<u>42,151,221</u>	<u>46,016,072</u>	<u>47,423,966</u>	<u>3.1%</u>

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ADMINISTRATION</u>					
Salary & Wages	694,725	686,467	768,012	767,750	0.0%
Fringe Benefits	381,043	354,253	366,697	369,642	0.8%
Operating	79,212	112,414	110,093	129,624	17.7%
Capital Outlay					
Recoveries	(75,740)	(69,560)	(48,400)	(48,400)	0.0%
Sub-total General Fund	1,079,240	1,083,574	1,196,402	1,218,616	1.9%
Transfer from General Fund	19,068	17,529	18,284	18,284	0.0%
Grant Expenditures	108,420	160,487	30,116	30,116	0.0%
	127,488	178,016	48,400	48,400	0.0%
TOTAL	1,206,728	1,261,590	1,244,802	1,267,016	1.8%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>COURTHOUSE SECURITY</u>					
Salary & Wages	1,206,286	1,229,028	1,379,697	1,618,600	17.3%
Fringe Benefits	645,375	661,770	736,689	832,488	13.0%
Operating	63,429	37,054	125,398	140,304	11.9%
Capital Outlay			64,000		-100.0%
Recoveries					
TOTAL	1,915,090	1,927,852	2,305,784	2,591,392	12.4%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>OPERATIONS</u>					
Salary & Wages	13,919,985	13,924,370	15,469,932	15,646,111	1.1%
Fringe Benefits	7,479,732	7,336,723	7,969,351	8,039,140	0.9%
Operating	2,707,948	2,953,690	3,143,823	3,424,603	8.9%
Capital Outlay		274,216	32,000		-100.0%
Recoveries	(2,310,980)	(2,455,888)	(2,510,139)	(2,537,886)	1.1%
TOTAL	21,796,685	22,033,111	24,104,967	24,571,968	1.9%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>SCHOOL CROSSING GUARD</u>					
Salary & Wages	183,245	186,132	190,164	190,345	0.1%
Fringe Benefits	34,347	33,662	32,910	34,306	4.2%
Operating	8,618	6,250	3,856	13,357	246.4%
Capital Outlay					
Recoveries	(226,210)	(226,044)	(226,930)	(238,008)	4.9%
TOTAL	0	0	0	0	

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ADULT DETENTION CENTER</u>					
Salary & Wages	7,677,068	7,631,666	7,690,467	8,023,617	4.3%
Fringe Benefits	3,993,050	3,875,786	4,040,969	4,316,770	6.8%
Operating	2,997,427	2,986,056	3,525,050	3,574,998	1.4%
Capital Outlay	118,750				
Recoveries	(1,462,261)	(1,361,941)	(938,600)	(954,000)	1.6%
TOTAL	13,324,034	13,131,567	14,317,886	14,961,385	4.5%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>WORK RELEASE</u>					
Salary & Wages	2,262,361	2,380,999	2,463,528	2,464,514	0.0%
Fringe Benefits	1,183,049	1,222,739	1,316,121	1,298,470	-1.3%
Operating	402,155	421,228	452,984	459,221	1.4%
Capital Outlay					
Recoveries	(202,766)	(227,865)	(190,000)	(190,000)	0.0%
TOTAL	3,644,799	3,797,101	4,042,633	4,032,205	-0.3%

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

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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>OPERATIONS</u>		
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

PERFORMANCE INDICATORS <i>Operations Continued</i>	FY 2017 ESTIMATE	FY 2018 BUDGET
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
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

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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>ADULT DETENTION CENTER:</u>		
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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>WORK RELEASE:</u>		
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
<u>ALTERNATIVE SENTENCING:</u>		
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

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Courts

The **Clerk of the Court** for **Frederick County Circuit Court** is a locally elected State official with the responsibilities established and regulated by the laws of Maryland and the Rules of the Court of Appeals of Maryland.

Overview of the Maryland Court System

The Maryland Judiciary is comprised of four court levels: two trial courts and two appellate courts. The function of a trial court is to consider evidence in a case and to make judgments based on the facts and underlying law and legal precedent. Appellate courts review a trial court's actions and decisions in given cases and decide whether the trial judge properly followed the law and legal precedent.

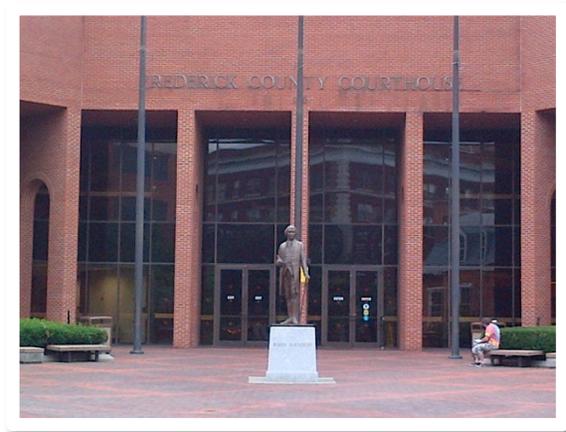
Circuit Courts generally handles more serious criminal cases, major civil cases, including juvenile and other family law cases such as divorce, custody and child support and most cases appealed from the District Court, Orphans' Court and certain administrative agencies. Circuit courts also hear domestic violence cases. Each County and the City of Baltimore has a Circuit Court.

Frederick County Circuit Court

The Circuit Court section of the budget includes operation of the Circuit Court, the Jury Selection System administered by the Clerk of the Circuit Court, and the Orphans' Court which is a probate court with jurisdiction over estates which are administered judicially.

Circuit Court

This 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. 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.



Jury Selection System

This 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. A grand jury consists of 25 members. One petit jury panel of 150 jurors is drawn for each Court term per month.

Orphans' Court

This 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.

<u>COURTS</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	1,380,335	1,421,925	1,570,781	1,738,527	10.68%
Circuit Court Grants	470,089	536,131	567,268	760,427	34.05%
Sub-total Other Funds	470,089	536,131	567,268	760,427	34.05%
TOTAL ALL FUNDS	1,850,424	1,958,056	2,138,049	2,498,954	16.88%
SUMMARY					
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	(250,430)	(243,528)	(269,538)	(263,322)	-2.31%
TOTAL	1,850,424	1,958,056	2,138,049	2,498,954	16.88%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>CIRCUIT COURT</u>					
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	(164,965)	(162,398)	(174,538)	(168,322)	-3.56%
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 Expenditures	428,377	504,806	520,390	652,857	25.46%
Sub-Total Other Funds	470,089	536,131	567,268	760,427	34.05%
TOTAL	1,753,256	1,845,967	2,000,940	2,361,872	18.04%

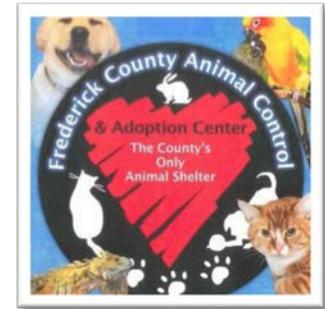
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>JURY</u>					
Salary & Wages					
Fringe Benefits					
Operating	151,836	157,929	192,395	192,395	0.00%
Capital Outlay					
Recoveries	(85,465)	(81,130)	(95,000)	(95,000)	0.00%
TOTAL	66,371	76,799	97,395	97,395	0.00%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ORPHANS COURT</u>					
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	30,797	35,290	39,714	39,687	-0.07%

PERFORMANCE INDICATORS	FY 2017 ESTIMATE		FY 2018 BUDGET
<u>Circuit Court:</u>			
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			

Division of Animal Control

The Frederick County Division of Animal Control provides shelter and care for stray and homeless animals, presents educational programs to schools and organizations, maintains community outreach programs, assists pet owners in finding lost pets, and enforces laws pertaining to animals. The division investigates animal bites and animal cruelty cases for prosecution.



Mission Statement

To prevent cruelty, abuse and neglect of animals in Frederick County by enforcing all state, county and city ordinances to the fullest extent possible. We will shelter homeless animals and attempt to place them in safe and loving home environments. We will educate the public on all animal issues, to foster a more aware and caring community.

Strategic Goals

Staff Training

Animal Control staff members have diverse and unique roles within the shelter and in the community. Duties range from providing basic animal care to humane education to humane law enforcement. Providing training for staff allows staff to work smarter, apply knowledge to resolve difficult situations, allow for good decision-making, gain confidence, feel empowered in that confidence and foster a safe environment for people and pets.



Increased Use of Technology

Animal Control is an increasingly popular facility and provides services that extend beyond traditional animal shelter duties. Under this goal, the Division will evaluate identify ways to better use technology to increase self-service options, increases online access to frequently requested information, maintain social media outreach, and ensure up-to-date online data.

Expand Volunteer Program

Animal Control has existing Volunteer opportunities that allow citizens to be an integral part of the county's only animal shelter, providing care to shelter animals, assisting staff with day-to-day routines, and providing customer service for potential adopters. The Division evaluates this program on an ongoing basis to determine how it may be expanded to better respond to community (pet owner-related) needs and to increase the number of senior citizen volunteers who can offer life experience and expertise.

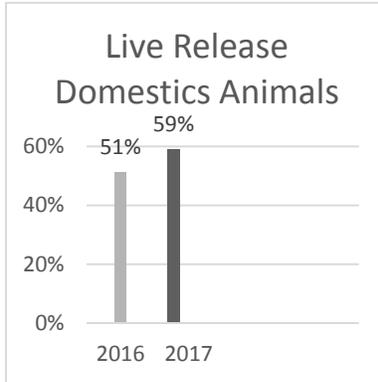


Evaluate Building Infrastructure

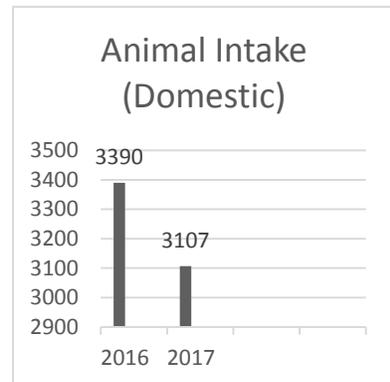
The Animal Control facility was built in 1977. Over time, upgrades have been made to the HVAC system and some of the shelter's layout and animal housing areas. However, the primary structure of the building and some of the animal housing areas (especially the chain link dog kennels) are in need of upgrading or repair to provide a safe, humane environment for shelter animals, their caretakers, and the public.



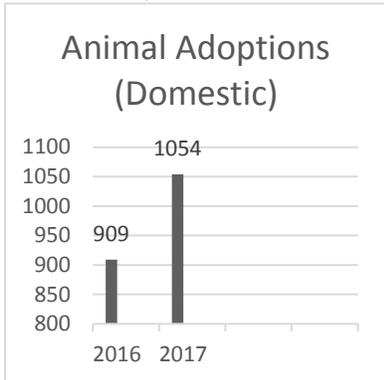
Live Release Rates



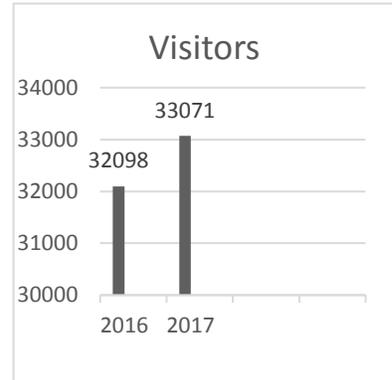
Animal Intake



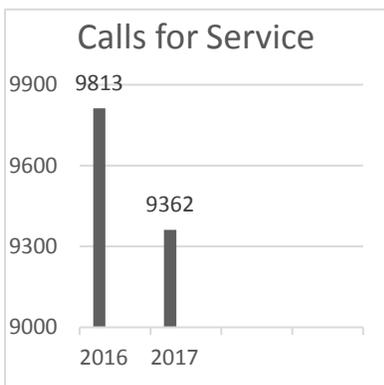
Adoption Rate



Visitors



Calls for Service



After

"Minnie"
2017 Investigation
Before

<u>ANIMAL CONTROL</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Animal Control General Funds	1,870,357	1,857,776	1,993,365	2,054,606	3.1%
TOTAL ALL FUNDS	1,870,357	1,857,776	1,993,365	2,054,606	3.1%
SUMMARY					
Salary & Wages	1,038,473	989,026	1,059,095	1,161,449	9.7%
Fringe Benefits	593,955	615,214	724,555	688,118	-5.0%
Operating	310,164	318,307	318,774	325,039	2.0%
Capital Outlay	0	0	10,941	0	-100.0%
Recoveries	(72,235)	(64,771)	(120,000)	(120,000)	0.0%
TOTAL	1,870,357	1,857,776	1,993,365	2,054,606	3.1%

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>ANIMAL CONTROL:</u>		
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

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Division of Citizens Services

The work of this Division covers a vast array of duties and responsibilities spread across multiple Departments and numerous Boards and Commissions. Each has a unique focus on specialized services that target well defined needs of the community.

Leadership at the Division level has established overarching strategic goals which cascade down through the organization. Each section of the organization in turn has developed a specialized mission statement and actionable strategic goals.

Division Strategic Goals

Leadership

The Division is positioning itself to be a leader in the provision of community services and resources in order to meet the needs of County residents.

Collaboration

The Division will succeed by expanding and strengthening collaborations within and between its Departments and externally with its community partners.

Reinvestment

Limited fiscal resources will be optimized for community reinvestment to best meet client/customer needs for service.

Improved Outcomes

Residents receiving services will be surveyed to ensure they are satisfied. Customer needs will be met.

Mission Statement

Department of Aging

To develop and administer programs and activities that support older adults and adults with disabilities in their efforts to remain healthy, active and independent members of the community, and to provide, coordinate and advocate for services which promote the dignity and enrichment of life for all seniors, persons with disabilities, families and caregivers.

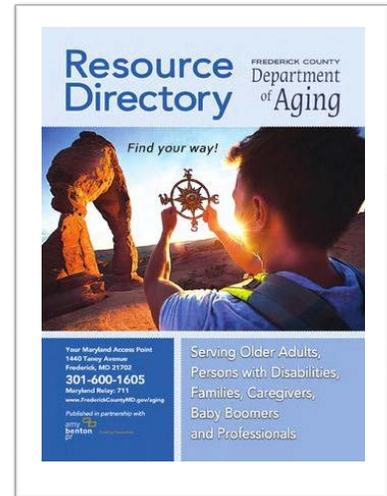
The Department is designated as the Maryland Access Point (MAP) for Frederick County. MAP is a trusted source of information and assistance for Frederick County residents who need or want to plan for their immediate and future needs. MAP serves adults 50 years and older, adults 18 years and older who have a disability, family members and other caregivers, and health or business professionals.



As the local Area Agency on Aging (AAA), the Department's primary purpose is to help older adults and people with disabilities live safely in their homes and communities with independence and dignity. The Department helps plan, develop, coordinate and deliver a wide range of long term services and supports which promote the dignity and enrichment of life for persons over 50 years old.

Services available from the Department of Aging include:

- Caregiver Support for families and others who provide care, support and supervision of older adults with chronic health conditions.
- Four full service senior centers that provide a variety of opportunities for education, personal enrichment, socialization, health and fitness for adults age 50+. In addition, all centers offer a mid-day senior dining program, as well as limited transportation to and from each center.
- Home Delivered Meals (Meals on Wheels) to qualified homebound individuals.
- Long Term Care Ombudsman to help resolve concerns a resident may have who lives at any of the nursing or assisted living care facilities in the County.
- In-home aides, through the Department of Social Services, who provide assistance with activities of daily living to support independent living and prevent premature institutionalization.
- Medicare/Medicaid and other insurance counseling, as well as information, assistance and referral to other services in the County that can assist older adults and their families. Information about health care fraud and abuse is also provided.
- Public Guardianship case management for individuals age 65+ who have been declared incompetent by the Circuit Court
- Volunteer and civic engagement opportunities.



Strategic Goals

Excellent Service

Serve clients with excellence, by responding to consumer feedback via on-line, and in-person surveys.

Plan for the Future

Ensure that Frederick County remains a senior-friendly community that promotes independence, and choice.

Mission Statement

Child Advocacy Center

Promote child well-being by providing a child and family-focused center to address reports of child maltreatment. We seek to prevent and reduce trauma to children and families using a multi-disciplinary approach to investigation, prosecution, treatment, education and advocacy.



The Child Advocacy Center 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 is fully accredited by the National Children’s Alliance. Children exposed to violence in their families and communities experience trauma. If unaddressed, the stress caused by child maltreatment has a lifelong impact on physical health, learning, and psychological wellbeing—including reduced brain volume and altered gene function. Children experiencing multiple types of childhood adversity (like abuse, poverty, and bullying) can even have their lives shortened, living 20 years fewer on average than their more protected peers. It’s not fair and it is preventable.

Working together, we can stop child abuse. We can all do more to become ready, willing, and able to prevent and report abuse. Together we can keep children safe and make sure survivors have the opportunity to heal. Please join us.

Strategic Goals

Well-Being

Provide a safe place for children and their non-offending family members to access needed services including forensic interviews of children, pediatric medical examinations and counseling. Provide advocacy to link children and families to resources and provide support throughout the investigative and healing processes.

Collaboration

Maintain a trusted relationship with the Department of Social Services, law enforcement agencies, the State's Attorney's Office, Frederick Memorial Hospital, Heartly House, Frederick County Public Schools, Friends of the Child Advocacy Center, local non-profit agencies, faith communities, businesses and citizens to help children and families in need.

Mission Statement

Family Partnership

With community support, empowers individuals and families of diverse backgrounds to be stable and self-reliant by building on their strengths and skills.

The Family Support Center provides parents and their children nurturing support and assistance, and offers educational and career development opportunities and related services. Family Partnership also provides educational and employment related programs and activities for youth and young adults, 16-24, through a partnership with Frederick Community College, Frederick County Virtual School, and Frederick County Workforce Services.

An array of comprehensive services are offered to provide maximum learning potential of youth, young adults, 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 youth, young adults, parents and their children.



Strategic Goals

Self-Reliant Families

Collaboration with families and agencies to develop and utilize resources and comprehensive family oriented services result in healthy, literate and self-reliant families.

Economic Development

Build basic life and work skills of two generations simultaneously leading to a better prepared citizenry and workforce.

Partnerships

Involve participants as equal partners in program development and execution. At the heart of the Family Support Center philosophy is the idea of service coordination, interdisciplinary teamwork and viewing families as a total unit.

Mission Statement

Housing and Community Development

Assist in the provision of affordable housing for Frederick County residents with an emphasis on special needs populations, senior citizens, persons with disabilities, and low to moderate income workforce households.

A portfolio of programs are offered to the community to create and preserve affordable housing options and support a continuum of care that stretches from homelessness prevention to emergency and transitional housing, leading to permanent affordable housing for all Frederick County residents.

HOMEBUYER PROGRAMS

The *Home Buyer Assistance Program* provides down payment and closing cost assistance in the form of zero percent interest deferred loans to low income first time homebuyers who live or work in Frederick County.

HOMEOWNER REPAIR/REHABILITATION PROGRAMS

The *Emergency Rehab Deferred Loan Program* provides low income homeowners in the county with a zero percent deferred loan for emergency home repair and accessibility needs. The *Senior Rehab Grant Program* provides extremely low income homeowners, with a household member who is 55 years of age or older, with grant funds for emergency home repair and accessibility needs. The *Maryland Housing Rehabilitation Program* is administered by the department on behalf of the State of Maryland and provides amortizing and deferred loans and grants to homeowners of low to moderate incomes. It is designed to bring properties up to applicable building codes and standards, fund accessibility modifications to allow senior homeowners to remain in their homes, abate lead paint and provide well and septic improvements to assist with indoor plumbing needs.

MODERATELY PRICED DWELLING UNIT PROGRAM (MPDU)

The *Moderately Priced Dwelling Unit Program* supports affordable housing in the County by requiring every new development of 25 or more units on public water and sewer in the county to build 12 ½% of the units as affordable, or make a Payment in Lieu (PIL) of \$17,500 for each MPDU that would otherwise be built.

This formula is under legislative review by the County Council and may change from this fixed dollar amount to a percentage amount that will adjust triennially as economic conditions change.

DEVELOPMENT INCENTIVE PROGRAMS

The *Impact Fee Deferral Program* provides non-profit and other developers of affordable housing units with exemptions from impact fees. The *Deferred Loan Program* provides zero percent interest, deferred and gap loans to non-profits and other housing developers to leverage other funding to create and preserve affordable housing in the county. The *Payment in Lieu of Taxes Program* (PILOT) provides for a negotiated payment instead of property taxes for affordable housing development.

RENTAL ASSISTANCE PROGRAMS

Housing Choice Voucher Programs (Section 8) provides rental assistance for nearly 500 very low income eligible households. One subcategory, the *Family Unification Program*, provides vouchers to reunite families with children in foster care and another, Non Elderly Disabled Category 2 (NEDCAT2) vouchers, assists persons with disabilities leaving rehabilitation centers. The *Moderate Rehabilitation Program* (also Section 8) provides unit-based rent assistance to very low income families at a 20-unit property in Emmitsburg. The *Rental Allowance Program* provides short term rental assistance for poverty level families in crisis. *Bell Court Senior Housing* is a County owned facility of 28 one bedroom, cottage style, one level townhomes with a community center for very low income seniors. (The development is named for the family of William Bell in thanks for his generous donation of land.)

HOMELESS AND TRANSITIONAL HOUSING GRANTS

The *Service Linked Housing Program* is a State of Maryland program that the department administers, which provides grant funding to Frederick Community Action Agency and Advocates for Homeless Families, Inc., to link low-income residents to community services to stabilize households that are in precarious situations, thereby avoiding episodes of homelessness. The *Emergency Solutions Grants* is a Federal program, passed through the State of Maryland and administered by the department, which provides grant funding to the Heartly House and Advocates for Homeless Families, Inc. to engage homeless individuals and families living on the street; improve the number and quality of emergency shelters for homeless individuals and families; help operate these shelters; provide essential services to shelter residents; rapidly re-house homeless individuals and families; and prevent families and individuals from becoming homeless. Two *Memorandums of Understanding* provide funding to the Religious Coalition for Human Needs, Inc., to operate a year round shelter and to provide homelessness prevention and rapid rehousing assistance to those experiencing or at risk of homelessness.



Because of the vast array of need, a *Housing Initiatives Fund* exists as a centralized resource pool to encourage development of affordable housing. The primary objectives of the Fund are to:

- Foster the development of public/private partnerships for the production of affordable housing;
- Enhance and create housing for very low, low, and moderate income residents;
- Promote mixed income communities through the creation and equitable distribution of affordable housing;
- Preserve housing that could be lost from the affordable housing stock;
- Renovate affordable distressed properties to fulfill the critical housing need; and provide
- Livability Code Enforcement

Strategic Goals

Prevent Homelessness

Collaborate with non-profits and religious organizations and create supports for those at risk of homelessness to offer solutions and prevent homelessness to the greatest extent possible.

Promote Best Practice Solutions to Homelessness

Partner with agencies, advocates and coalitions to support rapid re-housing, permanent supportive housing and other community led best practice solutions to make homelessness rare and brief in Frederick County.

Ensure Permanent Housing Options

Assist low income renters and first time home buyers with support allowing them to remain stably housed. Promote the creation and preservation of additional affordable housing options through development incentives and other best practice solutions.

Mission Statement

Human Relations Department

Investigate complaints of discrimination in the areas of employment, housing and public accommodations; provide fair, current and state of the art investigative standards, and encourages fair and uniform appeal practices.

The Department encourages public and private employers, individuals and citizens to appreciate and value generational, gender, racial, religious, disability and cultural differences.

It does so in a fair, confidential and timely manner, and fashions appropriate remedies when illegal discrimination is found to exist. Work is undertaken to resolve disputes promptly and effectively, and serve as a source for helpful information that may be available elsewhere.

The Human Relations Department enthusiastically participates in a wide array of community events and activities, and constantly works to build bonds and bridges among all sections of our community.

The Frederick County Human Relations Commission is diligently served by this Department to help provide a responsive forum for the human rights needs of the community.



Strategic Goals

Value Differences

Encourages employers to adopt policies that appreciate and value generational, gender, racial, religious, disability and cultural differences.

Protect Human Rights

Assist the Human Relations Commission in holding public fact gathering hearings and in holding hearings that appeal charges of discrimination

Mission Statement

Office for Children and Families

Enhance the quality of life for children, youth and families. This encompasses planning, implementing, monitoring, and evaluating a comprehensive, integrated human service delivery system for children, youth and families and building on their capacity to be self-sufficient, safe, and healthy.

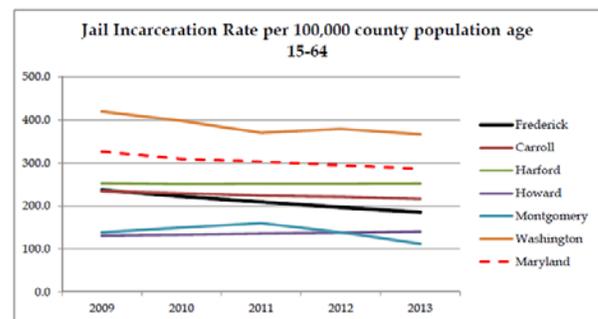
This Office seeks to create a more efficient and effective system of care for the children and families of Frederick County through developing service, family, community, and financial partnerships; designing goal directed services that are client centered and family focused; targeting resources to families with the greatest needs; and implementing a monitoring system to determine client and cost outcomes. Current funded initiatives focus on the Governor’s Office for Children’s strategic goal areas; to address reducing the impact of incarceration on children youth and families, improving outcomes for disconnected youth and addressing youth homelessness through programs implemented with local direct service agencies.

The Office for Children and Families (OCF) is home to the Frederick County Local Management Board (LMB) which guides the OCF in governing, allocating resources, monitoring, and evaluating family services in the county. Each county in Maryland is legislatively required to have a Local Management Board operating with the focus of improving results for children, youth, and families. The Frederick County LMB is composed of both private and public members. Private members can include parents, business leaders, private providers, and other citizen representatives while public members include the Frederick County Department of Social Services, Frederick County Public Schools, Frederick County Department of Juvenile Services, Frederick City Police Department, Mental Health Management Agency, Frederick County Family Partnership Frederick County Human Relations, Frederick County Finance, Frederick County Citizens Services Division, and the Frederick County Health Department.

Strategic Goals

Reduce the Impact of Parental Incarceration on Children, Families, and Communities

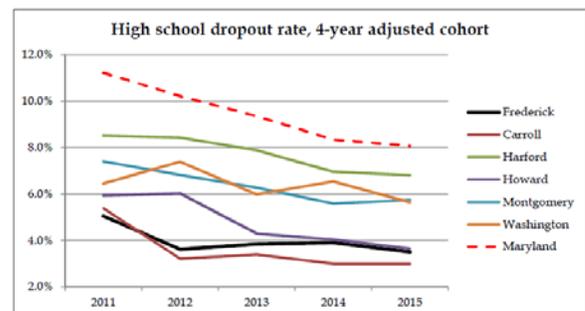
Data are currently limited. Develop, implement, and monitor measures that will allow progress to be tracked. Frederick performs well on the measure of incarceration rates among the adult population, and that rate has continued to trend positively in recent years.



Source: Vera Institute of Justice, Incarceration Trends.

Improve Outcomes for Disconnected Youth

Data are available and while Frederick performs well relative to peers across the vast majority of those indicators, including high school dropout rates and percentage of young adults in the labor force, Frederick has fallen behind in select areas related to middle school academic performance levels, which can serve as a leading indicator of future concerns among the 16 to 24 age group.

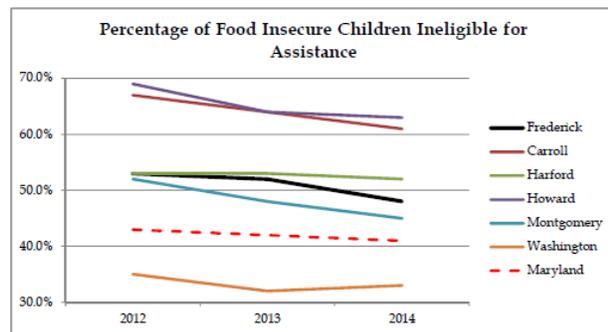


Source: Maryland State Department of Education, Maryland Report Card.

Reduce Childhood Hunger

The data shows mixed results relative to how well Frederick County is performing in the area of childhood hunger. Compared to the state, Frederick has a lower portion of students receiving free and reduced school lunch, which could be considered a positive indicator given we assume that the remaining students are receiving adequate nutrition from other sources.

Contrasting that, the data also shows the *Percentage of Food Insecure Children Ineligible for Assistance* in Frederick is higher than the state average, implying that a number of children are likely falling through the cracks.

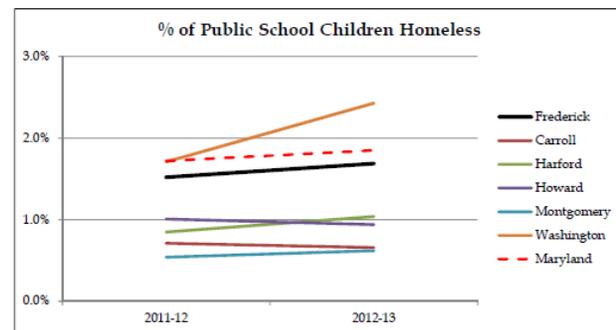


Source: Feeding America.

Reduce Youth Homelessness

Although Frederick County performs well within many indicators of youth homelessness, the percentage of public school children who are homeless in Frederick County has increased in recent years and is currently higher than nearly every peer county.

While a number of resources are available for the homeless of Frederick County, it was noted that many existing shelters and housing programs are either for families or have a minimum age requirement that might leave certain groups of youth with minimal options for shelter if no family or friends are available.



Source: Governor's Office for Children.

Mission Statement

Scott Key Center

Foster person-centered, integrated employment opportunities and community involvement for individuals with developmental disabilities in Frederick County.

Scott Key Center provides employment training and employment opportunities for people who are ages 21 and over with developmental and intellectual disabilities.

The Scott Key Center is participating in the Employment First initiative. Employment First, a national movement, is a framework for systems change that is centered on the premise that all citizens, including individuals with significant disabilities, are capable of full participation in integrated employment and community life. The Scott Key Center embraces this initiative and in doing so, a Customized Plan for Employment is developed for each individual.



Through innovative and creative approaches, the Scott Key Center provides customized employment through the discovery process supporting individuals in integrated competitive jobs. This process focuses on the individual's likes, desires, strengths, weaknesses, talents, skills, experience, and education.

With Collaboration and support of individuals, family members, staff, community partners, and other stakeholders, Scott Key Center will enhance the services and supports it provides to people in Frederick County with developmental and intellectual disabilities. As a result, more individuals will be able to choose the services and jobs they want to have in communities where they live, and be respected for their abilities and contributions.

Strategic Goals

Community Based-Programming

Support the involvement and participation of individuals and families in program planning, evaluation, and policy.

Training

Identify and provide training to align and support the individual

Choice

Provide the support necessary to allow individuals to make informed choices

<u>CITIZENS SERVICES</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Director of Citizens Services	359,890	377,099	401,602	493,121	22.8%
Department of Aging	467,387	722,892	865,521	1,322,364	52.8%
Family Partnership	292,583	287,479	296,368	408,300	37.8%
Office of Children & Families	97,180	96,728	97,180	221,959	128.4%
Child Advocacy Center	272,127	274,689	325,639	346,346	6.4%
Housing & Community Devel.	367,642	358,396	522,609	611,770	17.1%
Human Relations Department	138,039	139,106	142,574	145,333	1.9%
Human Relations Commission	4,759	4,527	4,770	4,770	0.0%
Workforce Services	572,883	526,558	*	*	n/a
Transit	22,546	76,142	*	*	n/a
Scott Key Center	*	*	3,164,641	3,220,668	1.8%
Sub-total General Fund	2,595,036	2,863,616	5,820,904	6,774,631	16.4%
Department of Aging Grants	2,147,370	2,074,107	2,108,228	2,300,269	9.1%
Family Partnership Grants	1,377,828	1,349,893	1,401,876	1,417,591	1.1%
Children & Families Grants	1,051,255	993,541	992,486	879,700	-11.4%
Child Advocacy Center Grants	111,966	113,884	167,154	11,904	-92.9%
Housing & Comm Dev Grants	6,511,523	6,690,451	7,335,124	7,485,659	2.1%
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	111.8%
Bell Court Housing Fund	163,740	165,457	129,400	129,400	0.0%
Sub-total Other Funds	20,242,936	23,074,881	13,365,128	14,831,473	11.0%
TOTAL ALL FUNDS	22,837,972	25,938,497	19,186,032	21,606,104	12.6%
SUMMARY					
Salary & Wages	1,753,421	1,888,403	3,380,491	3,883,805	14.9%
Fringe Benefits	778,802	854,388	1,792,751	2,062,974	15.1%
Operating	20,682,154	23,501,529	14,097,414	15,743,949	11.7%
Capital Outlay	0	0	0	0	n/a
Recoveries	(376,405)	(305,823)	(84,624)	(84,624)	0.0%
TOTAL	22,837,972	25,938,497	19,186,032	21,606,104	12.6%

* 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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>DIRECTOR OF CITIZENS SERVICES</u>					
Salary & Wages	189,928	211,190	193,463	269,723	39.4%
Fringe Benefits	85,757	83,060	88,652	117,621	32.7%
Operating	84,205	82,849	119,487	105,777	-11.5%
Capital Outlay					
Recoveries					
TOTAL	359,890	377,099	401,602	493,121	22.8%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>DEPARTMENT OF AGING</u>					
Salary & Wages	261,133	423,396	508,389	755,212	48.6%
Fringe Benefits	128,662	221,662	253,772	402,981	58.8%
Operating	89,856	88,859	113,760	174,571	53.5%
Capital Outlay					
Recoveries	(12,264)	(11,025)	(10,400)	(10,400)	0.0%
Sub-total General Fund	467,387	722,892	865,521	1,322,364	52.8%
Transfer from General Fund	1,035,704	1,051,751	1,081,207	1,189,146	10.0%
Grant Expenditures	1,111,666	1,022,356	1,027,021	1,111,123	8.2%
Sub-total Other Funds	2,147,370	2,074,107	2,108,228	2,300,269	9.1%
TOTAL	2,614,757	2,796,999	2,973,749	3,622,633	21.8%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>FAMILY PARTNERSHIP</u>					
Salary & Wages	169,628	169,613	173,976	241,306	38.7%
Fringe Benefits	93,411	92,409	93,681	125,852	34.3%
Operating	29,544	25,457	28,711	41,142	43.3%
Capital Outlay					
Recoveries					
Sub-total General Fund	292,583	287,479	296,368	408,300	37.8%
Transfer from General Fund	794,798	809,511	911,460	927,175	1.7%
Grant Expenditures	583,030	540,382	490,416	490,416	0.0%
Sub-total Other Funds	1,377,828	1,349,893	1,401,876	1,417,591	1.1%
TOTAL	1,670,411	1,637,372	1,698,244	1,825,891	7.5%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>OFFICE OF CHILDREN & FAMILIES</u>					
Salary & Wages					
Fringe Benefits					
Operating	97,180	96,728	97,180	221,959	128.4%
Capital Outlay					
Recoveries					
Sub-total General Fund	97,180	96,728	97,180	221,959	128.4%
Transfer from General Fund	250,478	249,346	288,143	175,357	-39.1%
Grant Expenditures	800,777	744,195	704,343	704,343	0.0%
Sub-total Other Funds	1,051,255	993,541	992,486	879,700	-11.4%
TOTAL	1,148,435	1,090,269	1,089,666	1,101,659	1.1%

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
<u>CHILD ADVOCACY CENTER</u>					
Salary & Wages	195,103	189,309	219,715	221,778	0.9%
Fringe Benefits	56,040	56,632	82,386	101,030	22.6%
Operating	30,944	35,708	25,916	25,916	0.0%
Capital Outlay					
Recoveries	<u>(9,960)</u>	<u>(6,960)</u>	<u>(2,378)</u>	<u>(2,378)</u>	0.0%
Sub-total General Fund	272,127	274,689	325,639	346,346	6.4%
Transfer from General Fund	11,815	49			
Grant Expenditures	<u>100,151</u>	<u>113,835</u>	<u>167,154</u>	<u>11,904</u>	-92.9%
Sub-total Other Funds	111,966	113,884	167,154	11,904	-92.9%
TOTAL	<u>384,093</u>	<u>388,573</u>	<u>492,793</u>	<u>358,250</u>	<u>-27.3%</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>
<u>HOUSING & COMMUNITY DEVELOPMENT</u>					
Salary & Wages	222,111	218,450	317,313	368,651	16.2%
Fringe Benefits	137,027	130,624	195,689	227,670	16.3%
Operating	8,504	9,322	9,607	15,449	60.8%
Capital Outlay					
Recoveries					
Sub-total General Fund	<u>367,642</u>	<u>358,396</u>	<u>522,609</u>	<u>611,770</u>	17.1%
Transfer from General Fund	14,142	32,269	44,841	71,219	58.8%
Grant Expenditures	<u>6,497,381</u>	<u>6,658,182</u>	<u>7,290,283</u>	<u>7,414,440</u>	1.7%
Sub-total General Fund	6,511,523	6,690,451	7,335,124	7,485,659	2.1%
TOTAL	<u>6,879,165</u>	<u>7,048,847</u>	<u>7,857,733</u>	<u>8,097,429</u>	<u>3.1%</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>
<u>HUMAN RELATIONS DEPARTMENT</u>					
Salary & Wages	92,630	93,943	96,581	98,513	2.0%
Fringe Benefits	42,962	42,448	42,743	43,570	1.9%
Operating	2,447	2,715	3,250	3,250	0.0%
Capital Outlay					
Recoveries					
TOTAL	<u>138,039</u>	<u>139,106</u>	<u>142,574</u>	<u>145,333</u>	<u>1.9%</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>
<u>HUMAN RELATIONS COMMISSION</u>					
Salary & Wages					
Fringe Benefits					
Operating	10,404	10,292	5,270	5,270	0.0%
Capital Outlay					
Recoveries	(5,645)	(5,765)	(500)	(500)	0.0%
TOTAL	<u>4,759</u>	<u>4,527</u>	<u>4,770</u>	<u>4,770</u>	<u>0.0%</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>
<u>SCOTT KEY CENTER</u>					
Salary & Wages			*	*	
Fringe Benefits			1,835,014	1,891,034	3.1%
Operating			1,035,828	1,044,250	0.8%
Capital Outlay			293,799	285,384	-2.9%
Recoveries					
TOTAL	<u>0</u>	<u>0</u>	<u>3,164,641</u>	<u>3,220,668</u>	<u>1.8%</u>

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	3600
# Unduplicated participants in Health Promotion program	1,600	1600
# Meals on Wheels & home delivered meals provided	69,000	69000
# Congregate meals served	10,500	10500

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Family Partnership:		
Child Immunizations Up to Date	99%	97.0%
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

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	3600
Integrated Systems of Care: Single Point of Access-Referrals	2,800	2800
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		

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	2256
Individual payments issued	6,504	7896
Unit inspections	694	1512
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	4067
Number of visitors	2,773	3615
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

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

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

Division of Emergency Management

The Division of Emergency Management is comprised of three operational departments including: Emergency Communications, Emergency Preparedness and Administration. 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.

Mission Statement

Serve Frederick citizens by being the county's 911 Public Safety Answering Point and in emergencies coordinate the mitigation, preparedness, response, and recovery efforts of Frederick County Government.

Make Connections – Solve Problems – Work Together – Be Nice

Emergency Communications

The Emergency Communications Call Center is the County's 911 Public Safety Answering Point. The Call Center provides 24 hour per day 911 call taking and Enhanced 911 (E911) which generates location information on the whereabouts of a wireless caller using latitude and longitude. Text-to-911 is also available in Frederick County which is the only jurisdiction in Maryland to offer this Next Generation 911 service.



The center serves as the communications headquarters for all public safety first responders on a county-wide basis. Dispatching is conducted for all of the County's fire, rescue, and ambulance services, Frederick County Animal Control, and law enforcement including the Frederick County Sheriff's Office, Brunswick City Police, and the Thurmont Police Department.

Emergency Preparedness

This Department coordinates the emergency mitigation, preparedness, response, and recovery efforts of Frederick County Government with appropriate public and private partners. These partners include county agencies, community and business organizations, the county's municipalities, adjacent counties, the State of Maryland, and federal government installations and agencies with interests in Frederick County. County disaster operations are coordinated by the 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.



Administration

Provides guidance and support to the Division with development and coordination of mutual aid agreements, emergency action plans, biological agent registry plans, radio system management, 911 addressing and mapping, and administration and oversight of computer aided dispatch. Administration also works with the Maryland Emergency Numbers System Board, the Federal Communications Commission (FCC) Radio License Management, the State Emergency Medical Services Advisory Council, and the FCC Region 20 Planning Committee.

Strategic Goals

Improve Strategic Management with Partners

Formalize process to gather and share strategic program information annually for use in developing capital and operating budgets and human resource plans. Explicitly state and communicate divisional principles: make connections, solve problems, work together and be nice to all employees and partners.



Maintain and Enhance Service Quality for Customers

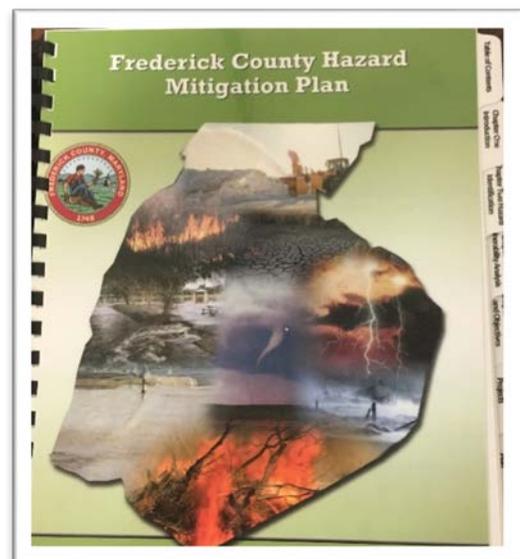
Achieve staffing levels based on internal and customer-provided requirements. Identify and document process knowledge that supports staff development. Review potential to staff and integrate non-emergency (311) customer relationship management function with 911 to provide better non-emergency service to citizens and onsite to support surges in emergency activity.

Develop Cohesive Teams

Ensure business process and information technology staff form a cohesive team for supporting mission critical systems. Assess and document needs for internal and external information system support. Develop a project / task / knowledge management practice to support operational needs for mission critical systems. Establish shared written procedures for recurring service tasks that must be staffed 24/7/365 by a mix of business process and information technology.

Improve Public Understanding of Services Delivered

Provide transparent access to core business performance measures. Evaluate comparable jurisdictions for opportunities to adopt successful public engagement programs. Develop a catalog of services with costs and comparisons with similar jurisdictions.



<u>EMERGENCY MANAGEMENT</u>	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	8,944,356	7,991,413	7,792,839	8,678,420	11.36%
SUMMARY					
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	8,944,356	7,991,413	7,792,839	8,678,420	11.36%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ADMINISTRATION</u>					
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	244,085	309,778	316,320	292,900	-7.40%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>EMERGENCY COMMUNICATIONS</u>					
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-Total 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 Expenditures	<u>1,690,997</u>	<u>574,257</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Sub-Total Other Funds	<u>1,690,997</u>	<u>574,257</u>	<u>0</u>	<u>0</u>	<u>0.0%</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>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>EMERGENCY PREPAREDNESS</u>					
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-Total General Fund	<u>355,638</u>	<u>413,227</u>	<u>508,044</u>	<u>506,601</u>	<u>-0.28%</u>
Transfer from General Fund					
Grant Expenditures	<u>358,612</u>	<u>241,085</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Sub-Total Other Funds	<u>358,612</u>	<u>241,085</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
TOTAL	<u>714,250</u>	<u>654,312</u>	<u>508,044</u>	<u>506,601</u>	<u>-0.28%</u>

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

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

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

Division of Finance

The Finance Division under the direction of the Finance Director, is composed of the **Accounting Department**, **Procurement and 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.

Mission Statement

Effectively and efficiently manage the financial operations of Frederick County Government by implementing sound fiscal policies which will provide the County Executive, County Council, 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.

Accounting Department

Accounting 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.



Treasury Department

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.

Procurement and Contracting Department

This Department provides 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.



Risk Management Department

Responsibility is here 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 function of Risk Management is to reduce losses and control the cost of those incidents 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 all insurance coverage for the County, including property, liability and worker's compensation.



Strategic Goals

Leverage New Technology, Create Efficiencies, Streamline Operations

Implement a new Enterprise Resource Planning (ERP) system with new modules: grant management, project management, integrated payroll, budget and financial reporting. Implement Enterprise Asset Management (EAM) with a Fleet Module as Phase 2 of the ERP project. Improved financial reporting, easier access to information and streamlined operations for employees using these systems will result. Employee satisfaction scores should improve.

Protect Triple-A Bond Rating

All three of the major rating agencies (Moody's, Standard and Poor's, and Fitch) have scored the County at the best/highest levels possible. Maintaining that standard will insure the lost cost borrowing occurs in the future.



Increase Sustainability of Pension and OPEB plans

Consider a de-risking methodology for plan assets to create a long-term sustainable plan for employees and retired staff. Work with investment advisors and actuarial firms to understand values and risks of moving a portion of plan assets to more fixed, less volatile investments. Achieve a fixed income to equity investment ratio that best matches the current retiree and near-term retiree mix. Decrease volatility of the Pension Plan assets value.

Maintain Regulatory Compliance

Require staff to attend training on new Federal grant guidelines. Hire dedicated procurement position to comply with sub-awards and tracking. Engage County Treasury staff and merchant card services to ensure compliance with new regulations and bring departments into compliance. Have grants and merchant card program compliance verified after completion of various audits to achieve 100% compliance.

<u>FINANCE</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	1,136,191	1,145,580	1,202,297	1,241,681	3.28%
TOTAL	4,695,911	4,864,302	5,375,689	5,502,795	2.36%
SUMMARY					
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	(69,791)	(9,848)	0	0	n/a
TOTAL	4,695,911	4,864,302	5,375,689	5,502,795	2.36%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ACCOUNTING</u>					
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	2,252,961	2,307,357	2,506,937	2,564,392	2.29%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>INDEPENDENT AUDITING</u>					
Salary & Wages					
Fringe Benefits					
Operating	53,569	49,325	47,380	49,280	4.01%
Capital Outlay					
Recoveries					
TOTAL	53,569	49,325	47,380	49,280	4.01%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>RISK MANAGEMENT</u>					
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%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>PROCUREMENT & CONTRACTING</u>					
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%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>TREASURER</u>					
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>1,136,191</u>	<u>1,145,580</u>	<u>1,202,297</u>	<u>1,241,681</u>	<u>3.28%</u>

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

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

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

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

Fire and Rescue Services

The Division of Fire and Rescue Services is a combination department comprised of career employees and volunteer personnel affiliated with 26 volunteer fire and rescue corporations. Services are provided throughout Frederick County, which is the largest county in Maryland covering 663 square miles.

The work of this Division is to provide fire suppression, emergency medical service, rescue, hazardous materials containment and special response operations to approximately 245,000 residents in Frederick County. Over 400 uniformed career, 800 operational volunteers and civilian personnel work to the highest standards of moral and ethical character to protect life and property professionally, enthusiastically, and to their utmost ability. The Division of Fire and Rescue Services operates under Federal and State regulations and guidelines and the adopted County Code.

Mission Statement

Protect life, property and the environment by providing professional, efficient and quality service.

The Division is organized to report through the chain of command to the Chief along three primary areas of responsibility, each with a Deputy Chief: Emergency Services, Volunteer Services and Administrative Services.

Emergency Services Section is responsible for all field services including: Fire Suppression, Emergency Medical Services (EMS), Special Operations, Research and Planning, and Safety.

The safety functions include management and oversight of the Training Academy and the Public Safety Training Facility. A Health and Wellness program supports the physical well-being of the firefighters. All EMS, fire and rescue training, driver training, and safety and management courses are conducted by in-house staff to ensure the highest level of quality and consistency in training standards.

Administrative Services Section provides support, logistics and finance services to the agency. **The Fire Marshal'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. **Ambulance Insurance Billing** collects reimbursement for services rendered for ambulance transport. In many cases insurance policies and government support programs reimburse a portion for ambulance charges. The **Financial and Logistics Sections** supports fiscal management, budget preparation and management, fleet management including the specification and acquisition of vehicles and apparatus, maintenance of the reserve fleet and fuel management.



Division of Volunteer Fire – Rescue Services serves as a liaison to the Volunteer Fire and Rescue Services community. The Frederick County Volunteer Fire and Rescue Association is an organization of 26 volunteer companies which provide fire-fighting and ambulance service throughout the County. Special operations are organized by team, including: Hazardous Materials, Advanced Technical Rescue and a Dive team. The Division of Volunteer Fire and Rescue Services has 800 operational and 1200 administrative volunteers.



Strategic Goals

Improve effectiveness and reliability of fire and emergency medical response services

Update the Fire-Rescue Services 15 year plan. Convert all urban fire stations to tactical unit staffing. Convert all 12-hour staffed suburban and rural stations to 24-hour staffing. Deploy one additional Advanced Life Support chase car. Build, equip and staff a North Frederick fire station in the Route 15-Monocacy Boulevard area. Upgrade special operations response services.



Improve retention of volunteer personnel

Enhance training of volunteer leadership in mentoring of new volunteer members. Develop participation incentives tailored to the next generation of volunteer firefighter/Emergency Medical Technician. Make better use of technology for required volunteer training.



Implement a comprehensive Records Management System (RMS)

Establish a diverse users group to identify functional requirements, purchase and implement RMS.

Reduce emergency medical response to chronic health conditions

Create partnerships with Public Health, Social Services and hospitals to deliver “home-based” paramedical service to chronically-ill patients.

Improve cost effectiveness of fleet management

Re-chassis existing ambulances to the extent possible. Shift replacement of heavy fire apparatus to municipal leasing of vehicles.

Improve diversity in both career and volunteer workforce

Make connections with senior leadership of various minority populations and targeting recruitment through various cultural resources.



Performance Indicators

Three new minimum response criteria were adopted by the County Council in Bill No.16-14. During FY2018, actual data will be compiled to measure the performance of each Fire, Rescue or Ambulance Company.

§ 1-2-66. MINIMUM RESPONSE CRITERIA - FIRE OR RESCUE SERVICES.

(C) Each authorized Fire, Rescue or Ambulance Company must meet the following minimum response criteria:

- (1) **Urban Fire, Rescue or Ambulance companies** must respond within four (4) minutes from the time of first dispatch for an emergency incident for at least 99% of the dispatches received during each calendar month.
- (2) **Suburban Fire, Rescue or Ambulance companies** must respond within six (6) minutes from the time of first dispatch for an emergency incident for at least 90% of the dispatches received during each calendar month.
- (3) **Rural Fire, Rescue or Ambulance companies** must respond within eight (8) minutes from the time of first dispatch for an emergency incident for at least 80% of the dispatches received during each calendar month.

<u>FIRE AND RESCUE SERVICES</u>	FY 2015	FY 2016	FY 2017	FY 2018	Percent
<u>VOLUNTEER FIRE AND RESCUE</u>	Actual	Actual	Adopted	Adopted	Change
Director/Administration	759,427	664,640	690,409	700,408	1.4%
Administrative (Technical) Services	1,196,982	842,093	1,319,602	1,368,513	3.7%
Professional Services	698,886	999,347	1,159,671	934,674	-19.4%
Fire & EMS Operations	38,750,708	39,875,541	41,779,189	43,622,740	4.4%
Ambulance Billing	670,805	637,222	706,189	699,590	-0.9%
Fire Marshall	506,205	513,525	556,482	596,428	7.2%
Volunteer Fire/Rescue Cos. & Teams	6,837,193	7,021,985	7,821,414	8,273,813	5.8%
TOTAL	49,420,206	50,554,353	54,032,956	56,196,166	4.0%
SUMMARY					
Salary & Wages	25,103,525	25,877,645	26,840,169	28,678,901	6.9%
Fringe Benefits	15,316,052	15,439,493	16,128,058	16,363,338	1.5%
Volunteer FF Workers Compensation	1,029,749	940,008	1,029,506	1,029,506	0.0%
Operating	7,251,218	7,585,066	8,958,255	9,041,453	0.9%
Capital Outlay	0	0	69,000	0	-100.0%
Recoveries	(5)	(5,068)	(10,000)	(10,000)	0.0%
LOSAP Payments	719,667	717,209	1,017,968	1,092,968	7.4%
TOTAL	49,420,206	50,554,353	54,032,956	56,196,166	4.0%

	FY 2015	FY 2016	FY 2017	FY 2018	Percent
	Actual	Actual	Adopted	Adopted	Change
<u>DIRECTOR/ADMINISTRATION</u>					
Salary & Wages	413,900	331,995	351,006	358,026	2.0%
Fringe Benefits	174,859	150,821	155,551	158,530	1.9%
Operating	170,668	181,824	183,852	183,852	0.0%
Capital Outlay					
Recoveries					
TOTAL	759,427	664,640	690,409	700,408	1.4%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>ADMINISTRATIVE (TECHNICAL) SERVICES</u>					
Salary & Wages	406,399	271,709	385,963	383,141	-0.7%
Fringe Benefits	210,397	176,790	221,664	198,612	-10.4%
Operating	580,186	393,594	642,975	786,760	22.4%
Capital Outlay			69,000		-100.0%
Recoveries					
TOTAL	<u>1,196,982</u>	<u>842,093</u>	<u>1,319,602</u>	<u>1,368,513</u>	<u>3.7%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>PROFESSIONAL SERVICES</u>					
Salary & Wages	385,737	524,281	569,941	556,183	-2.4%
Fringe Benefits	208,391	282,403	306,966	299,769	-2.3%
Operating	104,758	192,781	282,764	78,722	-72.2%
Capital Outlay					
Recoveries		(118)			
TOTAL	<u>698,886</u>	<u>999,347</u>	<u>1,159,671</u>	<u>934,674</u>	<u>-19.4%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>FIRE & EMS OPERATIONS</u>					
Salary & Wages	23,318,302	24,123,900	24,834,227	26,607,868	7.1%
Fringe Benefits	14,399,955	14,485,362	15,064,632	15,283,731	1.5%
Operating	1,032,451	1,271,229	1,890,330	1,741,141	-7.9%
Capital Outlay					
Recoveries		(4,950)	(10,000)	(10,000)	0.0%
TOTAL	<u>38,750,708</u>	<u>39,875,541</u>	<u>41,779,189</u>	<u>43,622,740</u>	<u>4.4%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>AMBULANCE BILLING</u>					
Salary & Wages	136,414	150,686	162,377	165,940	2.2%
Fringe Benefits	73,316	74,756	74,200	76,538	3.2%
Operating	461,075	411,780	469,612	457,112	-2.7%
Capital Outlay					
Recoveries					
TOTAL	670,805	637,222	706,189	699,590	-0.9%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>FIRE MARSHAL</u>					
Salary & Wages	299,608	307,592	325,564	347,430	6.7%
Fringe Benefits	187,454	187,907	195,931	214,011	9.2%
Operating	19,148	18,026	34,987	34,987	0.0%
Capital Outlay					
Recoveries	(5)				
TOTAL	506,205	513,525	556,482	596,428	7.2%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>VOLUNTEER FIRE & RESCUE</u>					
Salary & Wages	143,165	167,482	211,091	260,313	23.3%
Fringe Benefits	61,680	81,454	109,114	132,147	21.1%
Volunteer FF Workers Compensation	1,029,749	940,008	1,029,506	1,029,506	0.0%
Operating	648,984	645,231	708,953	707,476	-0.2%
Capital Outlay					
Recoveries					
LOSAP Payments	719,667	717,209	1,017,968	1,092,968	7.4%
TOTAL	2,603,245	2,551,384	3,076,632	3,222,410	4.7%

<u>COMPANIES & TEAMS</u>					
Operating Expenses	4,233,948	4,470,601	4,744,782	5,051,403	6.5%

Division of Health Services

The Health Department functions at both a State and County level by implementing State and County laws and regulations. The Director / Health Officer 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.



Mission Statement

Prevent – Promote – Protect

Improve the health and well-being of residents of Frederick County through programs that prevent disease and illness, promote wellness and safety, and protect public health.

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.

Core Services

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.



Frederick County Health Department is proud to be accredited by the Public Health Accreditation Board (PHAB). For more information about accreditation, visit www.phaboard.org.

School Health Program

The Frederick County Health Department School Health Program is a collaborative effort with 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.



Mental Health Program

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.

Detention Center Substance Abuse Program

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.



Developmental Center

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.

Other Health Service Related Program

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.

Frederick County's funds a share of the State Department of Mental Health and Hygiene program to keep **developmentally disabled persons** in the community.

Strategic Goals

Transform the Public Health System

Serve as a catalyst for change by proactively pursuing activities to position FCHD as a forward-thinking leader in the provision of public health services. Fully implement an electronic system for Environmental Health Services. Implement document management system. Implement effective community health improvement strategies. Maintain PHAB accreditation status. Continue to deliver mandated services

Forge Community Collaborations

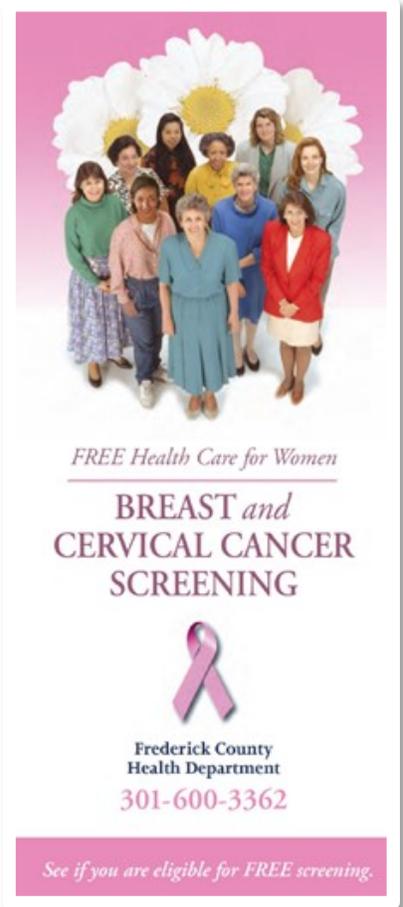
Improve linkage to community members and health providers by leveraging people and technology to enhance outreach efforts. Partner with law enforcement and first responders to train their staff in Substance Use Disorder and Substance Abuse treatment and recovery resources. Facilitate community collaborations and partnership opportunities. Increase of visibility and value of FCHD programs in the public. Forge external partnerships to improve access to services to improve community health and wellness.

Create Efficient, Effective Access to Services

Ensure that FCHD's facilities, team members, programs, and services are operating as efficiently as possible while providing effective high quality services. Develop consistent process for hiring new state staff. Prepare staff for transitions (e.g. succession planning and professional development. Expand effective use of peers in pilot programs to enhance community connections and client outcomes. Strengthen workforce competency, proficiency and capacity. Identify new evidence-based practices for all services. Examine and redefine job roles for future service goals.

Expand the Incorporation of Public Health Principles into the County Government and Private Sector Policies and Operations

Health Equity – By June 2018 there will be at least one County division that established a healthcare equity objective in its operations. Health in all policies - By June 2108 there will be at least one County division that applied a “health in all” policies approach to one of its programs or services. Community Resilience - By June 2018 there will be 20% reduction in overdose deaths in Frederick County.



<u>HEALTH SERVICES</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Health Administration	111,329	129,089	136,658	128,184	-6.2%
School Health Program	6,418	7,160	10,000	10,000	0.0%
Mental Health Program	416,050	421,332	421,533	421,533	0.0%
Detention Ctr-Substance Abuse	132,572	132,572	132,572	132,572	0.0%
Health Core Services	1,514,724	1,990,140	2,173,797	2,156,297	-0.8%
Frederick Developmental Center	3,003,459	2,902,495	3,452,065	3,536,383	2.4%
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	0.9%
Developmental Center Grants	1,189,376	1,288,462	1,199,440	1,216,483	1.4%
Sub-total Other Funds	1,189,376	1,288,462	1,199,440	1,216,483	1.4%
TOTAL	9,431,785	9,939,381	7,526,065	7,601,452	1.0%
SUMMARY					
Salary & Wages	8,740,150	8,675,404	7,742,116	7,873,778	1.7%
Fringe Benefits	5,347,850	5,297,870	4,621,291	4,696,709	1.6%
Operating	3,945,811	4,567,700	4,523,628	4,597,662	1.6%
Capital Outlay	10,636				
Recoveries	(8,612,662)	(8,601,593)	(9,360,970)	(9,566,697)	2.2%
TOTAL	9,431,785	9,939,381	7,526,065	7,601,452	1.0%

*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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>HEALTH ADMINISTRATION</u>					
Salary & Wages	115,096	98,162	104,647	91,402	-12.7%
Fringe Benefits	35,901	30,927	32,011	36,782	14.9%
Operating	(303)	100			
Capital Outlay					
Recoveries	(39,365)	(100)			
TOTAL	111,329	129,089	136,658	128,184	-6.2%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>SCHOOL HEALTH PROGRAM</u>					
Salary & Wages	3,484,922	3,538,905	3,931,942	4,012,345	2.0%
Fringe Benefits	2,726,932	2,685,086	2,846,287	2,842,666	-0.1%
Operating	29,693	27,856	44,280	44,280	0.0%
Capital Outlay					
Recoveries	(6,235,129)	(6,244,687)	(6,812,509)	(6,889,291)	1.1%
TOTAL	6,418	7,160	10,000	10,000	0.0%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>MENTAL HEALTH PROGRAM</u>					
Operating	416,050	421,332	421,533	421,533	0.0%
<u>DETENTION CENTER - SUBSTANCE ABUSE</u>					
Operating	132,572	132,572	132,572	132,572	0.0%
<u>HEALTH CORE SERVICES</u>					
Operating	1,514,724	1,990,140	2,173,797	2,156,297	-0.8%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>FREDERICK COUNTY DEVELOPMENTAL CENTER</u>					
FTE Positions	45.37	45.37	49.04	49.74	
Salary & Wages	3,328,825	3,255,771	3,705,527	3,770,031	1.7%
Fringe Benefits	1,559,837	1,559,210	1,742,993	1,817,261	4.3%
Operating	442,329	444,320	552,006	626,497	13.5%
Capital Outlay	10,636				
Recoveries	(2,338,168)	(2,356,806)	(2,548,461)	(2,677,406)	5.1%
Sub-total General Fund	3,003,459	2,902,495	3,452,065	3,536,383	2.4%
Transfer from General Fund	439,668	461,731	469,633	482,825	2.8%
Grant Expenditures	749,708	826,731	729,807	733,658	0.5%
Sub-total Other Funds	1,189,376	1,288,462	1,199,440	1,216,483	1.4%
TOTAL	4,192,835	4,190,957	4,651,505	4,752,866	2.2%

HEALTH SERVICES - RELATED

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
GYPSY MOTH CONTROL	12,750	15,330	40,000	40,000	0.0%
DEINSTITUTIONALIZATION DAY CARE	11,514	11,514	11,514	11,514	0.0%

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>HEALTH SERVICES DIVISION:</u>		
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

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Division of Human Resources

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.

Mission Statement

Provide effective human resource management by developing and implementing sound policies, offering quality programs and providing excellent service that contributes to the attainment of county and employee goals by: upholding fiscal responsibility, properly balancing the needs of the employees and the needs of the government, ensuring a diverse workforce in a safe environment, maintaining compliance with employment laws and government regulations and providing management and employee training communication.

In support of its mission, Human Resources develops policies and procedures; provides training and development in areas of effective leadership and employment law and government regulation. The recruitment and selection of the most qualified candidates is supported by providing pre-planning staffing services, ensuring an effective internal interview process, identifying the best and most cost effective recruitment sources, and conducting thorough reference checks.



Retaining our valued employees is supported by assuring effective leadership qualities in our managers; providing competitive wages and benefits; furnishing technical, interpersonal and career development training and coaching; conducting exit interviews and supplying relevant feedback to management; and enhancing two-way communication between employees and management.

The department provides services in a fair and equitable manner and provides accurate, efficient, and timely services to both employees and County agencies, all in accordance with policies and procedures as adopted by the County Executive.

Strategic Goals

Total Compensation Review to Ensure Vacancies are Filled Timely with Skilled Candidates

Complete cyclical classification review of exempt positions. Review non-exempt (non admin) positions. Review total compensation. Adjust health benefits as part of annual renewal. Measuring the number of reclassification appeals and renewal of health benefits will indicate if the County is remaining competitive in the market in total compensation.

Ensure Fairness, Consistency in Position Classifications

Conduct review of promotional policies and work hours. Confirm policy of converting vacancies from 35 to 40 hours upon new hire. Review promotional policies and determine whether the County is very competitive. Compare County policies to peer organizations to evaluate whether the policies serve their purposes. Evaluate reclassification

process versus upgrade process to validate the competitiveness (service / credentials) of the upgrade process. A low turnover rate and good survey results will measure competitiveness resulting from retaining the existing workforce through fair and consistent treatment.

Establish Succession Policy, Ensure Continuity

Appoint a committee of senior executives from Human Resources, Finance, Administration, Parks and Recreation. Assign members a group of Divisions to contact to receive input on succession issues they face. Ask the committee to analyze near term issues, prioritize need for succession planning, recommend positions to be created and included in adopted budget. Develop long term program “Leadership Frederick County Government” to prepare mid-level to senior level managers for the next management level. Managing the vacancy rate of key positions is key to ensuring continuity of service. The result will be smooth management transitions when Directors leave or retire.



Better Trained Workforce

Increase training opportunities for managers. Implement Leadership Frederick County. Result will be a more productive, engaged workforce working with improved efficiency.

Successfully Implement Replacement Human Resources System

Design, prototype and test new system including employee self-service. Meet go-live dates on schedule. Improve efficiency of personnel practices.

Maintain Regulatory Compliance, Minimize Risk to the County

Apply higher minimum wage rate to applicable positions. Apply changes resulting from Federal Fair Labor Standards rulemaking. Measure the percent of the workforce where change is required to manage achieving full compliance with all applicable laws and rules.

Improve Workforce Wellness

Implement activities based on employee needs. Increase awareness through health education material. Implement health risk assessment and biometric screenings. Measure program participation and satisfaction. Continue to offer new activities based on screening results and surveys.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<i>HUMAN RESOURCES:</i>		
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

<u>HUMAN RESOURCES</u>	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Human Resources General Funds	1,034,215	1,162,730	1,236,987	1,275,024	3.1%
TOTAL ALL FUNDS	1,034,215	1,162,730	1,236,987	1,275,024	3.1%
SUMMARY					
Salary & Wages	696,041	756,691	787,664	809,757	2.8%
Fringe Benefits	317,267	346,826	366,292	382,236	4.4%
Operating	44,666	59,213	123,031	83,031	-32.5%
Capital Outlay					
Recoveries	(23,759)	0	(40,000)	0	-100.0%
TOTAL	1,034,215	1,162,730	1,236,987	1,275,024	3.1%

**HUMAN RESOURCES DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>HUMAN RESOURCES</u>					
Salary & Wages	696,041	756,691	787,664	809,757	2.8%
Fringe Benefits	317,267	346,826	366,292	382,236	4.4%
Operating	44,666	59,213	123,031	83,031	-32.5%
Capital Outlay					
Recoveries	(23,759)		(40,000)		-100.0%
TOTAL	1,034,215	1,162,730	1,236,987	1,275,024	3.1%

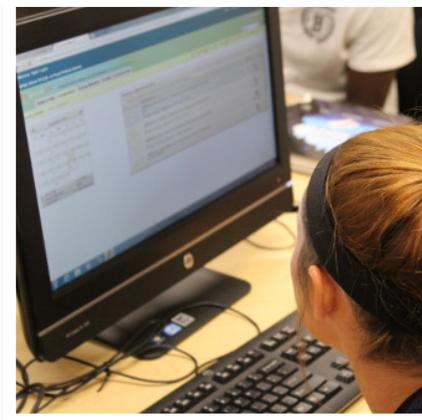
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Interagency Information Technology Division

The Interagency Information Technologies Division is organized around three functional groups. County Government Interagency Information Technology (IIT), Geographic Information Systems (GIS), and the Voice Services Department. Technology services provided include: Administration, Network Technologies and Design, Software Integration, Development, Support, Technical Review, Project Management, Desktop and Printer Support, and Server support.

Mission Statement

Through technology leadership, the Information Technology Division provides access to information and services for Frederick County Government, citizens, and partner agencies to enhance productivity and effectiveness.



The core IIT group provides doorstep delivery of information processing services to all government agencies funded by the County. 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).

This group serves the needs of: Frederick County Public Schools, Frederick Community College, Frederick County Public Libraries, all Divisions of County Government and various independent agencies and municipalities within Frederick County.

Frederick County GIS provides 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.



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 telecommunications network. Examples of services include: dial tone, voice mail, video, paging, cell phones, and switchboard.

Strategic Goals

Increase Awareness of Available IIT Technologies

Utilize user training, videos, and portal offerings to improve county user efficiency and effectiveness. This will be measured by increased user efficiency and effectiveness based on user survey results resulting in a more efficient / effective county workforce.

Improve citizen services and internal services to divisions

Utilize continued enhancements to the County's website and the County's internal portal to increase access and usability of services delivered to citizens and divisions. This will be measured in the Digital Counties Survey resulting in more effective service delivery to divisions and citizens.

Right-Size IIT Workforce

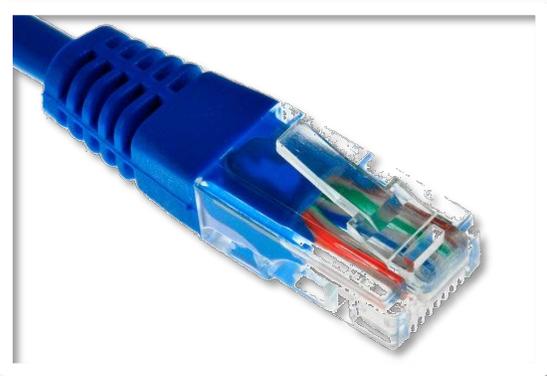
Address growing customer needs resulting from staffing shortages. Functional areas with growing demands: network engineering and systems administration, mobile device support, video surveillance, building security and operations and GIS analysis to increase the range of mapping services provided to citizens.

Increase Network Resiliency

Continue to improve the network infrastructure to enhance network resiliency. Upgrade firewalls at Disaster Recovery site. Implement network load balancing solution. Complete wireless implementation at primary COOP sites.

Effective, Functional Enterprise Applications

Complete the upgrade of critical enterprise applications: Enterprise Resource Planning (Finance/HR/ Asset Management/Fleet Services). Intergraph Public Safety (CAD 911 / Records Management), Fire and Rescue Records Management (Volunteer and Career), and a Land Management System upgrade.



Further Improve County Cyber Security Defenses

Continue to invest in Information Security tools and replace end-of-life platforms to address audit issues and ever increasing cyber security threats. Implement Mobile Device Management (MDM) solution. Implement Identity Access Management (IAM) solution. Upgrade proxy server environment. Retire remaining unsupported SQL 2003 Servers.

Support Divisional Technology Initiatives

Provide IT and project management expertise to divisions implementing technology initiatives.

Add Physical, Environmental Protection for Primary IIT Data Center

Relocate primary data center to non-descript, isolated location to provide additional physical and environmental protection for this critical IIT facility.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
IIT	6,307,257	6,995,390	8,579,776	9,344,404	8.9%
GIS *	1,106,991	1,153,331	0	0	n/a
Sub-total General Fund	7,414,248	8,148,721	8,579,776	9,344,404	8.9%
Voice Services Fund	1,283,177	1,247,773	1,202,725	1,077,259	-10.4%
Sub-total Other Funds	1,283,177	1,247,773	1,202,725	1,077,259	-10.4%
TOTAL ALL FUNDS	8,697,425	9,396,494	9,782,501	10,421,663	6.5%
SUMMARY					
Salary & Wages	4,447,002	4,495,107	4,597,009	4,844,370	5.4%
Fringe Benefits	1,963,415	2,010,237	2,123,016	2,231,993	5.1%
Operating	3,465,162	4,059,545	4,251,695	4,480,072	5.4%
Capital Outlay					
Recoveries	(1,178,154)	(1,168,395)	(1,189,219)	(1,134,772)	-4.6%
TOTAL	8,697,425	9,396,494	9,782,501	10,421,663	6.5%

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<i>IIT (Including GIS)</i>					
Salary & Wages	4,062,262	4,114,919	4,248,955	4,626,779	8.9%
Fringe Benefits	1,765,821	1,815,478	1,932,790	2,091,792	8.2%
Operating	2,764,319	3,396,478	3,576,185	3,803,987	6.4%
Capital Outlay	0	0	0	0	
Recoveries	(1,178,154)	(1,178,154)	(1,178,154)	(1,178,154)	0.0%
TOTAL	7,414,248	8,148,721	8,579,776	9,344,404	8.9%

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>INTERAGENCY INFORMATION TECHNOLOGY</u>		
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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<i>IIT Continued:</i>		
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

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Division of Parks and Recreation

The Division of Parks and Recreation operates 20 parks which include features such as athletic facilities, picnic shelters, hiking trails, fishing areas, tennis and basketball courts, historic sites, and more. The public seeks out community parks and recreation facilities to get active, explore nature, and connect with friends and neighbors. These spaces provide enjoyment and entertainment. However, parks and recreation also contribute powerful benefits that create healthier people, protect natural resources and contribute to environmental sustainability.

The Division is committed to providing quality parks and recreational experiences to the public and encouraging citizens to take advantage of those programs and facilities. Within the park system are some unique amenities such as: a disc golf course and marble rings in Middletown Park, two of the County's three historic covered bridges (in Loy's Station Park and Roddy Road Parks), two nature centers (Catoctin Creek and Fountain Rock Park), and a manor house and museum at Rose Hill Manor Park.

Recreational programming includes special events, trips, sports and summer camps, fitness, leagues, nature programs, cooking, special interests, crafts, social programs for developmentally challenged individuals, music programs and the arts.



CUSTODIAL SERVICES

The Division of Parks and Recreation handles 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.

BUILDING SECURITY

Also managed in the Division is Building Security for Winchester Hall and 30 North Market Street.

Mission Statement

Parks and Recreation is committed to the highest level of care for our natural and historic resources while making the park facilities and the recreational programs available to all. We believe that the benefits of parks and of recreation are far reaching and vital to each and every individual, family, and community in Frederick County.

Strategic Goals

Meeting the Demand for Facility Use and Services

Parks and Recreation strives to meet the demand for increased facility use and quality services. As part of this goal the Division will evaluate and replace inefficient and outdated equipment so that we can consistently provide the highest quality service. Hiring and retaining the most qualified full time and part time employees requires maintaining a competitive wage in keeping with the updated state minimum wage laws. The Division also continuously looks for ways in the CIP process to explore four season multi use facilities, such as our synthetic turf facility in Ballenger Creek Park, when designing new park facilities.

Professional Development

The Parks and Recreation Division continues to look for ways to provide in house trainings that are relevant to our responsibilities. As part of our strategic plan we specifically encourage staff to utilize relevant professional resources (MRPA, NRPA, LERN, Leadership Institute, etc.) as well as obtaining any professional certifications in the field. This strategic goal emphasizes the need for full time and part time training and professional development within the field of Parks and Recreation to maintain high quality services.



Financial Efficiency

The Division of Parks and Recreation is continuously looking for the most financially efficient mechanism to provide various types of services while maintaining the highest quality standards. As part of our strategic goals Parks and Recreation evaluates and compares on an annual basis contract service options versus in-house resources for the purpose of providing the most economical and highest quality service to the citizens of Frederick County. These services include facility maintenance, turf maintenance, snow removal, and recreational programming.

Marketing to Customers

Parks and Recreation is continuously pursuing opportunities to communicate our services to internal and external customers within the County. As part of our annual strategic plan the Division will expand our online access of programming and facility reservation options to the citizens of Frederick County. The Division will also continue to expand our social media presence and utilize surveys to identify new trends or services of interest.

Park Usage Rates: 2.1 million people are expected to visit a Frederick County Park this year. By any measure, the County’s parks and recreation programs are heavily used and valued.

Park Attendance	
FY2014	1,856,633
FY2015	2,053,658
FY2016	2,083,190
FY2017 est	2,100,000
FY2018 est	2,100,000

Participant Registrations	
FY2014	13,564
FY2015	18,788
FY2016	19,251
FY2017 est	19,500
FY2018 est	20,000

Volunteer Hours	
FY2014	3,778
FY2015	7,186
FY2016	8,294
FY2017 est	8,294
FY2018 est	8,500

Turf Maintenance Hours	
FY2014	6,488
FY2015	7,822
FY2016	8,348
FY2017 est	8,400
FY2018 est	8,500

<u>PARKS AND RECREATION</u>	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	5.1%
Custodial Services	1,557,192	1,599,586	1,963,169	2,011,578	2.5%
Building Security	182,414	193,684	253,457	257,019	1.4%
TOTAL GENERAL FUND	7,806,956	8,148,054	8,996,954	9,391,981	4.4%

SUMMARY

Salary & Wages	3,705,563	3,815,670	4,061,880	4,309,705	6.1%
Fringe Benefits	1,816,050	1,918,356	2,086,820	2,221,851	6.5%
Operating	2,486,679	2,594,313	2,918,562	3,137,404	7.5%
Capital Outlay			170,000	0	-100.0%
Recoveries	(201,336)	(196,825)	(240,308)	(276,979)	15.3%
TOTAL	7,806,956	8,131,514	8,996,954	9,391,981	4.4%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>PARKS & RECREATION</u>					
Salary & Wages	2,959,244	3,058,018	3,052,978	3,198,187	4.8%
Fringe Benefits	1,399,839	1,451,585	1,476,797	1,537,973	4.1%
Operating	1,710,341	1,847,393	2,080,553	2,387,224	14.7%
Capital Outlay			170,000		-100.0%
Recoveries	(2,074)	(2,212)			
TOTAL	6,067,350	6,354,784	6,780,328	7,123,384	5.1%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>CUSTODIAL SERVICES</u>					
Salary & Wages	635,610	643,179	858,059	946,841	10.3%
Fringe Benefits	350,706	395,097	516,610	600,737	16.3%
Operating	770,138	739,383	828,808	740,979	-10.6%
Capital Outlay		16,540			
Recoveries	(199,262)	(194,613)	(240,308)	(276,979)	15.3%
TOTAL	1,557,192	1,599,586	1,963,169	2,011,578	2.5%

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>BUILDING SECURITY</u>					
Salary & Wages	110,709	114,473	150,843	164,677	9.2%
Fringe Benefits	65,505	71,674	93,413	83,141	-11.0%
Operating	6,200	7,537	9,201	9,201	0.0%
Capital Outlay					
Recoveries					
TOTAL	182,414	193,684	253,457	257,019	1.4%

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>PARKS & RECREATION:</u>		
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

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

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Division of Planning and Permitting

This Division is organized by function across three Departments: Planning; Development Review; and, Permits and Inspections.

Mission Statement

Bring a balanced approach and good government practice to land planning, development review and permits and inspections functions in Frederick County.

A new approach to comprehensive planning is taking shape in Frederick County. **Livable Frederick**, a vision and policy focused long range comprehensive plan, is in progress. The citizen based vision process is the foundation for future countywide initiatives that focus on our economy, health, community and environment. Unlike prior comprehensive planning efforts, **Livable Frederick** is policy based, not zoning-driven as in years past.



Planning

Planning Department functions include a number of comprehensive and functional planning initiatives. Comprehensive planning activities include both countywide and small area/regional land use and growth plans. Functional planning activities include: Water and Sewer Master Plan; countywide transportation plans; land preservation and recreation planning efforts; capital improvements programming; community facilities plans; agricultural land and rural legacy preservation; historic sites preservation activities; environmental planning; and, town planning assistance. The Planning Department serves as primary staff to the County's Planning Commission, Historic Preservation Commission, and the Monocacy Scenic River Board.

The Planning Department also houses the Agricultural Preservation function. Funding for the Agricultural Preservation Program is derived in part 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 utilized to purchase preservation 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. Another land preservation option available to the farming community is the Critical Farms Program. The Critical Farms Program assists full-time farmers in acquiring farmland when purchasing an option to acquire a land preservation easement at the time of the farm sale. Of total recordation tax collected in the County, 12.5% is set aside specifically to support agricultural land preservation.



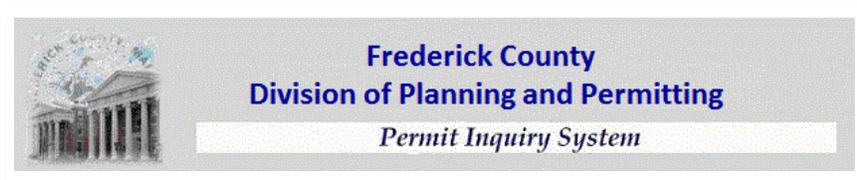
Development Review

The Development Review Department serves as the primary clearinghouse for private and public land development proposals subject to review by the County Planning Commission, pursuant to their authority under the State's Land Use Article. All residential and non-residential land development proposals are reviewed for conformity and compliance with County and State regulations. Staff are responsible to the Planning Commission for the timely preparation of agenda's, staff reports, legal advertisements and public presentations on all land development proposals.

Zoning administration functions are also the responsibility of the Development Review Department. Duties of staff in the zoning office include: processing of zoning certificates and rezoning requests; zoning violations; street addressing; and administering/interpreting the Zoning Ordinance. Staff is also the primary staff to the County's Board of Appeals.

Permits and Inspections

Permits and Inspections staff 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 issuance of Building Permits, Electrical and Plumbing Permits, Gaming Permits, and other related permits throughout 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 respective ordinances and codes that may apply to each permit.



Strategic Goals

Restore Trust in the County's Public Processes for Which We Are Responsible

Review, revise and/or repeal Code changes made by the prior administration which resulted in a decrease in transparency and poor process. Implement changes to notification procedures, web pages, and signage requirements to improve transparency and visibility. Coordinate with GIS staff on a web based notification process for the Historic Preservation Commission (HPC), Board of Appeals (BoA) and Frederick County Planning Commission (FCPC). Revise Development Review signage requirement changes for projects up for consideration by the FCPC

Initiate, Adopt and Implement a New, Vision-Based Comprehensive Plan for the County

Using a citizen Steering Committee and supporting Work Groups, draft a new plan for the County; complete the effort by the end of 2017.

Re-Establish Long-Range Comprehensive Planning Function

Reassign three Comprehensive Planner positions, currently performing development plan review duties exclusively, to the comprehensive planning function.

Incentivize Placement of Permanent Preservation Easements

Prioritize easement placement on parcel remainders after rural subdivision has occurred. Allow additional development lot on remaining portion of subdivided Agriculture/Resource Conservation land in exchange for the placement of a permanent preservation easement.

Review/Revise Public Notification Processes and Procedures

Utilize GIS and social media opportunities to improve notification provided to the public regarding pending actions by local Boards and Commissions (i.e., BoA, FCPC).

Revisit 'Business Friendly' Actions from Prior Administration

Repeal or amend as necessary. Collaborate with the Office of Economic Development in the development of new business friendly proposals. Demonstrate responsiveness to business and industry concerns; facilitate investment; create flexibility for new and emerging businesses and technologies. Create a welcoming climate for new and expanding businesses resulting in job creation and economic growth

Develop Long-Range Plan for 100% Paperless Development Plan Submittal and Review

Collaborate with other County and State agencies, and the local development and engineering community, on strategies to phase in a paperless process by 2022. Work toward steady, ongoing and eventual elimination of 'hard-copy' development plan submittals.

Purchase, Implementation New Land Management Software

In collaboration with the Division of Interagency Information Technology and other affected agencies, invest in a new or upgraded land management software program. Reduce paper based document storage; improve document management and tracking; improve public interaction resulting in reduced phone calls/email inquiries; provide significantly faster service for customers.

Periodic Review, Adjustment of Fee Structure

Periodic fee adjustments as needed and in concert with CPI increases. Ensure fees collected are sufficient to cover the operating budget required to pay for the permitting and inspections function of the Department.

Improve Quality Control and Oversight of Fee Collection Procedures

Internal Audit of fee collection procedures, including best management practices for requests received to reduce and waive fees, administered by the Department.

<u>PLANNING AND PERMITTING</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>
Planning & Development Review	2,371,296	2,443,819	2,433,916	2,603,694	7.0%
Permits & Inspections	2,674,270	2,780,814	3,461,328	3,806,519	10.0%
Economic Development	860,620	*	*	*	n/a
Environmental Sustainability	160,497	156,911	163,751	**	-100.0%
NPDES	1,087,242	1,097,907	1,377,386	**	-100.0%
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>-13.8%</u>
Planning & Development Rev. Grants	782,326	996,550	0	0	n/a
Agricultural Land Preservation	<u>11,415,748</u>	<u>14,158,795</u>	<u>14,248,958</u>	<u>13,395,215</u>	<u>-6.0%</u>
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>-6.0%</u>
TOTAL ALL FUNDS	<u>19,351,999</u>	<u>21,634,796</u>	<u>21,685,339</u>	<u>19,805,428</u>	<u>-8.7%</u>
SUMMARY					
Salary & Wages	4,001,446	3,627,096	4,166,919	4,085,070	-2.0%
Fringe Benefits	1,894,167	1,642,028	1,880,682	1,832,987	-2.5%
Operating	7,913,297	7,491,790	9,839,464	4,222,009	-57.1%
Capital Outlay	5,547,019	8,873,882	5,798,274	9,665,362	66.7%
Recoveries	<u>(3,930)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>n/a</u>
TOTAL	<u>19,351,999</u>	<u>21,634,796</u>	<u>21,685,339</u>	<u>19,805,428</u>	<u>-8.7%</u>

*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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>PLANNING & DEVELOPMENT REVIEW</u>					
Salary & Wages	1,570,456	1,639,610	1,594,095	1,687,959	5.9%
Fringe Benefits	702,535	687,604	629,589	705,364	12.0%
Operating	81,686	103,936	210,232	210,371	0.1%
Capital Outlay	16,619	12,669			
Recoveries					
Sub-total General Fund	<u>2,371,296</u>	<u>2,443,819</u>	<u>2,433,916</u>	<u>2,603,694</u>	<u>7.0%</u>
Transfer from General Fund					
Grant Expenditures	<u>782,326</u>	<u>996,550</u>			
Sub-total Other Funds	<u>782,326</u>	<u>996,550</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL	<u>3,153,622</u>	<u>3,440,369</u>	<u>2,433,916</u>	<u>2,603,694</u>	<u>7.0%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>PERMITS & INSPECTIONS</u>					
Salary & Wages	1,620,924	1,663,664	2,077,368	2,268,158	9.2%
Fringe Benefits	815,124	797,882	993,340	1,055,172	6.2%
Operating	238,222	319,268	390,620	483,189	23.7%
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>10.0%</u>

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>Planning:</u>		
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
<u>Permits & Inspections:</u>		
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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>AGRICULTURAL LAND PRESERVATION</u>					
REVENUE					
Agricultural Transfer Tax	16,966	782,397	500,168	900,000	79.9%
Recordation Taxes	2,590,640	3,074,624	3,156,362	4,155,876	31.7%
General Fund Appropriation	216,216	237,166	254,312	504,837	98.5%
Critical Farms Refunds		913,054	1,927,000	1,927,000	0.0%
Installment Purchase Agreement	1,994,935	2,738,445	5,297,534	870,918	-83.6%
Dept of Natural Resources	2,137,651	3,557,403	2,000,000	4,258,950	112.9%
Investment Earnings	1,862,509	4,187,031	1,270,927	1,270,927	0.0%
Budgeted Use of Fund Balance			(159,836)	(495,784)	210.2%
Other			2,491	2,491	0.0%
TOTAL FUNDING	8,818,917	15,490,120	14,248,958	13,395,215	-6.0%
EXPENDITURES					
Salary & Wages	78,959	96,057	126,424	128,953	2.0%
Fringe Benefits	28,802	47,098	73,830	72,451	-1.9%
Operating	5,777,587	5,154,427	8,250,430	3,528,449	-57.2%
Capital Outlay	5,530,400	8,861,213	5,798,274	9,665,362	66.7%
Recoveries					
TOTAL	11,415,748	14,158,795	14,248,958	13,395,215	-6.0%

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>Agricultural Preservation:</u>		
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

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Good Facilities

Provide effective preventative maintenance for all building equipment and respond to work orders for plumbing, electrical, HVAC, carpentry, and painting requests from building managers.

Prioritize Critical Infrastructure

Using a team approach, target critical infrastructure and systems to focus on maintaining the health of buildings, utilities and technology to allow for a cohesive approach to projects while minimizing total systemic costs. Review current systemic needs, priorities, and funding to develop a unified approach for the next five years with a focus on sustainability. Re-evaluate, identify and fund in-house systemic needs at required levels.

Enterprise Asset Management

Prepare for implementation of the Enterprise Asset Management and Fleet modules of the Enterprise Resources Planning system and increase use of mobile devices to assist with data inputting. This goal includes management of maintenance contracts, maintenance of building key inventory, plan review of CIP building projects, purchase and management of utility contracts, development and implementation of energy conservation initiatives, planning and response to weather related emergency situations.



Mission Statement

Department of Fleet Services

Acquire, maintain and dispose of the County's fleet of 640 vehicles and equipment. Manage the fuel inventory and track all fuel dispensed into county vehicles. Operate a combined Light Truck and Car shop, Heavy Equipment and Truck shop, Fire Apparatus shop as well as a Law Enforcement Light Vehicle Shop and a Transit Bus Maintenance Facility.

Strategic Goals

Deliver Professional Services

Fleet Services employees must possess an extensive array of professional certifications including: Automotive Service Excellence (ASE) Master certification, Emergency Vehicle Technician (EVT) Master certification and ASE Auto Part Specialist certification.

Life Cycle Management

Rebuild the replacement fund and maintain appropriate life cycles for all fleet components. Develop plans for improving health of the replacement fund as well as appropriate rate models to support the replacement model. Assist in the development of a replacement model for agency-owned equipment (apparatus and mowers) including the Division of Fire and Rescue Services, and the Division of Parks and Recreation.



<u>PUBLIC WORKS</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>
Administration	287,945	287,789	231,470	1,063,621	359.5%
Highway Operations	14,650,821	15,300,344	15,521,599	15,970,400	2.9%
Transportation Engineering	2,225,707	1,636,132	2,134,162	1,900,614	-10.9%
Facilities & Project Services	1,222,754	1,336,567	1,753,732	1,266,951	-27.8%
Maintenance	8,106,632	8,021,558	8,676,812	8,603,728	-0.8%
Sub-total General Fund	26,493,859	26,582,390	28,317,775	28,805,314	1.7%
Fleet Services	14,193,407	10,018,819	14,663,697	17,654,303	20.4%
Sub-total Other Funds	14,193,407	10,018,819	14,663,697	17,654,303	20.4%
TOTAL ALL FUNDS	<u>40,687,266</u>	<u>36,601,209</u>	<u>42,981,472</u>	<u>46,459,617</u>	<u>8.1%</u>
SUMMARY					
Salary & Wages	9,413,705	9,432,012	9,745,650	10,325,125	5.9%
Fringe Benefits	4,956,019	5,030,772	5,406,263	5,577,944	3.2%
Operating	28,578,407	24,371,702	26,053,307	25,644,000	-1.6%
Capital Outlay	(37,982)	69,873	4,433,000	7,849,805	77.1%
Recoveries	(2,222,883)	(2,303,150)	(2,656,748)	(2,937,257)	10.6%
TOTAL	<u>40,687,266</u>	<u>36,601,209</u>	<u>42,981,472</u>	<u>46,459,617</u>	<u>8.1%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>HIGHWAY OPERATIONS</u>					
Salary & Wages	4,075,955	4,514,518	4,487,273	4,668,892	4.0%
Fringe Benefits	2,370,483	2,661,213	2,860,700	2,831,751	-1.0%
Operating	8,340,282	8,209,679	8,337,988	8,634,119	3.6%
Capital Outlay		69,873			
Recoveries	(135,899)	(154,939)	(164,362)	(164,362)	0.0%
TOTAL	<u>14,650,821</u>	<u>15,300,344</u>	<u>15,521,599</u>	<u>15,970,400</u>	<u>2.9%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>TRANSPORTATION ENGINEERING</u>					
Salary & Wages	1,810,990	1,395,245	1,389,448	1,304,590	-6.1%
Fringe Benefits	833,806	649,495	630,993	642,433	1.8%
Operating	323,976	362,277	513,754	521,900	1.6%
Capital Outlay					
Recoveries	(743,065)	(770,885)	(400,033)	(568,309)	42.1%
TOTAL	<u>2,225,707</u>	<u>1,636,132</u>	<u>2,134,162</u>	<u>1,900,614</u>	<u>-10.9%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>FACILITIES & PROJECT SERVICES</u>					
Salary & Wages	1,216,590	1,315,016	1,363,439	1,216,449	-10.8%
Fringe Benefits	613,212	627,713	640,449	542,823	-15.2%
Operating	80,120	84,346	104,127	105,016	0.9%
Capital Outlay	(37,982)		500,000		-100.0%
Recoveries	(649,186)	(690,508)	(854,283)	(597,337)	-30.1%
TOTAL	<u>1,222,754</u>	<u>1,336,567</u>	<u>1,753,732</u>	<u>1,266,951</u>	<u>-27.8%</u>
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>MAINTENANCE</u>					
Salary & Wages	2,120,181	2,016,404	2,376,817	2,346,039	-1.3%
Fringe Benefits	1,042,802	997,759	1,177,868	1,210,127	2.7%
Operating	5,638,382	5,694,213	6,360,197	6,527,386	2.6%
Capital Outlay					
Recoveries	(694,733)	(686,818)	(1,238,070)	(1,479,824)	19.5%
TOTAL	<u>8,106,632</u>	<u>8,021,558</u>	<u>8,676,812</u>	<u>8,603,728</u>	<u>-0.8%</u>

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>FLEET SERVICES</u>					
REVENUE					
Vehicle Replacement Revenue	1,716,818	1,820,552	3,949,150	4,039,359	2.3%
Vehicle Usage Fees	2,726,448	3,597,937	3,321,898	3,554,349	7.0%
Parts Recovery	939,666	1,000,810	852,350	1,003,200	17.7%
Fuel Recovery	3,388,641	3,263,623	4,572,500	3,312,250	-27.6%
Labor Recovery	624,276	733,722	681,600	736,800	8.1%
Accident Recovery	19,955	26,010	30,000	30,000	0.0%
Commercial Recovery	524,077	425,840	444,440	426,000	-4.1%
Investment Earnings	14,549	27,511	15,000	27,500	83.3%
Miscellaneous Revenues	7,959	95			
Gain/Loss on Sale of Fixed Assets	38,897	133,662	158,700	354,000	123.1%
Insurance Recovery	54,285	114,442	30,000	30,000	0.0%
Budgeted Use of Fund Balance			181,778	179,268	-1.4%
Transfer T/F Replacement Reserve			(219,850)	2,826,441	-1385.6%
Transfer from Other Funds	435,567	276,478	646,131	1,135,136	75.7%
TOTAL FUNDING	10,491,138	11,420,682	14,663,697	17,654,303	20.4%
EXPENDITURES					
Personnel	2,208,852	2,297,851	2,517,919	2,649,090	5.2%
Operating	7,284,429	6,387,508	8,212,778	7,155,408	-12.9%
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	99.6%
TOTAL	14,193,407	10,018,819	14,663,697	17,654,303	20.4%

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.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>HIGHWAY OPERATIONS:</u>		
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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>TRANSPORTATION ENGINEERING:</u>		
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

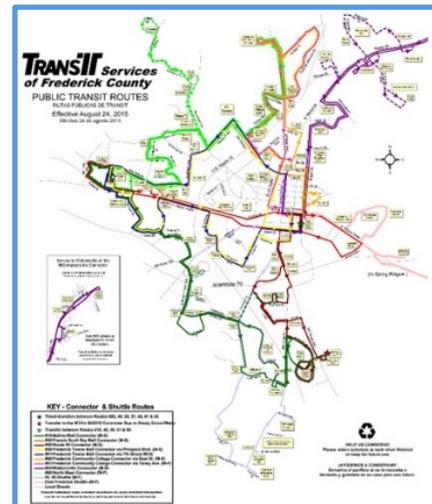
PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>FACILITIES & PROJECT SERVICES:</u>		
Property Management:		
Number of Occupied Facilities Managed	60	61
Number of Leases Managed	28	30
Project Management:		
Active CIP Projects in Design or Construction	36	43

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>MAINTENANCE:</u>		
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

Division of Transit

TransIT Services delivers more than 675,000 one-way passenger trips annually with a customer satisfaction rating of 94.2 percent. Scheduled service is offered on nine Connector routes and five Commuter Shuttles. TransIT-plus provides demand-response paratransit service for senior citizens, individuals with disabilities, and medical assistance recipients as required under the Americans with Disabilities Act (ADA).

All Connector Routes operate Monday-Friday 5:30 AM - 9:30 PM and seven provide additional service on Saturdays from 7:30 AM - 9:45 PM. Connector routes operate on a regular schedule and most can deviate within a 3/4 mile range for passengers who are unable to board at the stop location because of a disability. The Commuter Shuttles operate weekdays between Frederick and Emmitsburg/Thurmont, Brunswick/Jefferson, the Point of Rocks MARC station, East County, and the Route 85 business corridor.



Mission Statement

Provide high-quality public transportation, paratransit, and commuter services in a safe, dependable, and courteous manner. TransIT promotes mass transportation alternatives in the region and assists Frederick County citizens to select the most cost-effective and convenient transportation alternatives.



Strategic Goals

Build ridership

Increase transit coverage to serve residential and employment growth areas, both in the city and the county.

Improve Service

Improve transit through progressive increases in service, span, and frequency to make transit an attractive and usable alternative to driving - culminating in a significant increase in frequency on all Connector routes.

Connect

Improve connectivity with regional transit services.

Meet Needs

Increase paratransit service hours to increase mobility for persons with disabilities and to meet growing needs of an aging population.



Increase Public Awareness

Provide major transit infrastructure improvements to support continued growth in transit services.

<u>TRANSIT SERVICES</u>	FY 2015 * Adopted	FY 2016 * Adopted	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Transit Expenses	22,546	76,142	104,865	104,014	-0.81%
Sub-total General Fund	22,546	76,142	104,865	104,014	-0.81%
Transit Grants	5,957,266	8,866,962	10,154,713	10,725,781	5.62%
Sub-total Other Funds	5,957,266	8,866,962	10,154,713	10,725,781	5.62%
TOTAL ALL FUNDS	5,979,812	8,943,104	10,259,578	10,829,795	5.56%
SUMMARY					
Salary & Wages	211,641	212,647	268,478	283,027	5.42%
Fringe Benefits	97,086	88,046	141,565	127,462	-9.96%
Operating	6,019,521	8,924,184	10,244,121	10,813,892	5.56%
Capital Outlay					
Recoveries	(348,436)	(281,773)	(394,586)	(394,586)	0.00%
TOTAL	5,979,812	8,943,104	10,259,578	10,829,795	5.56%

	FY 2015 * Adopted	FY 2016 * Adopted	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>TRANSIT</u>					
Salary & Wages	211,641	212,647	268,478	283,027	5.42%
Fringe Benefits	97,086	88,046	141,565	127,462	-9.96%
Operating	62,255	57,222	89,408	88,111	-1.45%
Capital Outlay					
Recoveries	(348,436)	(281,773)	(394,586)	(394,586)	0.00%
Sub-total General Fund	22,546	76,142	104,865	104,014	-0.81%
Transfer from General Fund	1,399,158	1,287,697	2,121,023	2,292,632	8.09%
Grant Expenditures	4,558,108	7,579,265	8,033,690	8,433,149	4.97%
Sub-total Other Funds					
TOTAL	5,979,812	8,943,104	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

TRANSIT SERVICES OF FREDERICK COUNTY
CUSTOMER SERVICE
2016

THE AVERAGE TRANSIT RIDER IS



54% of TransIT riders are women



42.1% of TransIT riders are ages 18-35



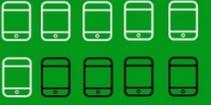
79% of riders use TransIT several times per week



69.6% of TransIT riders work at least part-time

94.2%

The **overall satisfaction** level of TransIT riders surveyed. TransIT has received **at least a 94% satisfaction level** for the last **10 years**.



About **6 in 10 riders** receive their TransIT information from a tablet or smartphone.



SAFETY received the highest satisfaction rating of TransIT riders at **98.1%**

TRANSIT PERFORMANCE MEASURES



93.2% of TransIT riders are satisfied with on time performance



95.8% of riders find TransIT's drivers to be courteous



95.2% of riders are satisfied with the cleanliness of TransIT's buses



91.7% of TransIT riders are satisfied with the cost of fare

677,808

The total number of **one way trips** provided in FY2016.

SUGGESTED CHANGES



Add Sunday Service



Extend Service Hours



More Frequent Buses

TransIT
FREDERICKCOUNTYMD.GOV/TRANSIT
301-600-2065



Division of Utilities and Solid Waste Management

The Division provides for the planning, construction and operation of the county's water supply, wastewater disposal and solid waste control infrastructure. A Water and Sewer Fund and Solid Waste Fund operate as separate, self-supporting Enterprise Funds to ensure financial sustainability of these critical public services.

Mission Statement

Through responsible management of the county's water, wastewater and solid waste infrastructure the Division 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.

Specialized Departments in this Division provided unique services to both commercial and residential customers.

Department of Solid Waste Management

Responsible for the operation of the Reichs Ford Road Sanitary Landfill and other facilities that share that site. The Landfill 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 are available for 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.



Management of the County's waste stream includes: monitoring the old, closed Site-A Landfill and management of the currently operating Site-B Landfill, oversight of the curbside recycling program, operation of a recycling drop-off center, operation of two yard waste recycling centers, coordination of nine waste-oil recycling centers, management of the Frederick County Government Office Recycling Program, and provision of other waste management programs and services, including twice-yearly household hazardous waste drop-off events.

Department of Wastewater Treatment and Disposal

Responsible for the operation of the County's wastewater treatment plants. The Ballenger Creek Wastewater Treatment Plant is the County's largest wastewater treatment facility and is staffed 24 hours per day, 7 days per week. This Department provides the routine daily operation of the County's wastewater treatment plants to ensure continual compliance with Federal Clean Water Act requirements and the Enhanced Nutrient Removal (ENR) goals established by the State of Maryland.



Department of Water Purification and Distribution

Responsible for the operation of the County's water treatment plants and the water distribution systems. 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. The County's primary water treatment facilities are staffed 24 hours per day, 7 days per week. The Department's certified operators provide routine daily operation of the County's water supply infrastructure to ensure that customers receive water that continually complies with Federal Safe Drinking Water Act requirements.



Department of Engineering and Planning

Performs numerous important functions related to the planning, design and construction of all County-owned water, sanitary sewer and solid waste infrastructure. Water infrastructure includes water treatment plants, water booster pumping stations, transmission mains, water storage tanks, and distribution mains. Wastewater infrastructure includes wastewater treatment plants, wastewater pumping stations, interceptors, collection systems and treated effluent outfall sewers.

Department of Regulatory Compliance

Plans and coordinates the enforcement of state and local regulations regarding the compliance, monitoring and prevention of contamination and pollution of the public water supply and environment.

Maintenance Department

Performs preventative and recurring maintenance on the County's water and sewer lines, treatment works and buildings. These activities include conducting leak detection and corrosion surveys and allied repair of more than 250 miles of water mains and more than 2000 fire hydrants; the periodic cleaning, preventative maintenance and repair of more than 320 miles of sanitary sewers; recurring maintenance of more than 260 grinder pump systems; electrical and mechanical equipment maintenance at water and wastewater conveyance (pump station) and treatment facilities; and the installation, reading and repair of residential and commercial water meters.

Accounting and Finance Support

Provides support services to the various departments of the Division of Utilities and Solid Waste Management (DUSWM) for water and sewer activities. The primary responsibilities of this office are Service Charge Customer Service/Billing/Collection, Capacity Fee Calculation/Collection and Contract Administration.

Strategic Goals

Safe Environment

- Monitor the old, closed Site-A Landfill
- Manage the currently operating Site-B Landfill
- Maintain oversight of the curbside recycling program
- Operate multiple recycling centers

Compliance

- Adopt and submit a Solid Waste Management Plan to the State of Maryland on a bi-annual basis
- Ensure certified operators maintain the public water system in accordance with Federal Safe Drinking Water Act requirements
- Operate wastewater treatment plants in compliance with Federal Clean Water Act requirements and the Enhanced Nutrient Removal (ENR) goals established by the State of Maryland

Reliability

- Deliver full life cycle use of the Division's assets through effective preventative and recurring maintenance.
- Plan, design and construction all County-owned water, sanitary sewer and solid waste infrastructure to standards that maximize reliability

Customer Service

- Provide efficient, timely installation, reading and repair of residential and commercial water meters
- Offer the Division's rate paying customer professional, high quality customer service, billing, collection, and capacity fee calculations.



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.

<u>DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT</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>
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	54,807,749	63,220,925	66,875,903	68,741,180	2.79%
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	54,807,749	63,220,925	66,875,903	68,741,180	2.79%

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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
<u>WATER & SEWER</u>					
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 REVENUE	<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					
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 EXPENDITURES	<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>	
<u>SOLID WASTE</u>					
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 REVENUE	<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					
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 EXPENDITURES	<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>	

<u>DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT</u>		
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

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
<u>DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT</u>		
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
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

Independent Agencies

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	3,661,764	4,281,887	4,262,641	4,463,300	4.71%
SUMMARY					
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	3,661,764	4,281,887	4,262,641	4,463,300	4.71%

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Board of Elections

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	1,173,413	1,412,948	1,365,025	1,485,456	8.82%

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

Cooperative Extension Services

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	331,672	364,801	368,850	389,826	5.69%

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

Internal Audit

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	(63,257)	(99,353)	(246,790)	(246,790)	0.00%
TOTAL	258,075	321,953	310,117	316,669	2.11%

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 (IIAA) 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		

Liquor License Commission

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	374,127	446,050	479,845	503,051	4.84%

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

Social Services

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	(985,042)	(925,241)	(964,197)	(1,029,425)	6.77%
TOTAL	469,500	514,810	509,665	534,907	4.95%

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).

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

Soil Conservation

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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	(423,483)	(399,710)	(540,958)	(563,021)	4.08%
TOTAL	77,463	118,446	109,335	109,335	0.00%

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

State Department of Assessments and Taxation

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

Weed Control

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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 Budgets

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

	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%

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.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
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.

	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

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

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.)

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

*Denotes Non-County Agency

BUDGETED POSITIONS

Full Time Equivalents

	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	0.00
Executive Assistant	2.00	3.00
Legislative Analyst	1.00	0.00
Legislative Director/Chief of Staff	1.00	1.00
Senior Legislative Analyst	0.00	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	0.00	1.00
Business Development Analyst	0.00	1.00
Business Development Specialist	3.00	5.00
Coordinator	1.00	0.00
Director	1.00	1.00
FITCI Director	1.00	1.00
Senior Business Development Specialist	1.00	0.00
TOTAL	9.00	11.00
Workforce Services		
Administrative Coordinator	1.00	1.00
Administrative Specialist V	0.13	0.06

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Director, Workforce Services	1.00	1.00
Program Specialist	0.00	0.50
Workforce Services Manager	2.39	2.20
TOTAL	4.52	4.76
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	0.00
Coordinator, Data Mgmt, FCWS	1.00	1.00
Customer Service Representative	1.00	1.00
Employment & Training Analyst	0.00	1.00
Employment & Training Specialist	3.00	3.00
Fiscal Specialist	1.00	1.00
Program Assistant	0.00	1.00
Program Instructor I	1.00	1.00
Workforce Development Specialist	0.00	0.50
Workforce Training Consultant	1.00	0.00
Workforce Services Manager	0.61	0.80
TOTAL	16.48	16.24
Environmental Sustainability		
Manager, Environmental Sustainability	1.00	1.00
Sustainability Program Manager	0.00	0.50
TOTAL	1.00	1.50
NPDES		
Administrative Specialist IV	0.00	1.00
Project Manager I	0.00	2.00
Project Manager II	1.00	0.00
Project Manager III	2.00	1.00
Project Manager IV	1.00	1.00
Program Specialist	0.00	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	0.00
Human Resources Technician	2.00	2.00

BUDGETED POSITIONS

Full Time Equivalents

		FY17 Adopted 11.00	FY18 Adopted 11.00
	TOTAL		
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	0.00	6.00
	GIS Analyst	1.00	1.00
	GIS Project Manager I	1.00	0.00
	GIS Project Manager III	2.00	0.00
	GIS Specialist I	2.00	2.00
	GIS Specialist II	1.00	0.00
	GIS Specialist III	3.00	4.00
	IIT, GIS, & Public Safety Manager	0.00	1.00
	Infrastructure Manager	0.80	0.80
	Information Security Administrator	1.00	0.00
	Information Security Analyst II	0.00	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	0.00
	Telecommunications Analyst I	0.00	0.30
	Telecommunications Analyst II	0.00	0.30
	Telecommunications Analyst III	0.00	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	0.00	0.70
	Telecommunications Analyst IV	1.70	0.70
	TOTAL	5.10	3.65

BUDGETED POSITIONS

Full Time Equivalents

	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	0.00	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	0.00	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
Planning & Permitting		
Planning & Development Review		
Administrative Assistant	1.00	1.00
Administrative Specialist IV	1.00	1.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Development Review Technician II	0.00	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	0.00	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	0.00
Principal Planner II	6.00	6.00
Senior Planner	0.00	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	0.00	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	0.00	1.00
Customer Service Technician	1.00	1.00
Deputy Director, Planning & Permitting Division	1.00	1.00
Development Review Technician II	0.00	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	0.00
Permits Technician I	1.00	2.00
Permits Technician II	2.00	1.00
Plumbing Inspector I	0.00	1.00
Plumbing Inspector II	2.00	2.00
Senior Permits Technician	2.00	1.00
TOTAL	32.00	35.00
Agricultural Preservation		
Land Preservation Program Administrator	1.00	1.00
Planner I	1.00	1.00
TOTAL	2.00	2.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
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
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	0.00
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	0.00
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	0.00	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	0.00	1.00
Victim's Witness Coordinator I	2.00	2.00
Victim's Witness Coordinator II	1.00	0.00
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	0.00
Assistant State's Attorney II	2.70	3.70
Chief Prosecutor, Child Support Division	1.00	1.00
Coordinator, SAO	1.00	0.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Legal Office Associate I	1.00	2.00
Legal Office Associate II	0.00	1.00
Legal Office Associate III	6.00	4.00
Services Administrator	0.00	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	0.00	1.00
Circuit Court Magistrate	1.00	1.00
Coordinator, Circuit Court Administration	1.00	0.00
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	0.00	1.00
TOTAL	16.00	18.00
Circuit Court-Grant Related		
Court Case Specialist	0.00	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	0.00	1.00
Background Investigator	1.00	1.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
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	0.00	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	0.00	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	0.00	1.00
Financial Business Office Manager	1.00	1.00
Forensic Services Technician	1.00	1.00
Grants Coordinator	1.00	0.00
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	0.00
TOTAL	214.00	218.00
Courthouse Security		
Corporal	0.00	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	0.00
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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
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	0.00	1.00
Administrative Specialist IV	2.00	2.00
Administrative Specialist V	1.00	0.00
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
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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Manager, DFRS Financial Services	1.00	0.00
Senior Equipment Technician	0.00	1.00
Senior Fiscal Manager	0.00	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	0.00	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	0.00	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	0.00	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	0.00
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	0.00	41.00
TOTAL	0.00	41.00
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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
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	0.00	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
PUBLIC WORKS		
Administration		
Administrative Assistant	1.00	0.00
Administrative Specialist III	0.00	1.00
Administrative Specialist V	0.00	1.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Administrative Support Supervisor	0.00	1.00
Contract Support Technician	0.00	3.00
Department Head, Engineering & Construction	0.00	1.00
Department Head, Facilities Maintenance	0.00	1.00
Director, Public Works Division	1.00	1.00
Special Project Manager	0.00	1.00
TOTAL	2.00	10.00
Highway Operations		
Accounting Technician I	0.00	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	0.00	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	0.00
Maintenance Section Supervisor	2.00	2.00
Manager, Highway Operations	0.00	1.00
Office Manager	1.00	0.00
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	0.00
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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted 18.00	FY18 Adopted 18.00
TOTAL		
Construction Management		
Administrative Specialist III	1.00	0.00
Administrative Specialist V	1.00	0.00
Administrative Support Supervisor	1.00	0.00
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	0.00
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	0.00	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	0.00	1.00
Chief, Office of Facilities Maintenance	1.00	1.00
Department Head, Facilities Maintenance	1.00	0.00
Facilities Manager	2.00	1.00
Foreman	1.00	0.00
Lead Building Technician II	7.00	7.00
Lead Maintenance Technician	0.00	2.00
Lead, Preventative Maintenance	1.00	1.00
Lead, Renovation Crew	0.00	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	0.00	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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Vehicle Equipment Technician IV	8.00	7.00
TOTAL	28.00	28.00
TOTAL PUBLIC WORKS	201.00	205.00
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	0.00
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
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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Assistant Chief Operator	4.00	4.00
Assistant Department Head, SWM	0.00	1.00
Assistant Superintendent	1.00	0.00
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	0.00	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	0.00	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	0.00	1.00
Sludge Disposal Equipment Operator I	1.00	1.00
Water and Sewer (continued)		
Teamleader	1.00	1.00
Utility Analyst I	1.00	1.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Utility Billing Specialist I	2.00	1.00
Utility Billing Specialist II	0.00	1.00
Utility Billing Specialist III	1.00	0.00
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	0.00	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	0.00	1.00
Assistant Superintendent of Solid Waste	1.00	0.00
Custodian	1.00	1.00
Dept Head, SVM	1.00	1.00
Dept Head, Regulatory Compliance	0.00	0.10
Deputy Director, Utilities & Solid Waste Division	0.00	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	0.00	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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Weighmaster	3.00	3.00
TOTAL	41.25	44.55
TOTAL UTILITIES AND SOLID WASTE	173.00	176.00
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	0.00	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	0.00
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	0.00	0.30
Clinical Social Worker	0.60	0.60
Data Support Specialist	1.00	1.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Family Support Network Coordinator	1.00	1.00
Infants/Toddlers Prog Service Specialist	0.00	1.04
Physical Therapist	2.50	2.50
Program Assistant	0.24	0.24
Psychologist	0.26	0.26
Service Coordinator	1.04	0.00
Speech/Language Pathologist	2.87	2.87
Supervisor	0.09	0.09
TOTAL	9.60	9.90
TOTAL HEALTH SERVICES	152.20	153.17
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		

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Administrative Specialist III	1.00	1.00
Administrative Support Supervisor	1.00	1.00
Director, Citizens Services Division	1.00	1.00
Fiscal Manager	0.00	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
Department of Aging		
Administrative Specialist III	0.00	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	0.00	1.00
Coordinator, Volunteer Program	1.00	1.00
Director, Active Seniors Services	0.00	1.00
Director, Aging Services	0.00	1.00
Director, Department of Aging	1.00	1.00
Division Director, Seniors First	0.00	1.00
Fiscal Manager	1.00	1.00
Home Health Aide	0.00	2.00
MD Access Point Coordinator	1.00	0.00
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

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
TOTAL	2.50	2.50
Family Partnership		
Administrative Specialist IV	1.00	1.00
Director, Family Partnership	1.00	1.00
Fiscal Manager	0.00	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
Housing		
Administrative Coordinator	0.75	0.85
Administrative Aide	1.00	1.00
Director, Housing	0.93	0.93
Fiscal Manager	0.83	0.00
Housing Program Coordinator	1.90	1.90
Housing Program Manager	1.00	1.00
Inspector II	0.15	0.15
Senior Fiscal Manager	0.00	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	0.00
Housing Program Coordinator	1.10	1.10
Housing Program Manager	0.95	0.95
Inspector II	0.70	0.70
Senior Fiscal Manager	0.00	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		

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
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
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	0.00
Housing Program Manager	0.05	0.05
Inspector II	0.15	0.15
Senior Fiscal Manager	0.00	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	0.00
Fiscal Clerk I	1.00	1.00
Job Placement Specialist	1.00	1.00
Nutrition Specialist	2.00	2.00

BUDGETED POSITIONS

Full Time Equivalents

	FY17 Adopted	FY18 Adopted
Program Instructor II	0.00	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
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	0.00
Assistant Branch Administrator	1.00	1.00
Assistant Regional Branch Administrator	1.00	2.00
Associate Director	2.00	2.00
Branch Administrator I	0.00	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

BUDGETED POSITIONS

Full Time Equivalents

	FY17	FY18
	Adopted	Adopted
Senior Circulation Clerk	4.00	4.00
Senior Processing Technician	0.00	1.00
Shelf Management Coordinator	1.80	1.80
Supervisor, CBA Childrens Services	0.00	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.

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CAPITAL IMPROVEMENT PROGRAM

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INTRODUCTION

The approved six year Capital Improvement Program (CIP) for fiscal years 2018 – 2023 is hereby presented.

Only projects that meet the definition of a capital improvement are included in the CIP. Capital improvements are defined as:

- will add to the government’s public infrastructure OR
- will result in a major repair of a fixed asset that significantly adds to or preserves the life of the original asset OR
- will establish or enhance internal computer/program systems. This excludes routine expenses such as maintenance, license renewals, etc.

The project will also have an individual project cost totaling \$100,000 or more. Projects of less than \$100,000 will only be permitted when required for State or Federal funding; and multiple projects in a single category, totaling \$100,000 or more, will also be considered if they meet all other characteristics.

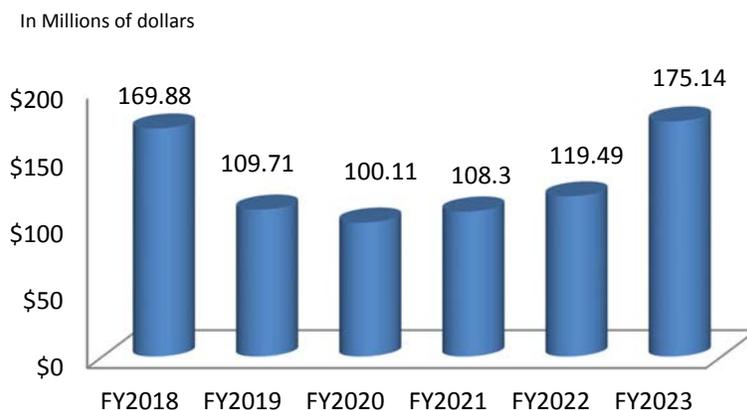
Acquisition of land for future projects (land banking) will be eligible when it has been identified as a need in the six-year CIP, in the County Comprehensive Plan, or when it can be shown as necessary and based on recent growth trends.

Municipal projects will be considered if the project is not exclusively for municipal residents or if the project is a cooperative effort by municipal, county and/or state agencies.

The approved CIP was able to identify full or partial funding for 115 projects that totaled \$782,631,200.

In order to balance priorities and funding some projects had to be pushed back from what was requested and from last year’s approved timing.

CATEGORY	APPROVED
General Government	\$ 164,957,386
Water and Sewer	83,610,750
Solid Waste	0
Parks & Recreation	44,665,504
Watershed Restoration	40,413,632
Transportation	154,344,602
Community College	25,726,675
Board of Education	264,926,524
Municipalities	3,986,127
Total	782,631,200



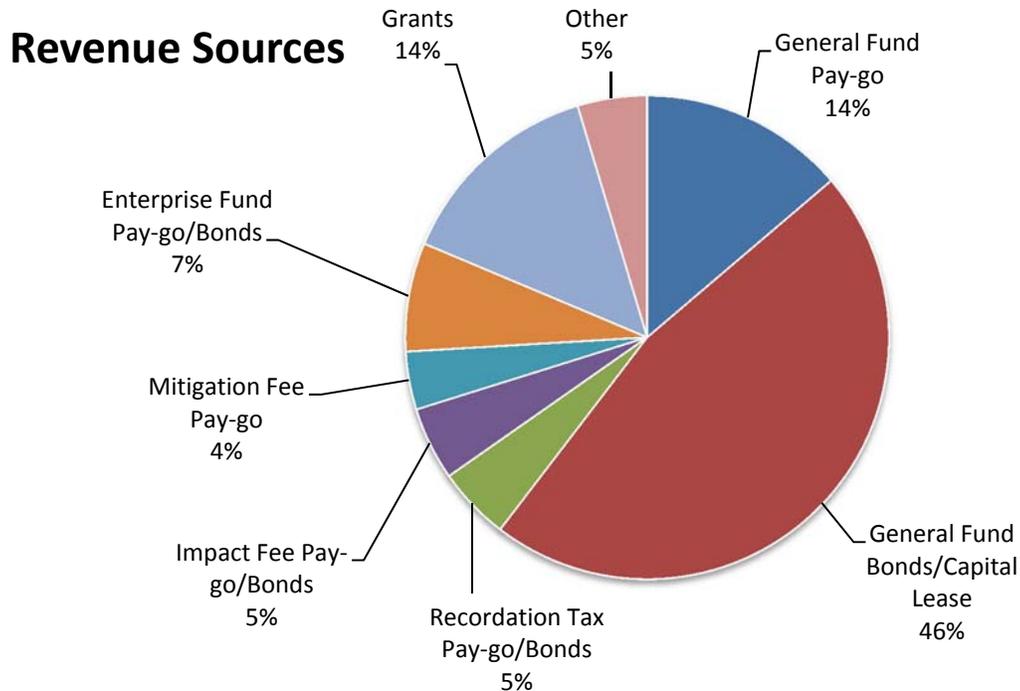
REVENUE SOURCES

Funding for the Capital Improvement Program comes from many sources, primarily pay-go (general fund, recordation tax, and impact fee), bonds (general fund, recordation tax, and impact fee), enterprise user fees, state & federal grants and developer participation. Many of the revenue sources are slowly increasing in FY2018 and in the remaining years. However, balancing the cash needs with available debt affordability will continue to have an impact on the CIP.

APPROVED

General Fund*	\$ 107,238,052
General Fund Bonds/Lease	363,002,673
Recordation Taxes - Parks	14,629,205
Recordation Tax Bonds - Parks	11,123,978
Recordation Taxes - Schools	12,298,682
Recordation Tax Bonds - Schools	4,000,000
Impact Fees - Library	3,693,958
Impact Fees -Schools	29,416,346
Impact Fee Bonds -Schools	5,000,000
Mitigation Fees - Schools	30,226,555
Enterprise Fund Pay-go	7,929,048
Enterprise Fund Bonds	48,723,880
Grants - State	102,209,739
Grants - Federal	6,933,203
Cash - State Forward Fund	7,659,761
Other	28,546,120
Total	\$ 782,631,200

*Includes \$733 thousand from reserve funds



Adopted CIP Policies require the County to attempt to budget as pay-go for capital improvements an amount equal to 7% of General Fund operating revenues. General Fund, impact fee, and recordation pay-go are considered in total in meeting this goal. The FY18-23 CIP does not have pay-go funding allocated to meet this goal for the 6-year period or any of the years individually, except FY2018.

With the adoption of the FY2018 General Fund operating budget, \$14.9 million is allocated to the Capital Budget. The \$14.9 million represents 2.5% of General Fund operating revenue. Approximately \$92.4 million is projected for the remaining five years of the CIP. (These figures are exclusive of the reserve funds)

Since 1993, Impact Fees have provided additional revenue to address public school construction needs. Impact fees to aid library construction were added in 2001. These fees are levied upon newly constructed housing units throughout the County and are applied directly toward the funding of school and library projects and the debt service on impact fee bonds. Impact fee revenue, is projected based on the following: for a single family home, the school impact fee will be \$14,747 and the library impact fee will be \$768.

Approximately 53% of the current school impact fees collected are committed to the payment of Impact Fee Bond debt service. Over the FY 2018-2023 period, school impact fees are projected to generate \$85.1 million. During this same period library impact fees are estimated to generate \$4.6 million. Over the six year program, approximately \$29.4 million in pay-go is allocated for new or expanded elementary construction projects and \$3.7 million in pay-go is allocated for new or expanded library construction projects.

In 2001, a Building Excise Tax was levied to finance public road and bridge projects. 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. In November 2011, the rate was reduced to \$0.00 and the remaining building excise tax revenue is allocated to fund road and bridge projects.

As of 2000, a percentage of the proceeds from Recordation taxes have been dedicated to Parks and Recreation capital projects. For the 2018-23 CIP time frame the percentage rate is set at 12.5%. Over the six year program, approximately \$14.6 million in pay-go and \$11.1 million in bonds from Recordation Tax proceeds are allocated to fund acquisition and development of recreational and open space land.

In late FY 2007, an additional percentage of the proceeds from Recordation taxes were dedicated for pay-go and debt service to support school construction. For the 2018-23 CIP time frame the percentage rate is set at 16.67%. Over the six-year program, approximately \$26.9 million from Recordation Tax proceeds will be used to pay debt service on recordation bonds issued for school construction. In addition, \$12.3 million in pay-go and an additional \$4.0 in bonds are allocated to fund school construction.

State and Federal Grants are another source of CIP funding. Approximately \$109.1 million is projected to be available to fund various projects. Of this, \$102.2 million is projected to be forthcoming from the State, most of which is funding for school construction projects.

Enterprise fees, generated within the Water & Sewer and Solid Waste enterprise funds, are the primary funding source for projects within these program areas. In addition, general obligation bonds are also issued, with the debt service paid by these enterprise fees. \$7.9 million in pay-go and \$48.7 million in bonds are allocated in the FY18-23 CIP.

In addition to the previously identified revenue sources, a significant resource (as an alternative to raising taxes) available to the County to produce supplemental revenue is the issuance of General Fund general obligation bonds. This revenue source is the equivalent of borrowing future money, at a fixed rate of interest, for the purpose of paying today's bills. This source of funding is used for capital expenditures that have a long-term useful life and thus the use of the future funds to pay for them is appropriate.

The authority for the issuance of general obligation bonds is granted through enactment of legislation by the County Council. In order to establish a safe level of debt, the County commissioned a study, which facilitated the establishment of a Debt Affordability limit. This limit assists in the establishment of sound fiscal management policies for the County, and helps to ensure the maintenance, or possible improvement, of the County's credit rating. In June 2016, the County's bond rating was reviewed by Standard and Poor's, Fitch, and Moody's Investors Service, Inc., which resulted in sustaining AAA, AAA, Aaa ratings respectively.

The Debt Affordability Limits Study recommended the use of Debt Affordability standards, and the following are being used:

- General Fund G.O. debt service, as a percentage of General Fund revenue, should be limited to 9.0%
- General Fund debt, as a percent of assessed valuation, should be limited to 2.0%
- General Fund debt, as a percent of General Fund Revenue, should be limited to 80.0%
- Total G.O. debt service, as a percent of General Fund Revenue, should be limited to 17.2%

The Debt Affordability model assumes the County's annual population growth rate between 1.1% and 1.2%, an assessed valuation growth rate between 3.0% and 4.0%, annual revenue growth in General Fund Revenues between 2.8% and 4.3%, and an interest rate of 5.00% on new debt. The Debt Affordability model projects a total six-year General Fund debt capacity of \$368.8 million for the period FY18-FY23.

Debt Issuance for General Government Purposes
 Projected General Fund Debt Affordability
 Vs.
 Updated CIP Projects for FY2018-FY2023
 (\$ millions)

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Total Debt Cap
Affordable Debt	99.88	73.68	55.02	47.87	53.26	39.15	368.86
Updated Debt	46.59*	73.80*	62.04*	47.23*	36.02*	122.38*	388.06
Cumulative Excess (Deficit)	53.29	53.17	46.15	46.79	64.03	(19.20)	(19.20)

*adjusted for deficiency in pay-go funding which would need to be supplemented with debt funding

As the table above shows, Part 1 – CIP update submission for Capital funds was not within the County’s ability to meet the needs and still remain within the established Debt Affordability. Therefore some projects were delayed.

Debt Issuance for General Government Purposes
 Projected General Fund Debt Affordability
 Vs.
 Approved FY2018-FY2023 CIP
 (\$ millions)

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Total Debt Cap
Affordable Debt	99.88	73.68	55.02	47.87	53.26	39.15	368.86
Approved Debt	65.43	65.03	52.68	56.68	55.18	68.00	363.00
Cumulative Excess (Deficit)	34.45	43.10	45.44	36.63	34.71	5.86	5.86

**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	489,069	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
Recorotation 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

Summary of Changes

Project #	PUBLIC SAFETY (General Government) Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
GG1010	*PSTF Master Plan		2018, Study	Funded study in FY2018 as requested
GG1027	Hayward Road Fire Station	2019	2019	No change
GG1028	Green Valley Fire Station at Monrovia Town Center	2023	2020	Funded construction in FY2020 as requested
GG1080	SCBA Replacement	2022	Out Years	Delayed as requested
GG1082	Fire Rescue portable radio replacement and enhancement	2019/22/23	2018/22/23	Funded request to move forward the first year of funding
GG1083	Advanced Life Support Cardiac Monitors	Out Years	Out Years	No Change
GG1084	DFRS Records Management System	2018	2018	No Change
GG1098	Fire Apparatus and Vehicle Replacement	On-Going	On-Going	No Change
GG1105	Adult Detention Center Storage Building	2023	Beyond	Delayed in order to fund the design of the ADC Infrastructure Rehab project
GG1106	ADC Phase IV Addition and Medical Unit	2022	2022	Funded scope change as requested; now includes an expansion for general inmate housing; design is in FY2019
GG1107	*ADC Infrastructure Rehabilitation		2023; Design	Funded design in FY2023 as requested
GG1152	Sheriff's Office In-Car Video Cameras	2018	2018	No change
GG1154	*Surveillance Van	2018	2018	Funded purchase in FY2018 as requested
GG1155	*LEC Security Project	2018	2018	Funded construction in FY2018 as requested
GG1194	Urbana tower site	Out Years	Out Years	No Change
GG1195	Communications Support Vehicle	2022	2022	No Change
GG1196	Radio system SCADA upgrade	2019	2019	No Change
GG1197	Radio system capacity enhancement	2021	2021	No Change

Project #	MISCELLANEOUS BUILDINGS AND SYSTEMICS (General Government) Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
GG2010	300 Scholl's Lane Renovation	2018	2018	No Change
GG2016	Work Force Services to Alternate Location	Prior	Prior	Provided additional funds to complete the project
GG2019	Courthouse Capacity Improvements Project	2023	2023	No Change
GG2020	Sagner Ave Renovations	Prior	Prior	Provided additional funds to complete the project
GG2030	Public Safety Training Facility Maintenance Shop and Garages	2023	2023	No Change
GG2031	Montevue Campus Refueling Station	2022	2022	No Change
GG2032	Health Department Parking Expansion	2018	2018	No Change
GG2033	Transit Facility Expansion	2018	2018	Funded scope change to include a bus shed and removal of fuel island; project is 90% grant funded
GG2034	Pine Avenue Maintenance Complex Renovations	2022	2022	Did not fund scope change; construction remains in FY2022
GG2035	*331 Montevue Expansion		2018, Study	Funded study in FY2018 as requested
GG2036	*Building and Space Utilization		2019, Study	Funded study in FY2019 as requested
GG4199	Maintenance Systemics - General	On-Going	On-Going	Added Funds to FY2018 but did not any other additional funds

* Denotes "New" project

Summary of Changes

Project #	LIBRARY (General Government) Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
GG3003	Walkersville Library	Prior	Prior	Funding for equipment and opening day collection is in FY2018
GG3004	Myersville Library	2019	2019	No Change
GG3005	Middletown Library	2023	2022	Funded request to move project forward 1 year
GG3006	*Linganore Town Center Library		2023; Design	Funded design in FY2023 as requested

Project #	TECHNOLOGY (General Government) Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
GG5001	IIIT Systemics- General	On-Going	On-Going	Added Funds to FY2018 but did not any other additional funds
GG5005	LEAPS	On-Going; 2019/20	On-Going; 2020/21	Delayed new system procurement (FY2019/20) 1 year as requested
GG5006	Enterprise GIS FY09 ongoing	On-Going	On-Going	No Change
GG5007	ERP System- Software	Prior	Prior	Provided additional funds to complete the project
GG5008	Financial System FY09 ongoing	On-Going	On-Going	No Change
GG5009	Land Management	On-Going; 2018/19	On-Going; 2018/19	No Change
GG5010	EAM & Fleet Mgt System - Software	2018	2019	Delayed as requested
GG5015	Treasury System	On-Going	On-Going	No Change
GG5080	Video Services On-going Replacement/Upgrade	On-Going	On-Going	Provided additional funds as requested; separated from IIIT Systemics - General

Project #	WATER/SEWER Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
WS1001	Ballenger-McKinney WWTP Sludge Management	2022	2023	Delayed as requested since the need has not built up as quickly as projected
WS1002	Sewerage Problem Area Remediation	Out Years	Out Years	No Change
WS1012	Linganore Interceptor 1 - Lower Reach	Out Years	Out Years	No Change
WS1013	Linganore Interceptor 2 - Upper Reach	Out Years	Out Years	No Change
WS1023	Monrovia Water Storage Tank 2	2020	2020	No Change
WS1027	Ballenger-Elevated Water Tank painting	2018	2018	No Change
WS1028	Developer-Funded Infrastructure	On-Going	On-Going	
WS1032	Lewistown Wastewater Treatment Plant Improvements	Prior	Prior	Provided additional funds to complete the project
WS1033	Lewistown Wastewater Collection System	2018	2018	No Change
WS1034	Grease Receiving Station at Ballenger-McKinney WWTP	2019	2019	No Change
WS1035	Truck Scale at New Design Water Treatment Plant	2022	2022	No Change
WS1036	Route 355 Water Main Relocations	Prior	Prior	Provided additional funds to complete the project
WS1037	*Raw Water Intake and Pump Station Improvements		2018	Funded construction in FY2018 as requested
WS1038	*Crestview Sewer Replacement		2018	Funded construction in FY2018 as requested
WS1039	*Route 180 Sewer Relocation (Jefferson)		2018	Funded construction in FY2018 as requested
WS1040	SHA Utility Relocations		2018	Provided funds for a new location
WS1041	*Summerfield SPS elimination & sewer extension		2018	Funded construction in FY2018 as requested

* Denotes "New" project

Summary of Changes

Project #	Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
PARKS AND RECREATION				
PR0001	Acquisition	On-Going	On-Going	No Change
PR1026	Old National Pike DP - Ph 2	2023	2023	No Change
PR1028	Middletown CP Development & Rehab	2021	2021	No Change
PR1031	Point of Rocks Regional Park	2021; Master Plan	2019; Master Plan	Did not fund the design in FY2023 but the master plan is in FY2019
PR1032	Utica DP - Phase 2	2019	2019	Funded scope change as requested
PR1033	*Rose Hill Exhibit and Storage Barn		2023	Funded project in FY2023
PR2000	Parks Systemic	On-Going	On-Going	No Change
PR2009	Ballenger Creek Park Maintenance Area & Widrick House Rehabilitation	2022; Study	2022; Study	No Change
PR3001	Bikeways/Trails Program	Various	Delay	Delayed all funding 1 year as requested
PR3005	Bridgeport Monocacy River Access	2022; Master Plan	2022; Master Plan	No Change
PR3006	*Rocky Ridge Landing Monocacy River Access		2020; Master Plan	Funded master plan in FY2020
PR3501	Park Schools	Various	Various	Per timing of recommended schools
PR8002	South County YMCA, Indoor Pool Partnership	Various	Various	Additional contribution

Project #	Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
WATERSHED RESTORATION				
WR1026	County-Owned Stormwater Facility Retrofits	2018-2020	2018-2020	No Change
WR1034	Point of Rocks Stream Restoration	2018	2018	No Change
WR1035	Point of Rocks Pond Retrofit	2019	2019	No Change
WR1036	Little Hunting Creek Stream Restoration Phase 1	2018	2018	No Change
WR1037	Little Hunting Creek Stream Restoration Phase 2	2020	2020	No Change
WR1038	Little Hunting Creek Stream Restoration Phase 3	2020	2020	No Change
WR1039	Reforestation Program	2018-2020	2018-2020	No Change
WR1040	Point of Rocks Bioswales & Bioretention	2018	2018	No Change
WR1041	*Engladowne Bioswale (Upper Reach)		2019	Funded construction in FY2019 as requested; project needed to meet requirements
WR1089	*Open Section Road Field Verification		2018	Funded construction in FY2018 as requested; project needed to meet requirements
WR1099	Watershed Systemics	2021-2023	2021-2023	Provided additional funds based on current year trends

* Denotes "New" project

Summary of Changes

Project #	ROADS Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
RD1052	Boyers Mill Road	2019	2019	No Change
RD1061	Reichs Ford Road - Ph 2	Out Years	Out Years	No Change; study is in FY2023
RD1064	Yeagertown Road	Out Years	Out Years	No Change
RD1065	Reels Mill Road - Ph 2	2023	2023	No Change
RD1067	Gas House Pike (from the City Limits to Boyers Mill Road)	2020	2020	No Change
RD1068	Christopher's Crossing Widening	Out Years	Out Years	No Change; design is in FY2021

Project #	BRIDGES Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
BR1029	Gas House Pike Bridge	Prior	Prior	Provided additional funds to complete the project
BR1032	Brethren Church Rd Br	2022	2022	No Change
BR1033	Hessong Bridge Road Bridge	2021	2021	No Change
BR1036	Hoovers Mill Road Bridge (No. 15-11)	2020	2020	No Change
BR1037	Hornets Nest Road Bridge (No. 05-22)	2021	2021	No Change
BR1049	*Stottlemeyer Road Bridge F06-01 Deck Replacement		2022,Design	Did not fund request for construction in FY2022 but funded the design in FY2022
BR1051	Replacement of Old Mill Road Bridge No. F04-09	Out Years	Out Years	No Change; design is in FY2022

Project #	HIGHWAYS Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
HW1001	Pavement Mgmt Pgm FY09-ongoing	On-Going	On-Going	Did not provided additional funds but slid \$2.0 million forward from FY2019 to FY2018
HW1050	Highway Network Systemic - General	On-Going	On-Going	Provided some additional funds
HW1090	Sidewalk Retrofit Program	Various	Various	No Change
HW1100	Road Signalization FY09 ongoing	On-Going	On-Going	No Change
HW3004	Roads Satellite Facilities #3	2020/21	2018/2019	Funding for project was moved forward
HW3005	Urbana Satellite Yard	2019	2019	No Change
HW9002	*MD 85 Improvements		MOU	Funded payment per MOU

* Denotes "New" project

Summary of Changes

Project #	Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
COMMUNITY COLLEGE				
FC2005	Building J Reconfiguration	2021	2018	Funded construction in FY2018 as requested and split apart from the joint Bldg J and L renovation project
FC2006	Linganore Hall Reconfiguration Conversion	2021	2021	No Change
FC2007	*Building E - Addition/Renovation		2019	Funded construction in FY2019 as requested
FC5007	Technology Upgrade	On-Going	On-Going	Re-aligned funding per year
FC5008	Classroom Technology Upgrades	On-Going	On-Going	No Change
FC5012	FCC Systemics	On-Going	On-Going	Provided additional funds and reallocated other project surpluses to the project

Project #	Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
BOARD OF EDUCATION				
ED1009	Waverley ES: Addition	2021	2022	Delayed construction to FY2022 as requested
ED1013	Sugarloaf ES: New	2018	2018	No Change
ED1017	Urbana ES: Replacement	2020	2020	No Change
ED1023	Butterfly Ridge ES: New	2018	2018	No Change
ED1024	Middletown MS: Renovation	Out Years	Out Years	No Change; study is in FY2019 and the design is in FY2022
ED1025	Liberty ES: Modernization	Out Years	Out Years	No Change; study is in FY2019 and the design is in FY2022
ED1030	East County area ES: New	2023	2023	No Change
ED1040	Rock Creek School: Replacement	Out Years	2021	Funded construction in FY2021 as requested
ED5001	Systemics - Generic	On-Going	On-Going	No Change
ED7010	Portable Classrooms	On-Going	On-Going	No Change

Project #	Project Name	CIP Approved Construction Year	Approved Construction Year	Notes
MUNICIPALITIES				
MP1001	Frederick Municipal Airport	Various	Various	Provided additional funds
MP1011	Monocacy Blvd	MOU	MOU	No Change
MP1012	Yellow Springs Rd Bridge	MOU	MOU	No Change
MP1201	*Moser Rd Sidewalk		2018	Provided a contribution to the project

* Denotes "New" project

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CIP – GENERAL GOVERNMENT

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GENERAL GOVERNMENT

The following projects include several different areas of government, such as public safety (both fire and police), public libraries, and the Courthouse. The projects also focus on maintaining assets with many systemic renovations.

Fire/Rescue

- Fire Stations – A new station at Hayward Road is scheduled for construction funding in FY19 and construction funding for a new station in the Green Valley/Monrovia area is scheduled in FY20.
- Portable Radio Replacement and Enhancement – phases in replacement of existing radios and will enhance communication capabilities with surrounding counties that operate on different systems
- Advance Life Support Cardiac Monitors – reflects on-going replacement needs in the out years
- Apparatus and Vehicle Replacement – this project will allow the county to establish a plan to replace Fire/Rescue apparatus
- A records management software system – Is funded in FY2018 and will provide input, management, and reporting of data and background information, including call statistics, budget information, personnel figures, staffing reports, apparatus, and maintenance reports



Pumper Fire Engine

Sheriff Office

- Adult Detention Center phase 4 addition and medical center – will construct a 30,000 s.f. two-story addition with mezzanine, to the Frederick County Adult Detention Center, consisting of a 112-bed Inmate Housing Unit and a Medical Unit. Construction funding is scheduled in FY22 and is contingent on receiving state funding
- Adult Detention Center Rehabilitation - includes but is not limited to replacement of water lines, pumps, and water heating units; upgrade of inmate call and duress system; ceiling replacement; new wall finishes; LED lighting; remodeling of inmate shower areas and staff restrooms
- In-Car Video Cameras– Replacement of 30 in-car video cameras is scheduled for funding in FY18

Communications

- Communication Support Vehicle – will serve the communications and management needs during an incident/event for multiple county agencies. Funding is scheduled in FY22
- Radio System upgrades/enhancements - will transition radios to the APX series to ensure system standardization, stability, and reliability and will enhance the core radio system infrastructure to increase data capacity. Funding for the upgrade is in FY19 and the enhancement is in FY21

Library Facilities

- Myersville Library is scheduled for construction in FY19. The timing is contingent on contributions from the state and municipality.
- Middletown Library is scheduled for construction funding in FY2022, contingent on contributions from the state.
- Linganore Town Center Library is scheduled for design funding in FY2023.



Preparing the site for the new Walkersville Library (construction funded in FY17)



Renovations/Relocations

- 300 Scholl's Lane Renovation – This project has been downsized to include updating and replacing the HVAC, fire alarm, electrical system, and other components. Construction is scheduled for FY18.
- Courthouse Capacity Improvement Project – will address future needs of the court system. A feasibility study was funded in FY17 with tentative design in FY2021 pending the outcome of the feasibility study.
- Montevue Campus Refueling Station – replaces the underground tanks to upground and other improvements. Construction funding is scheduled for FY22.
- Health Department Parking Expansion - expands the parking lot for the facility's employees and its visitors. Funding for construction is in FY18
- Pine Avenue Maintenance Complex Renovations - renovates the shop areas, improves the existing administration and expands the truck storage area. Parking lot resurfacing will occur at the conclusion of the project

New/Expanded Facilities

- Public Safety Training Facility Maintenance Shop and Garages – this new facility will increase efficiencies in operation for both the Division of Fire and Rescue and Fleet Services. Construction funding is scheduled in FY23.
- Transit Facility Expansion – with significant funding from state/federal grants, this project remodels the administrative building, constructs a 5,023 s.f. addition and bus shed.

Maintenance Systemics – General - Various projects are proposed throughout the six-year CIP for parking and roadway site improvements, energy management systems maintenance and replacement, roof repairs, HVAC repairs and replacements, and miscellaneous improvements.

IIT Systemic Projects: The County is making every effort to keep up with technological change. Toward that end, the CIP includes the following projects.

- **LAN/WAN** - Replacement of 20-year old technology used in the computer network that connects 41 buildings and services 1,800 workstations.
- **Security / Disaster Recovery** - To enhance the security and disaster recovery capability of the County's information technology systems.
- **Enterprise Software Licenses** - The cyclical upgrading of server and desktop operating system and office automation software.
- **Enterprise Hardware** - The cyclical replacement of servers and storage hardware.

LEAPS – Enhancements and upgrades to various law enforcement and public safety programs.

GIS – Continued development of the County's Geographical Information System is scheduled: Roadway Imaging and Orthophotography updates.

Financial System/Treasury System – Continued enhancements and upgrades to the current financial related software.

Land Management Software – An upgrade/replacement of the land management is scheduled for funding in FY18/19.

Video Services On-going Replacement/Upgrade – An upgrade/replacement of the land management is scheduled for funding in FY18/19.

Enterprise Asset Management/Fleet Management Software – Implementing software that will provide functionality for the maintenance of the County's facilities, such as administrative buildings, water and sewer plants, parks, vehicles and will allow scheduling of work orders, inventory of supplies, and track preventative maintenance schedules.

**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	4,920,000	8,200,000	0	1,640,000	0	0	0	1,640,000	1,640,000	3,280,000
Advanced Life Support Cardiac Monitors	0	1,163,360	566,400	0	0	0	0	0	0	596,960
DFRS Records Management System	624,000	624,000	0	624,000	0	0	0	0	0	0
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	0
ADC Infrastructure Rehabilitation	420,000	5,362,700	0	0	0	0	0	0	420,000	4,942,700
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	251,000	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	0	3,500,000	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	3,614,622	0	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										
IIT 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	0	1,128,377	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: Expense	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	12,653,702	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



Capital Project Summary

Capital Project Number: GG1010

PS Project ID: C12032

Capital Project Title: PSTF Master Plan

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

A master plan for the Public Safety Training Facility is undertaken to ensure optimum siting of additions to the 117-acre campus, including the Fleet Services Maintenance and Machine Shop scheduled for FY2023 construction. The needs of Fire & Rescue Services, Public Works, Emergency Management, Frederick County Sheriff, and other County stakeholders are identified and building constraints delineated prior to future development of the property.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	110,000		110,000						
Project Management	20,000		20,000						
Total Cost:	130,000		130,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	130,000		130,000						
Total Cost:	130,000		130,000						



Capital Project Summary

Capital Project Number: GG1027

PS Project ID: C12033

Capital Project Title: Hayward Road Fire Station

Region: Frederick

Asset Category: General Government

Est Completion Date: 7/5/2018

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This new fire/rescue station will be located in the vicinity of Hayward Road and Thomas Johnson Drive and serve the northern part of Frederick City and surrounding County areas. It will be sited on Lot 25 referenced on Final Subdivision and Addition Plat, Lots 24, 25 & 26, Section One, Frederick Electronics. The facility will be designed based upon the substation program (four-engine-bay station and operational facilities) and as required per the site constraints. FY2018: IIT costs adjusted per IIT review; land acquisition added; all other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	156,000			156,000					
Land	800,000		800,000						
Site Improvement	20,800		20,800						
Architect/Engineering	447,200		447,200						
Construction	4,472,000			4,472,000					
IIT Infrastructure	43,682			43,682					
Technology Equipment-IIT/DPW	23,100			23,100					
Inspections	124,800			124,800					
Project Management	31,200		20,800	10,400					
Total Cost:	6,118,782		1,288,800	4,829,982					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	148,782		18,800	129,982					
General Obligation Bonds	5,970,000		1,270,000	4,700,000					
Total Cost:	6,118,782		1,288,800	4,829,982					



Capital Project Summary

Capital Project Number: GG1028

PS Project ID:

Capital Project Title: Green Valley Fire Station at Monrovia Town Center

Region: Urbana

Asset Category: General Government

Est Completion Date: 7/5/2023

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

A proposed expansion of the existing fire station has been shown to be not feasible. The feasibility study completed in the fall of 2003 determined that the expansion, which is to include a Sheriff's Office substation, will not meet the program needs of DFRS or the Sheriff's office. This request is to provide a new facility designed per the substation program (four-engine-bay station and operational facilities), with an additional 300 s.f. provided for Sheriff's Office needs. This station is sited on land deeded from the Monrovia Town Center project in accordance with the DRRRA. FY2018: IIT costs adjusted per IIT review; all other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	156,000				156,000				
Site Improvement	20,800			20,800					
Architect/Engineering	436,800			436,800					
Construction	4,368,000				4,368,000				
IIT Infrastructure	59,500				59,500				
Technology Equipment-IIT/DPW	23,100				23,100				
Inspections	124,800				124,800				
Project Management	31,200			20,800	10,400				
Total Cost:	5,220,200			478,400	4,741,800				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	234,000				234,000				
General Obligation Bonds	4,986,200			478,400	4,507,800				
Total Cost:	5,220,200			478,400	4,741,800				



Capital Project Summary

Capital Project Number: GG1080

PS Project ID: C11425

Capital Project Title: SCBA Replacement

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

Beginning in FY2024, approximately 700 Self Contained Breathing Apparatus, (SCBA) and supporting equipment (Cascade Systems) will need to be replaced in-order to bring the air paks up to the current revision in the NFPA Standard for respiratory protection (NFPA 1981 and 1982). In addition, the SCBA ages, parts become obsolete and the technology does not allow for upgrades to our existing SCBA. The Cascade Systems including compressors and fill stations will need to be evaluated for upgrading or replacement to adequately fill the air bottles. FY2018: Costs escalated 4% and delayed until FY2024/FY2025.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	8,464,000	4,200,000							4,264,000
Total Cost:	8,464,000	4,200,000							4,264,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	4,264,000								4,264,000
General Obligation Bonds	4,200,000	4,200,000							
Total Cost:	8,464,000	4,200,000							4,264,000



Capital Project Summary

Capital Project Number: GG1082

PS Project ID: C12034

Capital Project Title: Fire Rescue portable radio replacement and enhancement

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Replacing fire/rescue portable radio fleet with new radios with enhanced capabilities. Number of radios requested was determined by request from Fire/Rescue Services. The current subscriber fleet of portable radios has served County responders reliably since 2005. The typical lifespan of electronic equipment regularly exposed to the fire/rescue/EMS operational environment, which includes severe temperature changes, water and dust, impacts and vibration, and other damaging elements, is typically eight to ten years. By 2017 the radios will be entering their 12th year of service, which would be the outer edge of their durability. Coupled with the need for replacement, is the current and growing need fire/rescue has to be able to directly operate on adjacent counties' radio systems who do not use the same frequency band as Frederick County. This is mainly the jurisdictions to our west, and includes Jefferson County, WV; Washington County, MD; and Franklin County, PA. Fire and Rescue units regularly respond across these borders to provide mutual aid support for emergencies, and the inability to directly communicate has been noted in several after action reports as a growing concern that has life safety implications for the citizens we serve as well as the responders who serve them.

Fire and Rescue has requested a portable radio for each unit; a self-contained breathing apparatus position on those units; and portable radios sufficient to cover the public safety training facility and other special units.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	8,200,000		1,640,000				1,640,000	1,640,000	3,280,000
Total Cost:	8,200,000		1,640,000				1,640,000	1,640,000	3,280,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	4,920,000							1,640,000	3,280,000
Capital Leases	3,280,000		1,640,000				1,640,000		
Total Cost:	8,200,000		1,640,000				1,640,000	1,640,000	3,280,000



Capital Project Summary

Capital Project Number: GG1083

PS Project ID: C12030

Capital Project Title: Advanced Life Support Cardiac Monitors

Region: Countywide

Asset Category: General Government

Est Completion Date: 7/4/2025

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Frederick County Advanced Life Support owns 14 LifePak 12 Cardiac Monitors: DFRS must budget for replacement of the cardiac monitors which are a mandatory requirement for ALS medic unit service operations. Fourteen were replaced in FY2016/2017 and the replacement cycle will be replicated every eight years. FY18: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	596,960								596,960
Fire/Rescue Vehicle Equip	566,400	566,400							
Total Cost:	1,163,360	566,400							596,960

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,163,360	566,400							596,960
Total Cost:	1,163,360	566,400							596,960



Capital Project Summary

Capital Project Number: GG1084

PS Project ID: C12035

Capital Project Title: DFRS Records Management System

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

The Division of Fire & Rescue Services has identified the need for a single, centralized, Countywide database for its Records Management System (RMS) that collects all County incident data and is National Fire Incident Reporting System compliant. This system will provide input, management, and reporting of data and background information, including call statistics, budget information, personnel figures, staffing reports, apparatus, and maintenance reports. CAD and GIS data is also input, managed, and reported with this system. In addition, this system tracks and reports all LOSAP information from each department. FY2018: Cost escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Project - Software	624,000		624,000						
Total Cost:	624,000		624,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Leases	624,000		624,000						
Total Cost:	624,000		624,000						



Capital Project Summary

Capital Project Number: GG1098

PS Project ID: C11601

Capital Project Title: Fire Apparatus and Vehicle Replacement

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

The Division of Fire & Rescue Services (DFRS) has undertaken an apparatus and vehicle inventory/replacement analysis consistent with the recommendation set forth by external auditors SC&H in their "Audit of Funding for Replacement of DFRS Apparatus" delivered to the County in June 2014. DFRS has developed a detailed analysis which identifies every agency-owned apparatus and vehicle, the mileage or hours on each vehicle, and the NFPA recommended standards for replacement of these apparatus or vehicles. The result of this analysis is that there is a large unfunded liability associated with the 70 DFRS-owned apparatus and vehicles that will need to be replaced over the next ten years. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Fire/Rescue Vehicle Equip	8,574,000	1,450,000	572,000	572,000	572,000	572,000	572,000	1,066,000	3,198,000
Financed equip purchases	0								
Capital Vehicles Replacement	142,343	142,343							
Total Cost:	8,716,343	1,592,343	572,000	572,000	572,000	572,000	572,000	1,066,000	3,198,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,376,343	2,343	22,000	22,000	22,000	22,000	22,000	66,000	3,198,000
Capital Leases	4,650,000	900,000	550,000	550,000	550,000	550,000	550,000	1,000,000	
General Obligation Bonds	690,000	690,000							
Total Cost:	8,716,343	1,592,343	572,000	572,000	572,000	572,000	572,000	1,066,000	3,198,000



Capital Project Summary

Capital Project Number: GG1105

PS Project ID:

Capital Project Title: Adult Detention Center Storage Building

Region: Frederick

Asset Category: General Government

Est Completion Date: 6/30/2020

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project demolishes the existing, deteriorating horse barn on the Thomas Property that is currently being used for storage and replaces it with a 2,400 s.f. pre-engineered building with a concrete floor in which tools and equipment may be properly organized and maintained. Water and electricity will be provided to the structure, enabling Inmate Labor Program participants to wash Corrections Bureau vehicles and clean mowers and snow blowers.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	10,250								10,250
Architect/Engineering	30,750								30,750
Construction	174,250								174,250
Inspections	30,000								30,000
Project Management	11,000								11,000
Total Cost:	256,250								256,250

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	256,250								256,250
Total Cost:	256,250								256,250



Capital Project Summary

Capital Project Number: GG1106

PS Project ID:

Capital Project Title: ADC Phase IV Addition and Medical Unit

Region: Frederick

Asset Category: General Government

Est Completion Date: 7/8/2023

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project constructs a 30,000 s.f. two-story addition, with mezzanine, to the Frederick County Adult Detention Center, consisting of a 112-bed Inmate Housing Unit and a Medical Unit. The Medical Unit includes negative pressure cells required for the isolation of inmates infected with active tuberculosis; medical, dental, and mental health treatment areas, pharmacy and laboratory space; laundry room; medical supply storage; and a security station. Exterior and interior finishes provided are as required for correctional facilities. Costs include video surveillance cameras, fire alarms, and a fire sprinkler system tied to the existing system.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	50,000						50,000		
Site Improvement	80,000					80,000			
Architect/Engineering	2,100,000			2,100,000					
Construction	18,000,000						18,000,000		
IIT Infrastructure	72,096						72,096		
Furniture and Equipment	60,000						60,000		
Technology Equipment-IIT/DPW	88,609						88,609		
Inspections	180,000						120,000	60,000	
Project Management	75,000			25,000		25,000	15,000	10,000	
Total Cost:	20,705,705			2,125,000		105,000	18,405,705	70,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Pub Safety & Corrections Svcs	10,352,853			1,062,500		52,500	9,202,853	35,000	
Transfer From General Fund	110,000						110,000		
General Obligation Bonds	10,242,852			1,062,500		52,500	9,092,852	35,000	
Total Cost:	20,705,705			2,125,000		105,000	18,405,705	70,000	



Capital Project Summary

Capital Project Number: GG1107

PS Project ID:

Capital Project Title: ADC Infrastructure Rehabilitation

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project rehabilitates infrastructure in the Inmate Housing portion of the Adult Detention Center constructed in 1984 to ensure continuity of facility operations. As relocation of inmates will be required during the rehabilitation, this project will be performed subsequent to the ADC Medical Unit/Phase 4 Addition projects. The refurbishment includes but is not limited to replacement of water lines, pumps, and water heating units; upgrade of inmate call and duress system; ceiling replacement; new wall finishes; LED lighting; remodeling of inmate shower areas and staff restrooms.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	385,000							385,000	
Construction	4,800,000								4,800,000
IIT Infrastructure	7,700								7,700
Inspections	130,000							10,000	120,000
Project Management	40,000							25,000	15,000
Total Cost:	5,362,700							420,000	4,942,700

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	4,962,700							20,000	4,942,700
General Obligation Bonds	400,000							400,000	
Total Cost:	5,362,700							420,000	4,942,700



Capital Project Summary

Capital Project Number: GG1152

PS Project ID: C12036

Capital Project Title: Sheriff's Office In-Car Video Cameras

Region: Countywide

Asset Category: General Government

Est Completion Date: 7/1/2018

Asset Type: Public Safety

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

This project replaces 30 in-car video cameras, which are at the end of their life cycle and require constant repair, with high-definition digital cameras. The digital cameras will facilitate the streamlining of evidence collection, protect the chain of evidence from the car to the courtroom, reduce evidence storage needs, and enable pre-event recording. The project cost includes installation and a back-end computer server. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	254,697		254,697						
Total Cost:	254,697		254,697						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	254,697		254,697						
Total Cost:	254,697		254,697						



Capital Project Summary

Capital Project Number: GG1154

PS Project ID: C12037

Capital Project Title: Surveillance Van

Region: Adamstown, Brunswick, Countywide, Frederick,...

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

A covert surveillance van augments the current fleet of covert vehicles used by the Frederick County Sheriff's Office (FCSO) for criminal investigations. Its deployment during undercover operations enhances the safety of law enforcement personnel; furthermore, it may be operated remotely when it is impractical to man the unit.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	103,000		103,000						
Total Cost:	103,000		103,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	103,000		103,000						
Total Cost:	103,000		103,000						



Capital Project Summary

Capital Project Number: GG1155

PS Project ID: C12038

Capital Project Title: LEC Security Project

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

The security of the Law Enforcement Center is enhanced by replacing the boom barrier at the rear parking lot and replacing surveillance cameras: Installation of an anti-ram crash barrier arm, which requires no electrical power, will prevent large trucks or small passenger vehicles from breaching the security perimeter; surveillance cameras, most of which were installed during 2002 construction, are upgraded to current County-standard models.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	120,000		120,000						
Technology Equipment-IIT/DPW	130,000		130,000						
Inspections	1,000		1,000						
Total Cost:	251,000		251,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	251,000		251,000						
Total Cost:	251,000		251,000						



Capital Project Summary

Capital Project Number: GG1194

PS Project ID:

Capital Project Title: Urbana tower site

Region: Adamstown, New Market, Urbana

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Next tower site in the digital trunked radio system master plan. Required due to current and planned growth. The County's master plan for the digital trunked radio system was based on providing tiered coverage determined by the construction type and density in the County's comprehensive zoning plan. The area between Interstate 70 and Interstate 270, specifically the Urbana area, was recognized as requiring additional coverage enhancements to meet in-building coverage requirements for the currently occurring and planned development. An opportunity exists to cooperatively develop the required tower site during 2015 on public land, which could reduce the County's capital costs and provide ongoing revenue back to the site owner (either Frederick County Public Schools or the County).

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	1,700,000								1,700,000
Total Cost:	1,700,000								1,700,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	700,000								700,000
General Obligation Bonds	1,000,000								1,000,000
Total Cost:	1,700,000								1,700,000



Capital Project Summary

Capital Project Number: GG1195

Capital Project Title: Communications Support Vehicle

Asset Category: General Government

Asset Type: Public Safety

Capital Project Status: Open

PS Project ID:

Region: Adamstown, Brunswick, Frederick, Middletown,...

Est Completion Date: 12/3/2016

Year Identified: 2017

Capital Project Description:

Request to fund a communications support vehicle to serve the communications and incident or event management needs of multiple county agencies when responding to planned events or emergency incidents in the county.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Vehicles Replacement	675,000						675,000		
Total Cost:	675,000						675,000		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	675,000						675,000		
Total Cost:	675,000						675,000		



Capital Project Summary

Capital Project Number: GG1196

Capital Project Title: Radio system SCADA upgrade

Asset Category: General Government

Asset Type: Public Safety

Capital Project Status: Open

PS Project ID:

Region: Countywide

Est Completion Date: 1/1/2019

Year Identified: 2017

Capital Project Description:

Within the County's mission critical radio system exists a subsystem to support the supervisory control and data acquisition (SCADA) needs of multiple agencies. With the manufacturer's announced end of life/end of support of the XTS and XTL series of radios that currently provide the radio link for the SCADA system in December 2018, a planned transition to the APX series of radios is warranted to ensure system standardization, stability, and reliability.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	900,000			900,000					
Total Cost:	900,000			900,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	400,000			400,000					
Transfers from Water and Sewer	500,000			500,000					
Total Cost:	900,000			900,000					



Capital Project Summary

Capital Project Number: GG1197

PS Project ID:

Capital Project Title: Radio system capacity enhancement

Region: Countywide

Asset Category: General Government

Est Completion Date: 7/2/2021

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

The County radio system which supports all county agencies using radios, as well as Brunswick, Frederick, Thurmont, State of Maryland, and federal agencies operating in Frederick County, has the core capability to have its total traffic handling capability doubled with select hardware and software license upgrades.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	3,500,000					3,500,000			
Total Cost:	3,500,000					3,500,000			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,500,000					3,500,000			
Total Cost:	3,500,000					3,500,000			



Capital Project Summary

Capital Project Number: GG2010

PS Project ID: C11012

Capital Project Title: 300 Scholl's Lane Renovation

Region: Countywide

Asset Category: General Government

Est Completion Date: 7/2/2018

Asset Type: Other

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Scope includes a complete HVAC replacement for the Health Department (7,500 sq. ft.), an upgrade to the building's electrical system, fire alarm panel modifications, improvements to the existing parking lot, fence repair, roof replacement, siding and sewer repair, and parking lot lighting. FY2018: Costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	23,864		23,864						
Real Estate	18,056	18,056							
Architect/Engineering	184,375	184,375							
Construction	1,378,381	339,728	1,038,653						
IIT Infrastructure	17,050		17,050						
Technology Equipment-IIT/DPW	8,857		8,857						
Inspections	5,356		5,356						
Project Management	52,590	51,550	1,040						
Total Cost:	1,688,529	593,709	1,094,820						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	151,180	86,808	64,372						
General Obligation Bonds	1,537,349	506,901	1,030,448						
Total Cost:	1,688,529	593,709	1,094,820						



Capital Project Summary

Capital Project Number: GG2016

PS Project ID: C11053

Capital Project Title: Work Force Services to Alternate Location

Region: Frederick

Asset Category: General Government

Est Completion Date: 7/4/2016

Asset Type: Other

Year Identified: 2015

Capital Project Status: Funded

Capital Project Description:

Work Force Services will be relocated from leased space to Frederick Community College's Monroe Center at 200 Monroe Avenue, a site that affords plentiful parking and Transit access. This project fits out 10,000 s.f. of the Monroe Center with office space, ADA bathrooms, conference and classrooms, and a computer lab. Costs are based upon a 24-month design through construction duration.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	14,000	14,000							
Architect/Engineering	160,200	160,200							
Construction	1,015,000	740,000	275,000						
IIT Infrastructure	92,220	92,220							
Project Management & Inspections	124,680	124,680							
Furniture and Equipment	25,000	25,000							
Total Cost:	1,431,100	1,156,100	275,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	810,000	810,000							
General Obligation Bonds	621,100	346,100	275,000						
Total Cost:	1,431,100	1,156,100	275,000						



Capital Project Summary

Capital Project Number: GG2019

PS Project ID: C11217

Capital Project Title: Courthouse Capacity Improvements Project

Region: Frederick

Asset Category: General Government

Est Completion Date: 7/7/2023

Asset Type: Other

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Addressing space limitations at the Frederick County Courthouse was a priority identified in the 2013 Countywide Synergy and Efficiency Concept Plan: The Administrative Office of the Courts' Workload Analysis for FY2015 revealed that Frederick County was in need of a sixth Circuit Court judge (and accompanying staff), for whom there is currently no space in the Courthouse. Furthermore, it is projected that a seventh circuit courtroom and another master's hearing room will also be required to accommodate workload within the decade. This project anticipates a 90,000-100,000 s.f. facility that provides room for the aforementioned needs (initially finishing one floor), additional secure parking, and shell space for future Circuit Court-related fit-out in an annex at the rear of the existing site. Subsequent to the completion of the Space Needs Assessment (FY16) and Feasibility Study (FY17), the project scope and design and construction costs (FY18 - FY21) will be refined. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	111,020								111,020
Site Improvement	159,900						159,900		
Architect/Engineering	3,198,000					3,198,000			
Planning/Study	117,500	117,500							
Construction	29,848,000							29,848,000	
IIT Infrastructure	239,900							239,900	
Furniture and Equipment	48,880								48,880
Technology Equipment-IIT/DPW	138,450							138,450	
Inspections	221,520						10,920	114,400	96,200
Project Management	65,370	10,250				21,320	10,400	13,000	10,400
Total Cost:	34,148,540	127,750				3,219,320	181,220	30,353,750	266,500

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	568,070	127,750				23,820		150,000	266,500
General Obligation Bonds	33,580,470					3,195,500	181,220	30,203,750	
Total Cost:	34,148,540	127,750				3,219,320	181,220	30,353,750	266,500



Capital Project Summary

Capital Project Number: GG2020

PS Project ID: C11055

Capital Project Title: Sagner Ave Renovations

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

The building fit-out of 401 Sagner Avenue provides office, meeting, and storage space for several departments of the Citizens Services Division, including Administration, Housing, and Human Relations, and ample parking for citizens. Costs include water, sewer, electrical upgrades, and miscellaneous site improvements. FY2018: IIT funds added after IIT review; construction funding required for Life/Safety unforeseen items added.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	50,000	50,000							
Construction	1,200,074	1,095,000	105,074						
IIT Infrastructure	35,000	35,000							
Project Management & Inspections	90,000	90,000							
Furniture and Equipment	30,000	30,000							
Technology Equipment-IIT/DPW	15,742		15,742						
Total Cost:	1,420,816	1,300,000	120,816						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	120,816	100,000	20,816						
General Obligation Bonds	1,300,000	1,200,000	100,000						
Total Cost:	1,420,816	1,300,000	120,816						



Capital Project Summary

Capital Project Number: GG2030

PS Project ID:

**Capital Project Title: Public Safety Training Facility
Maintenance Shop and Garages**

Region: Frederick

Asset Category: General Government

Est Completion Date: 12/6/2023

Asset Type: Other

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Fire trucks, ambulances and other rescue vehicles that belong to the Division of Fire & Rescue Services and Volunteer organizations are currently repaired by Fleet Services at its Montevue facility or at individual fire stations. The operations of DFRS and the efficiency of the Division of Public Works Fleet Services Department will be improved with the construction of a maintenance and machine shop and heated garage for the servicing of vehicles and fire apparatus at the Public Safety Training Facility campus. This project includes a vehicle service pit, two-ton crane, wash bay, generator backup, maintenance and repair equipment (lifts and stands), fueling island, parking area conducive to the function of a preventive and corrective maintenance facility, heated storage bays, and requisite stormwater management. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	173,100							173,100	
Site Improvement	15,990							15,990	
Architect/Engineering	266,500						266,500		
Construction	2,984,800							2,984,800	
IIT Infrastructure	17,750							17,750	
Furniture and Equipment	200,000							200,000	
Technology Equipment-IIT/DPW	16,565							16,565	
Inspections	89,258						11,180	78,078	
Project Management	31,200						20,800	10,400	
Total Cost:	3,795,163						298,480	3,496,683	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	671,163						118,480	552,683	
General Obligation Bonds	3,124,000						180,000	2,944,000	
Total Cost:	3,795,163						298,480	3,496,683	



Capital Project Summary

Capital Project Number: GG2031

PS Project ID:

Capital Project Title: Montevue Campus Refueling Station

Region: Frederick

Asset Category: General Government

Est Completion Date: 9/4/2022

Asset Type: Other

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project removes Fleet Services' below-ground fuel tanks and Transit's above-ground tank and accoutrements at the Montevue Campus and replaces them with two 15,000 gallon above-ground tanks and eight fuel pumps to dispense diesel and gasoline at a canopy-covered, centrally-located station, accessible to all agencies that fuel at Montevue. Installation of a 125 KW generator will ensure uninterrupted power to the Refueling Station and the adjacent Bourne Building. Costs also include a grit separator and trap, site work (requisite stormwater management), new electrical service, and fuel delivery and tank monitoring systems. Fleet Service's Small Vehicle Maintenance Shop is expanded to facilitate the storage of parts and create an office area. FY2018: Description revised to encompass shop expansion. IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	121,800						121,800		
Site Improvement	57,200					57,200			
Architect/Engineering	228,800					228,800			
Construction	2,308,800						2,308,800		
IIT Infrastructure	17,900						17,900		
Furniture and Equipment	250,000						250,000		
Technology Equipment-IIT/DPW	15,788						15,788		
Inspections	96,720					11,180	85,540		
Project Management	31,200					20,800	10,400		
Total Cost:	3,128,208					317,980	2,810,228		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	300,000					100,000	200,000		
General Obligation Bonds	2,828,208					217,980	2,610,228		
Total Cost:	3,128,208					317,980	2,810,228		



Capital Project Summary

Capital Project Number: GG2032

PS Project ID: C11218

Capital Project Title: Health Department Parking Expansion

Region: Frederick

Asset Category: General Government

Est Completion Date: 7/2/2018

Asset Type: Other

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This project removes the playground equipment adjacent to the floodplain at the Health Department site and installs a parking lot for the facility's employees and its visitors. FY2018: Costs escalated 4%

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	60,000	60,000							
Construction	720,000		720,000						
Project Management & Inspections	62,800	10,000	52,800						
Project Management	20,000		20,000						
Total Cost:	862,800	70,000	792,800						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	99,800	70,000	29,800						
General Obligation Bonds	763,000		763,000						
Total Cost:	862,800	70,000	792,800						



Capital Project Summary

Capital Project Number: GG2033

PS Project ID: C11219

Capital Project Title: Transit Facility Expansion

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

Based upon a 2010 MTA Facility Needs Assessment, Transit has outgrown its existing 4,500 s.f. administrative facility. This project remodels the administrative building and constructs a 5,023 s.f. addition. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	52,000		52,000						
Site Improvement	90,000	90,000							
Architect/Engineering	270,000	270,000							
Construction	3,920,400		3,920,400						
IIT Infrastructure	18,937		18,937						
Project Management & Inspections	150,000	30,000	120,000						
Technology Equipment-IIT/DPW	57,340		57,340						
Project Management	15,200		15,200						
Total Cost:	4,573,877	390,000	4,183,877						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal Grants - Pass Thru	3,659,101	312,000	3,347,101						
MD Dept of Transportation	457,388	39,000	418,388						
Transfer From General Fund	91,000	39,000	52,000						
General Obligation Bonds	366,388		366,388						
Total Cost:	4,573,877	390,000	4,183,877						



Capital Project Summary

Capital Project Number: GG2034

PS Project ID:

Capital Project Title: Pine Avenue Maintenance Complex Renovations

Region: Frederick

Asset Category: General Government

Est Completion Date: 7/8/2022

Asset Type: Other

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

The Pine Avenue site where the Division of Public Works Office of Facilities Maintenance and Division of Parks & Recreation maintenance personnel are located requires substantial updating to facilitate the carpentry, HVAC, electrical and painting operations that occur at its workshops. In addition, Highway Operations' materials and equipment have been added to this location with the vacation of the adjacent satellite yard. This project funds requisite renovations to shop areas, including the provision of compressors and service equipment, improvements to the existing administration area to furnish adequate bunk and restroom accommodations for Maintenance and Highway staff whose services are mandatory during weather and emergency events, and expansion of truck storage. Motorized access gates, a fuel island, grit separator, and an 80 KW emergency generator to ensure uninterrupted power to a complex that must be able to operate 24/7 are also included. The mill and overlay of the parking lot will occur at the conclusion of the project. As the purchase of adjacent property is contemplated to enable more effective vehicular access to the existing equipment bays, land expenses are included. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	112,000						112,000		
Land	312,000					312,000			
Architect/Engineering	228,800					228,800			
Construction	2,288,000						2,288,000		
IIT Infrastructure	14,200						14,200		
Furniture and Equipment	200,000						200,000		
Technology Equipment-IIT/DPW	32,360						32,360		
Inspections	117,000					20,800	96,200		
Total Cost:	3,304,360					561,600	2,742,760		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	362,760						362,760		
General Obligation Bonds	2,941,600					561,600	2,380,000		
Total Cost:	3,304,360					561,600	2,742,760		



Capital Project Summary

Capital Project Number: GG2035

PS Project ID: C11221

Capital Project Title: 331 Montevue Expansion

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project provides Fleet Services and Highway Operations personnel the additional space required to effectively manage their future operations at the Montevue Campus. The existing facility is marginal with respect to work and storage space, as well as sheltering accommodations during 24/7 events. A feasibility study is programmed for FY18 to determine the optimal means to address these deficiencies and the cost; thereafter, the scope of the Montevue Campus Refueling Station project (GG2031) may be expanded to include the design (FY21) and construction (FY22) of these improvements.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Feasibility Study	85,000		85,000						
Project Management	15,000		15,000						
Total Cost:	100,000		100,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	100,000		100,000						
Total Cost:	100,000		100,000						



Capital Project Summary

Capital Project Number: GG2036

PS Project ID: C11222

Capital Project Title: Building and Space Utilization

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project will have a space needs assessment (FY18) and Feasibility Study (FY19) undertaken precedent to design (anticipated FY21-FY22) will refine the project scope, design, and construction (FY23) costs. to accommodate a variety of County operations, including Citizens Services, the 9-1-1 Center, the Board of Elections, and IIT

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	35,000		35,000						
Feasibility Study	150,000			150,000					
Project Management	30,000		10,000	20,000					
Total Cost:	215,000		45,000	170,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	215,000		45,000	170,000					
Total Cost:	215,000		45,000	170,000					



Capital Project Summary

Capital Project Number: GG3003

PS Project ID: C11905

Capital Project Title: Walkersville Library

Region: Walkersville

Asset Category: General Government

Est Completion Date: 9/5/2018

Asset Type: Library

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

A feasibility study of a town donated site was funded in FY2007 in order to assess if the same design for the Brunswick Library could be used for the Walkersville Library. The feasibility study was completed in FY2008 with a design contract awarded shortly thereafter in FY2008. The site has been determined suitable and the land transfer process has been completed. The proposed facility will be a 15,250 s.f. new building to replace the existing 2,000 s.f. library. A prototype building similar to Brunswick Library has been designed with exterior and interior finishes unique to Walkersville. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	665,447	105,906	559,541						
Site Improvement	101,616	101,616							
Architect/Engineering	513,818	513,818							
Construction	5,002,000	5,002,000							
IIT Infrastructure	58,838	56,050	2,788						
Project Management & Inspections	166,214	166,214							
Furniture and Equipment	333,840	214,240	119,600						
Technology Equipment-IIT/DPW	37,860	37,260	600						
Project Management	75,000	75,000							
Total Cost:	6,954,633	6,272,104	682,529						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	1,040,633	1,040,633							
Transfer From General Fund	3,432	3,432							
Transfer From Impact Fee Funds	4,083,282	3,400,753	682,529						
General Obligation Bonds	1,827,286	1,827,286							
Total Cost:	6,954,633	6,272,104	682,529						



Capital Project Summary

Capital Project Number: GG3004

PS Project ID: C11906

Capital Project Title: Myersville Library

Region: Middletown

Asset Category: General Government

Est Completion Date: 1/17/2020

Asset Type: Library

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

The Myersville site is located at the old elementary school and will be donated by the town for library use. The site is basically flat, adjacent to all utilities, and accessible to good community roads. The proposed facility will be approximately 6,000 s.f. facility. Demolition costs for the existing building have been absorbed by the town and are not included in the budget. The design will be original rather than prototypical. The size of the facility is dictated by the construction of the future 15,000 s.f. Middletown Library, located four miles from this site. Construction costs include the installation of a Trolley exhibit, requested by the Town of Myersville. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

** Timing of project is contingent on the state grant award and contribution from the municipality **

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	243,672			243,672					
Site Improvement	5,200		5,200						
Architect/Engineering	281,840		281,840						
Construction	2,818,400			2,818,400					
IIT Infrastructure	38,950			38,950					
Furniture and Equipment	343,200			343,200					
Technology Equipment-IIT/DPW	30,000			30,000					
Inspections	135,200		5,200	130,000					
Project Management	31,200		20,800	10,400					
Total Cost:	3,927,662		313,040	3,614,622					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	750,000			750,000					
Transfer From General Fund	200,000			200,000					
Transfer From Impact Fee Funds	59,274		59,274						
General Obligation Bonds	2,728,388		253,766	2,474,622					
Municipal Contribution	190,000			190,000					
Total Cost:	3,927,662		313,040	3,614,622					



Capital Project Summary

Capital Project Number: GG3005

Capital Project Title: Middletown Library

Asset Category: General Government

Asset Type: Library

Capital Project Status: Open

PS Project ID:

Region: Middletown

Est Completion Date: 7/4/2024

Year Identified: 2017

Capital Project Description:

This project replaces the Middletown Branch Library on Prospect Street with a new 15,250 s.f. library on a developer-donated site on Green Street, west of the school complex. The Green Street property is to be transferred to the County in the spring of 2016. The library design will be based upon the Brunswick/Walkersville prototype, with exterior and interior finishes unique to Middletown. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	409,331						326,512	82,819	
Site Improvement	104,000					104,000			
Architect/Engineering	544,960					544,960			
Construction	5,449,600						5,449,600		
IIT Infrastructure	58,838						58,838		
Furniture and Equipment	730,213						591,563	138,650	
Technology Equipment-IIT/DPW	41,700						41,700		
Inspections	140,400						140,400		
Project Management	26,000					26,000			
Total Cost:	7,505,042					674,960	6,608,613	221,469	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	1,500,000						1,500,000		
Transfer From Impact Fee Funds	2,146,429					674,960	1,250,000	221,469	
General Obligation Bonds	3,858,613						3,858,613		
Total Cost:	7,505,042					674,960	6,608,613	221,469	



Capital Project Summary

Capital Project Number: GG3006

PS Project ID:

Capital Project Title: Linganore Town Center Library

Region: New Market

Asset Category: General Government

Est Completion Date: 7/3/2025

Asset Type: Library

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This project constructs a 25,000 s.f. library off MD RT 144, convenient to the Oakdale High School, and located within a retail center. It will provide library service to Spring Ridge, Lake Linganore, New Market, and Monrovia, areas currently without library service. Depending upon site constraints, a two-story structure may be designed.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	20,000							20,000	
Architect/Engineering	820,000							820,000	
Construction	8,200,000								8,200,000
IIT Infrastructure	79,800								79,800
Furniture and Equipment	1,999,520								1,999,520
Technology Equipment-IIT/DPW	56,650								56,650
Inspections	130,000								130,000
Project Management	50,000							25,000	25,000
Total Cost:	11,355,970							865,000	10,490,970

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	3,000,000								3,000,000
Transfer From Impact Fee Funds	3,253,606							865,000	2,388,606
General Obligation Bonds	5,102,364								5,102,364
Total Cost:	11,355,970							865,000	10,490,970



Capital Project Summary

Capital Project Number: GG4199

PS Project ID: C11060

Capital Project Title: Maintenance Systemics - General

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Maintenance/Systemic

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

This project combines maintenance/systemic projects that were previously separated in the CIP into a Super Systemic and anticipates future maintenance required for aging County buildings and County-owned properties: roof replacement, carpet replacement, pavement repair/overlay/sealcoating, elevator modernization, plumbing and electrical upgrades, energy conservation, HVAC replacement/upgrade, sprinkler/fire pump/fire alarm code upgrades, generator repair/replacement, building envelope improvements such as window and door replacements and the repointing of bricks, and miscellaneous site improvements and modifications. For FY 2018, priorities are continued elevator repair/replacement at the Courthouse; Health Department HVAC replacement; Health Department current parking lot and sidewalk repairs; building exteriors at the Thurmont Library and Emmitsburg. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	1,776,416		115,000	166,936	193,586	185,842	185,842	185,842	743,368
Architect/Engineering	4,267,397		280,000	400,645	464,605	446,021	446,021	446,021	1,784,084
Construction	27,463,706		2,400,000	2,504,034	2,903,784	2,807,984	2,807,984	2,807,984	11,231,936
Capital Appropriations	0								
Project Management & Inspections	0								
Inspections	1,981,570		150,000	189,097	215,929	203,792	203,792	203,792	815,168
Project Management	838,120		55,000	78,000	93,600	87,360	87,360	87,360	349,440
Total Cost:	36,327,209		3,000,000	3,338,712	3,871,504	3,730,999	3,730,999	3,730,999	14,923,996

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	18,341,209			588,712	621,504	612,999	862,999	730,999	14,923,996
General Obligation Bonds	17,986,000		3,000,000	2,750,000	3,250,000	3,118,000	2,868,000	3,000,000	
Total Cost:	36,327,209		3,000,000	3,338,712	3,871,504	3,730,999	3,730,999	3,730,999	14,923,996



Capital Project Summary

Capital Project Number: GG5001

PS Project ID: C12999

Capital Project Title: IIT Systemics- General

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This funding supports the hardware, software and implementation services for county technologies including network infrastructure, information security and disaster recovery, enterprise software, enterprise hardware, and document management.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
IIT Infrastructure	0								
Furniture and Equipment	0								
Capital Project - Software	0								
Technology Equipment-IIT/DPW	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
Project Management	0								
Total Cost:	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

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	16,351,019	1,107,000	1,322,298	1,117,504	985,646	2,020,299	2,632,731	2,942,541	4,223,000
Capital Leases	1,400,000		400,000	200,000	200,000	300,000	300,000		
General Obligation Bonds	300,000	300,000							
Total Cost:	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



Capital Project Summary

Capital Project Number: GG5005

PS Project ID: C12009

Capital Project Title: LEAPS

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project supports the hardware, software, and professional services to assess, purchase, implement, upgrade, and refresh public safety technology in support of 911 emergency computer aided dispatch, police records management, jail management, public safety mobile devices, and fire and rescue services, dispatch and reporting. These mission critical applications must operate in a 7x24 integrated application environment with complete infrastructure system redundancies.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	0								
Capital Project - Software	10,125,000				5,000,000	4,500,000	150,000	200,000	275,000
Technology Equipment-IIT/DPW	424,932	424,932							
Project Management	1,378,439	553,439	175,000	150,000		500,000			
Total Cost:	11,928,371	978,371	175,000	150,000	5,000,000	5,000,000	150,000	200,000	275,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,928,371	978,371	175,000	150,000			150,000	200,000	275,000
Capital Leases	10,000,000				5,000,000	5,000,000			
Total Cost:	11,928,371	978,371	175,000	150,000	5,000,000	5,000,000	150,000	200,000	275,000



Capital Project Summary

Capital Project Number: GG5006

PS Project ID: C12549

Capital Project Title: Enterprise GIS FY09 ongoing

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project supports the implementation of the County-wide enterprise Geographic Information System (GIS). GIS includes developing base data layers (parcels, centerlines, addresses, orthophotography, roadway imaging, pictometry); developing applications; creating automated workflows to improve efficiency; data migration; hardware / software upgrades to multiple County departments; and GIS integration with other systems including emergency dispatch, land management, routing systems. Data and costs may be shared with partnering municipalities and federal and state agencies.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	0								
Capital Project - Software	2,000,000		125,000	125,000	125,000		1,375,000	50,000	200,000
Technology Equipment-IIT/DPW	1,775,504	1,775,504							
Total Cost:	3,775,504	1,775,504	125,000	125,000	125,000		1,375,000	50,000	200,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,775,504	1,775,504	125,000	125,000	125,000		1,375,000	50,000	200,000
Total Cost:	3,775,504	1,775,504	125,000	125,000	125,000		1,375,000	50,000	200,000



Capital Project Summary

Capital Project Number: GG5007

PS Project ID: C12590

Capital Project Title: ERP System- Software

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

The project funds an enterprise resource planning system (financials and human resources) refresh.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Project - Software	9,200,000	8,200,000	1,000,000						
Project Management	84,500	84,500							
Total Cost:	9,284,500	8,284,500	1,000,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	334,500	284,500	50,000						
Capital Leases	0	8,000,000	-8,000,000						
General Obligation Bonds	8,950,000		8,950,000						
Total Cost:	9,284,500	8,284,500	1,000,000						



Capital Project Summary

Capital Project Number: GG5008

PS Project ID: C12569

Capital Project Title: Financial System FY09 ongoing

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project supports software, hardware, and professional services to acquire, implement, and upgrade the Enterprise Resource Management System including financials, human resources, procurement, timesheets, treasury, and banking integration modules to ensure effective government financial accountability and management.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	0								
Capital Project - Software	800,000		200,000	100,000	100,000	100,000	100,000	100,000	100,000
Technology Equipment-IIT/DPW	513,719	513,719							
Project Management	48,591	48,591							
Total Cost:	1,362,310	562,310	200,000	100,000	100,000	100,000	100,000	100,000	100,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,362,310	562,310	200,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Cost:	1,362,310	562,310	200,000	100,000	100,000	100,000	100,000	100,000	100,000



Capital Project Summary

Capital Project Number: GG5009

PS Project ID: C12008

Capital Project Title: Land Management

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project supports hardware, software, and professional services to access, purchase, implement, upgrade, and refresh the underlying business process engineering, dynamic workflow management, systems integration, open architecture, web services based modules and integration for multi-departmental land management, inspections, and licensing.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Furniture and Equipment	49,860	49,860							
Capital Project - Software	3,350,000		1,500,000	1,500,000		100,000	50,000	50,000	150,000
Technology Equipment-IIT/DPW	350,000	350,000							
Project Management	400,000		200,000	200,000					
Total Cost:	4,149,860	399,860	1,700,000	1,700,000		100,000	50,000	50,000	150,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	671,669	346,169				93,000	46,500	46,500	139,500
Capital Leases	3,162,000		1,581,000	1,581,000					
Transfers from Water and Sewer	290,840	28,340	119,000	119,000		7,000	3,500	3,500	10,500
Transfer from DPDR	25,351	25,351							
Total Cost:	4,149,860	399,860	1,700,000	1,700,000		100,000	50,000	50,000	150,000



Capital Project Summary

Capital Project Number: GG5010

PS Project ID:

Capital Project Title: EAM & Fleet Mgt System - Software

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

The Enterprise Asset Management (EAM) and Fleet Management software would provide functionality for the maintenance of the County's facilities, such as administrative buildings, water and sewer plants, parks, vehicles, etc by automating the processing and scheduling of work orders, inventory of supplies, and track preventative maintenance schedules. It would also integrate into the existing HR and Finance software to track costs and estimate costs of new projects.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Project - Software	1,128,377			1,128,377					
Total Cost:	1,128,377			1,128,377					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Leases	482,079			482,079					
Transfers from Water and Sewer	646,298			646,298					
Total Cost:	1,128,377			1,128,377					



Capital Project Summary

Capital Project Number: GG5015

PS Project ID: C12006

Capital Project Title: Treasury System

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This funding supports the software, hardware and professional services to acquire, implement and upgrade the county's tax and billing management system.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	0								
Capital Project - Software	300,000		100,000			100,000			100,000
Technology Equipment-IIT/DPW	288,474	288,474							
Total Cost:	588,474	288,474	100,000			100,000			100,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	588,474	288,474	100,000			100,000			100,000
Total Cost:	588,474	288,474	100,000			100,000			100,000



Capital Project Summary

Capital Project Number: GG5080

PS Project ID: C12579

Capital Project Title: Video Services On-going Replacement/Upgrade

Region: Countywide

Asset Category: General Government

Est Completion Date: 6/30/2025

Asset Type: Technology

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This funding supports equipment and technology needed to broadcast County Executive, Council, Board and Commission meetings, produce informative programming and develop internal videos to support the goals of Frederick County Government.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Technology Equipment-IIT/DPW	746,000		13,000	44,000	65,000	42,000	482,000	100,000	
Total Cost:	746,000		13,000	44,000	65,000	42,000	482,000	100,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	746,000		13,000	44,000	65,000	42,000	482,000	100,000	
Total Cost:	746,000		13,000	44,000	65,000	42,000	482,000	100,000	



CIP – WATER AND SEWER

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WATER & SEWER

The Frederick County Water and Sewer CIP are funded from a self-supporting enterprise fund. The enterprise obtains its revenue from fees assessed to customers for the provision of water and sewer service. The enterprise fund receives no funding contribution from the County's General Fund.

Funding for water and sewer capacity development is typically obtained through the issuance of General Obligation bonds for which the enterprise has assumed the full burden of payment. The debt service on these bonds is paid for through construction and user fees for projects that benefit existing customers. Capacity development fees, assessed by the enterprise, are based on the estimated cost of the projects approved in the CIP that are programmed for funding by the enterprise fund. A portion of the user rate funds non-growth related projects that benefit existing customers. Since the retirement of debt associated with water and sewer CIP projects is the responsibility of the enterprise, the borrowing of these bonds is not included in the General Fund portion of the County's debt affordability model.

The enterprise's six-year CIP is intended to keep pace with growth by providing the primary elements of the public water supply and sewage disposal systems. Such projects must be consistent with the County's Comprehensive Plan. The CIP also incorporates projects necessary to maintain compliance with the Federal Safe Drinking Water Act and the Clean Water Act.

The following table shows the percentage of each project funded from Water & Sewer Capacity Fees and from Water & Sewer User Rates.

Water & Sewer Project Funding Source	% Project Cost Recovered By		
	Capacity Fees	User Fees	3 rd Party Funds
Ballenger-McKinney WWTP Sludge Management	83%		17%
Monrovia Water Storage Tank 2			100%
Lewistown Wastewater Treatment Plant Improvements		42%	58%
Lewistown Wastewater Collection System			100%
Ballenger Elevated Water Tank Painting		100%	
Grease Receiving Station at Ballenger-McKinney WWTP		100%	
Truck Scale at New Design Water Treatment Plant		100%	
Route 355 Water Main Relocations		100%	
Raw Water Intake and Pump Station		100%	
Crestview Sewer Replacement		100%	
Route 180 Sewer Relocation		100%	
SHA Utility Relocations		100%	
Summerfield SPS elimination & sewer extension		100%	

**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
Lewisstown Wastewater Treatment Plant Improvements	96,000	1,056,000	960,000	96,000	0	0	0	0	0	0
Lewisstown 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	461,000	4,171,750	915,000	0	254,000	350,000	0	0
Total: Expense	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



Capital Project Summary

Capital Project Number: WS1001

PS Project ID:

Capital Project Title: Ballenger-McKinney WWTP Sludge Management

Region: Adamstown, Frederick, New Market, Urbana,...

Asset Category: Water and Sewer

Est Completion Date: 7/26/2024

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project was formally known as "McKinney WWTP Phase 1" and includes the design and construction of the first phase (15 MGD) sludge management improvements in accordance with the Ballenger Creek/McKinney WWTP Facility Plan dated March 2006. Per the Facility Plan, improvements are required when the average daily flow reaches 10 MGD. The City of Frederick's portion is assumed to be 17% of the project cost.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	5,651,000						5,320,000	331,000	
Construction WS County Funded	49,000,000							49,000,000	
Capitalized Interest Expense	2,550,000							2,550,000	
Overhead - W/S	370,000							370,000	
Project Management & Inspections	1,565,000							1,565,000	
Total Cost:	59,136,000						5,320,000	53,816,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	46,532,880						4,415,600	42,117,280	
Trf from Cash Fund of Cap Proj	2,550,000							2,550,000	
Municipal Contribution	10,053,120						904,400	9,148,720	
Total Cost:	59,136,000						5,320,000	53,816,000	



Capital Project Summary

Capital Project Number: WS1002

PS Project ID:

Capital Project Title: Sewerage Problem Area Remediation

Region: Adamstown, Frederick, New Market, Urbana,...

Asset Category: Water and Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project serves as a placeholder to remediate sewage problem areas as needed.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	59,382								59,382
Architect/Engineering	107,000								107,000
Construction	577,000								577,000
Capitalized Interest Expense	38,000								38,000
Overhead - W/S	28,000								28,000
Project Management & Inspections	28,000								28,000
Total Cost:	837,382								837,382

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	799,382								799,382
Trf from Cash Fund of Cap Proj	38,000								38,000
Total Cost:	837,382								837,382



Capital Project Summary

Capital Project Number: WS1012

PS Project ID:

Capital Project Title: Lingenore Interceptor 1 - Lower Reach

Region: New Market

Asset Category: Water and Sewer

Est Completion Date: 9/30/2022

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Existing pipe unable to meet projected build out peak flows without surcharging. Replacement eliminates pipe segments with sags, reverse slopes, and inflow & infiltration. Projected need between year 2015 and 2025. Information is pursuant to the March 2004 Interceptor Sewer Capacity Analysis prepared by Whitman, Requardt and Associates.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	216,200								216,200
Construction WS County Funded	1,173,000								1,173,000
Capitalized Interest Expense	40,000								40,000
Overhead - W/S	38,000								38,000
Project Management & Inspections	38,000								38,000
Total Cost:	1,505,200								1,505,200

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	634,036								634,036
Trf from Cash Fund of Cap Proj	40,000								40,000
Developer Contributions	831,164								831,164
Total Cost:	1,505,200								1,505,200



Capital Project Summary

Capital Project Number: WS1013

PS Project ID:

Capital Project Title: Linganore Interceptor 2 - Upper Reach

Region: New Market

Asset Category: Water and Sewer

Est Completion Date: 10/27/2023

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Interceptor is unable to meet 2025 flows without surcharging. Replacement eliminates existing sewers with reverse slopes and sags, with the new pipe sized for build out flows. Information is pursuant to the March 2004 Interceptor Sewer Capacity Analysis prepared by Whitman, Requardt and Associates.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	147,500								147,500
Construction WS County Funded	778,600								778,600
Capitalized Interest Expense	51,000								51,000
Overhead - W/S	42,850								42,850
Project Management & Inspections	42,850								42,850
Total Cost:	1,062,800								1,062,800

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	313,700								313,700
Trf from Cash Fund of Cap Proj	51,000								51,000
Developer Contributions	698,100								698,100
Total Cost:	1,062,800								1,062,800



Capital Project Summary

Capital Project Number: WS1023

PS Project ID:

Capital Project Title: Monrovia Water Storage Tank 2

Region: New Market

Asset Category: Water and Sewer

Est Completion Date: 6/29/2020

Asset Type: Capacity

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

Developer Funded project for design and construction of a new 1.0 MG elevated water storage tank located on the Landsdale or Monrovia Town Center site. Memorandum of Understanding between developer(s) and Frederick County is required.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	253,000			253,000					
Construction WS County Funded	2,500,000				2,500,000				
Overhead - W/S	60,000			60,000					
Project Management & Inspections	140,000				140,000				
Total Cost:	2,953,000			313,000	2,640,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Developer Contributions	2,953,000			313,000	2,640,000				
Total Cost:	2,953,000			313,000	2,640,000				



Capital Project Summary

Capital Project Number: WS1027

PS Project ID: 012048

Capital Project Title: Ballenger Elevated Water Tank painting

Region: Frederick

Asset Category: Water and Sewer

Est Completion Date: 10/26/2018

Asset Type: Maintenance

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Project includes design, preparation, and application of replacement interior and exterior coatings on the 0.55 MG Ballenger elevated water storage tank. Tank was last painted in 1998 under contract 70A-W.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	52,000	52,000							
Construction WS County Funded	475,000		475,000						
Overhead - W/S	56,000	31,000	25,000						
Project Management & Inspections	51,250		51,250						
Total Cost:	634,250	83,000	551,250						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer from R, R & R	634,250	83,000	551,250						
Total Cost:	634,250	83,000	551,250						



Capital Project Summary

Capital Project Number: WS1028

PS Project ID: 012000

Capital Project Title: Developer-Funded Infrastructure

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 6/30/2022

Asset Type: Capacity

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Project contains all developer-funded water and sewer projects constructed under Public Works Agreements (PWAs) and Public Improvement Agreements (PIAs) and includes all sub-projects necessary to track different information. Every year funding will be added to account for these types of projects.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Const WS Developer Funded	45,000,000	30,000,000	15,000,000						
Total Cost:	45,000,000	30,000,000	15,000,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Developer Contributions	45,000,000	30,000,000	15,000,000						
Total Cost:	45,000,000	30,000,000	15,000,000						



Capital Project Summary

Capital Project Number: WS1032

PS Project ID: 211002

Capital Project Title: Lewistown Wastewater Treatment Plant Improvements

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 7/2/2018

Asset Type: Capacity

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

The DUSWM currently maintains a sand mound system which serves the Elementary School and Fire Station. This project includes study, design, and construction services required to replace the existing system with a more conventional package treatment system. The engineering study included in this project will identify detailed sizing and other design parameters.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	181,500	165,000	16,500						
Construction WS County Funded	715,000	650,000	65,000						
Overhead - W/S	55,000	50,000	5,000						
Project Management & Inspections	104,500	95,000	9,500						
Total Cost:	1,056,000	960,000	96,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Loan Proceeds	616,000	560,000	56,000						
Transfer from R, R & R	440,000	400,000	40,000						
Total Cost:	1,056,000	960,000	96,000						



Capital Project Summary

Capital Project Number: WS1033

PS Project ID: 211003

Capital Project Title: Lewistown Wastewater Collection System

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 12/24/2017

Asset Type: Capacity

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This project includes the design and construction of a low pressure sewer/grinder pump collectoin system to serve a yet to be defined service area in Lewistown. Funding is expected from a MDE loan/grant and a benefit assessment (BA) which may be levied against each property to be served. An amendment is required to the County Water and Sewerage Plan.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	120,000	120,000							
Construction WS County Funded	735,000		735,000						
Overhead - W/S	45,000	45,000							
Project Management & Inspections	85,000	85,000							
Total Cost:	985,000	250,000	735,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Loan Proceeds	635,000	250,000	385,000						
Contrib from property owners	350,000		350,000						
Total Cost:	985,000	250,000	735,000						



Capital Project Summary

Capital Project Number: WS1034

PS Project ID:

Capital Project Title: Grease Receiving Station at Ballenger-McKinney WWTP

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 7/28/2019

Asset Type: Maintenance

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

Project includes study, design, construction, and inspection services required to site and construct a grease receiving station at the Ballenger-McKinney WWTP. An engineering study is included in the project in order to better define design parameters.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	235,000		60,000	175,000					
Construction WS County Funded	650,000			650,000					
Capitalized Interest Expense	52,500		52,500						
Overhead - W/S	75,000		75,000						
Project Management & Inspections	90,000			90,000					
Total Cost:	1,102,500		187,500	915,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer from R, R & R	1,102,500		187,500	915,000					
Total Cost:	1,102,500		187,500	915,000					



Capital Project Summary

Capital Project Number: WS1035

PS Project ID:

Capital Project Title: Truck Scale at New Design Water Treatment Plant

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 12/24/2022

Asset Type: Maintenance

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

Project includes design and construction services required to install a truck scale to weigh dried residuals that are produced by the water treatment process and then hauled to an approved disposal site.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	100,000					100,000			
Construction WS County Funded	350,000						350,000		
Capitalized Interest Expense	29,000					29,000			
Overhead - W/S	50,000					50,000			
Project Management & Inspections	75,000					75,000			
Total Cost:	604,000					254,000	350,000		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	575,000					225,000	350,000		
Trf from Cash Fund of Cap Proj	29,000					29,000			
Total Cost:	604,000					254,000	350,000		



Capital Project Summary

Capital Project Number: WS1036

PS Project ID: 105039

Capital Project Title: Route 355 Water Main Relocations

Region: Urbana

Asset Category: Water and Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

The State Highway Administration (SHA) is executing a project to replace the Route 355 bridge over the railroad. The DUSWM maintains a 16-inch water main in Route 355 and on this bridge. This project includes cost to have the required water main relocations designed and constructed under the SHA bridge replacement project so the work can be properly coordinated between all parties involved.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	83,000	60,000	23,000						
Construction WS County Funded	725,000	250,000	475,000						
Capitalized Interest Expense	18,000	18,000							
Overhead - W/S	35,000	25,000	10,000						
Project Management & Inspections	35,000	25,000	10,000						
Total Cost:	896,000	378,000	518,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	0	360,000	-360,000						
Trf from Cash Fund of Cap Proj	896,000	18,000	878,000						
Total Cost:	896,000	378,000	518,000						



Capital Project Summary

Capital Project Number: WS1037

PS Project ID:

Capital Project Title: Raw Water Intake and Pump Station Improvements

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 3/31/2019

Asset Type: Maintenance

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

A raw water pump station conveys untreated water from the Potomac River intake structure to the New Design Water Treatment Plant for treatment. There have been issues with debris/sediment and ice accumulation at the intake channel and on the screens so Hazen was retained to investigate and provide recommendations. In addition, Hazen investigated the existing sluice gate hydraulic operators to determine if they should be replaced or repaired. Hazen's study titled "New Design Road Water Treatment Plant Water Intake Structure Modifications Options Analysis" (October 12, 2016) provided the following recommendations that define the design and construction scope for this project:

1. Installation of a full channel aeration grid to eliminate accumulation of sediment and ice in the intake channel.
2. Installation of a small diffuser grid behind the bar racks and a heating system to deice the intake screens.
3. Replacement of sluice gate hydraulic operators.
4. Design shall also address cleaning the screens and channel and a pumping plan to maintain plant operation during construction.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	165,000		165,000						
Construction WS County Funded	825,000		825,000						
Capitalized Interest Expense	58,000		58,000						
Overhead - W/S	85,000		85,000						
Project Management & Inspections	85,000		85,000						
Total Cost:	1,218,000		1,218,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	1,080,000		1,080,000						
Trf from Cash Fund of Cap Proj	58,000		58,000						
Transfer from R, R & R	80,000		80,000						
Total Cost:	1,218,000		1,218,000						



Capital Project Summary

Capital Project Number: WS1038

Capital Project Title: Crestview Sewer Replacement

Asset Category: Water and Sewer

Asset Type: Maintenance

Capital Project Status: Open

PS Project ID:

Region: Countywide

Est Completion Date: 12/30/2017

Year Identified: 2018

Capital Project Description:

Project includes the replacement of approximately 2,200 lf of clay sewer main and 28 laterals at various locations throughout the Crestview Estates development. Entire system was televised and the videos analyzed to determine locations needing replacement in order to reduce inflow/infiltration issues.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	30,000		30,000						
Construction WS County Funded	375,000		375,000						
Overhead - W/S	50,000		50,000						
Project Management & Inspections	15,000		15,000						
Total Cost:	470,000		470,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Trf from Cash Fund of Cap Proj	470,000		470,000						
Total Cost:	470,000		470,000						



Capital Project Summary

Capital Project Number: WS1039

PS Project ID:

Capital Project Title: Route 180 Sewer Relocation (Jefferson)

Region: Countywide

Asset Category: Water and Sewer

Est Completion Date: 10/31/2018

Asset Type: Maintenance

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

The State Highway Administration (SHA) is conducting a streetscape project in Route 180 (Jefferson) under FR3905184. An existing County sewer system is located within the SHA's project work zone and a portion of the sewer requires relocation to reduce impacts and to allow for future maintenance of the lines. Project includes approximately 1,000 lf of new sewer, 6 manholes, abandonment/removal of existing sewer/laterals, and lateral extensions. Design and Construction shall be included in the SHA project as described in a Letter of Agreement between SHA and the County. County contract number is 289-S.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	75,000		75,000						
Construction WS County Funded	325,000		325,000						
Overhead - W/S	15,000		15,000						
Project Management & Inspections	15,000		15,000						
Total Cost:	430,000		430,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Trf from Cash Fund of Cap Proj	430,000		430,000						
Total Cost:	430,000		430,000						



Capital Project Summary

Capital Project Number: WS1040

Capital Project Title: SHA Utility Relocations

Asset Category: Water and Sewer

Asset Type: Maintenance

Capital Project Status: Open

PS Project ID:

Region: Countywide

Est Completion Date:

Year Identified: 2018

Capital Project Description:

This project currently exists under project number 012024. Project purpose is to provide funds as needed to fund County water and sewer relocations required by State Highway Administration (SHA) road and bridge projects. The County is typically responsible for these relocation costs when the SHA has prior rights within their right-of-way. As SHA projects are identified that impact the existing water/sewer system, separate utility relocation projects will be created and funded by project 012024.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	75,000		75,000						
Construction WS County Funded	200,000		200,000						
Overhead - W/S	25,000		25,000						
Project Management & Inspections	25,000		25,000						
Total Cost:	325,000		325,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Trf from Cash Fund of Cap Proj	325,000		325,000						
Total Cost:	325,000		325,000						



Capital Project Summary

Capital Project Number: WS1041

PS Project ID:

Capital Project Title: Summerfield SPS elimination & sewer extension

Region: New Market

Asset Category: Water and Sewer

Est Completion Date: 6/30/2018

Asset Type: Maintenance

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

The project scope includes design, bidding, and construction services required to extend an 8-inch gravity sewer from the existing Summerfield sewage pump station to existing manhole #12 constructed under contract 269A-SW. Project will require obtaining approximately three offsite sewer easements and the elimination of the pump station.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	30,000		30,000						
Architect/Engineering	75,000		75,000						
Construction WS County Funded	300,000		300,000						
Capitalized Interest Expense	17,000		17,000						
Overhead - W/S	25,000		25,000						
Project Management & Inspections	25,000		25,000						
Total Cost:	472,000		472,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Enterprise Fund Bonds	455,000		455,000						
Trf from Cash Fund of Cap Proj	17,000		17,000						
Total Cost:	472,000		472,000						

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CIP – SOLID WASTE

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SOLID WASTE

The Solid Waste CIP is also funded from a self-supporting fund, the Solid Waste Fund. In addition, the Solid Waste Department is able to issue Enterprise Bonds for large projects. Both revenue sources are the result of user fees and tipping fees paid by the public. Frederick County has only one publicly owned and operated solid waste disposal facility, which is located on Reich's Ford Road. This facility was expanded in land area several years ago and the newest disposal area (Cell 2B) was opened for operation in November 2003.

There are currently no projects programmed.

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CIP – PARKS AND RECREATION

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PARKS AND RECREATION

The Frederick County Comprehensive Plan Chapter 7, *Serving Our Citizens*, lists two of its five goals as “Provide for community services and facilities in an efficient and timely manner relative to the pace of growth” and “Maintain adequacy of public facilities and services relative to existing and projected targeted populations”. The Frederick County Land Preservation, Parks and Recreation Plan outlines proposals for the development of specific parks and recreation systems. The park/open space system proposed for Frederick County under this Plan includes a variety of recreation areas and facilities to meet the various needs of County residents.

The 2012 Frederick County Land Preservation, Parks and Recreation Plan includes a variety of recreation areas and facilities to meet the various recreational needs of County residents. To gauge the adequate level of recreational acreage, the State of Maryland has a standard for local governments to achieve a goal of 30 acres of parkland for every 1,000 residents. The State standard allows for not only calculating county and municipal parkland acreage, but can also include eligible state and federal parkland, as well as a portion of public school property and a percentage of Natural Resource Lands. Based on the State standard, the County has 41 acres/1,000 population. The State standard allows for the parkland acreage requirements; however this standard does not address public access to the site, nor recreational amenities that may be needed to meet public demand. Therefore, Frederick County will continue to give consideration to acquiring additional parkland in areas of the County that are deemed appropriate.

Note: Based on the differences in function, size, area and population served, parks have been classified into Neighborhood Parks (NP - 1 to 10 acres), Community Parks (CP - 30 to 75 acres) and District/Regional Parks (DP/RP – 100 + acres).

- **Acquisition** - Funding is programmed for each fiscal year to allow acreage recommended in the Land Preservation, Parks and Recreation Plan to be acquired. An acquisition category has been established to permit acquisition of sites in priority areas based upon opportunities as they arise.
- **Old National Pike District Park Phase 2** – Development will include construction of picnic shelters, athletic fields/courts, playgrounds, restrooms, etc. Funding for construction is scheduled for FY2023.
- **Middletown Community Park Development & Rehab** – This project will include both an expansion to the existing park and a rehabilitation of the current facilities. Funding for design is scheduled for FY2019 and construction in FY2021.



Improvements at Loy’s Station Park including expanding parking and a new shelter (funding in prior years)

- **Utica District Park Phase 2** – A redesign was scheduled for FY17 and construction is scheduled for FY19. Improvements include roads & parking, water service, electric utilities, shelters, athletic fields (two of which are synthetic turf fields), athletic field lighting, playgrounds (including an inclusive playground), restrooms, basketball courts, tennis courts, trails, and the construction of a vehicular bridge to cross the creek.
- **Parks Systemics** – Various projects are proposed throughout the six-year including major repairs, maintenance, and upkeep of existing park facilities, roads, and land
- **Master Plans and Feasibilities -**
Four master plans/feasibilities are scheduled during this 6 year program
 - FY2019 – Point of Rocks Regional Park
 - FY2020 – Rocky Ridge Landing Monocacy River Access
 - FY2022 – Ballenger Creek Parks Maintenance area & Widrick House
 - FY2022 – Bridgeport Monocacy River Access

- **Bikeways Trails Program** – This project includes trail development in corridors identified in the Frederick County Bikeways and Trails Plan. Design and construction are scheduled in alternating years



Widrick House

- **Parks/Schools** - This program is designed to provide funding to add recreational facilities not normally associated with the regular BOE program such as storage space, meeting rooms, parks office space, and expanded gyms. Those schools located within the Frederick City limits will be run by the City of Frederick. The following schools are scheduled:
 - Sugarloaf ES: New - FY18
 - Butterfly Ridge ES: New - FY18
 - East County Area ES: New - FY2023

**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	828,500	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: Expense	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



Capital Project Summary

Capital Project Number: PR0001

PS Project ID: C47099

Capital Project Title: Acquisition

**Region: Middletown, New Market,
Thurmont, Walkersville**

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

The unallocated acquisition category was established to permit acquisition of park sites based upon opportunities as they arise. Once an option to purchase is executed, a separate project can be created and the appropriate funds transferred. The following priority areas of projects are scheduled: Emmitsburg/ Thurmont Area RP/DP, New Market/ Spring Ridge Area CP, and Green Valley/Monrovia Area CP.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	7,318,195	4,718,195	100,000	500,000	500,000	500,000	500,000	500,000	
Total Cost:	7,318,195	4,718,195	100,000	500,000	500,000	500,000	500,000	500,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Dept of Natural Resources	2,608,556	2,322,554	47,667	47,667	47,667	47,667	47,667	47,667	
Transfer From General Fund	0								
Transfer From 23 Fund	688,642	688,642							
Recordation Tax Bonds	4,020,997	1,706,999	52,333	452,333	452,333	452,333	452,333	452,333	
Total Cost:	7,318,195	4,718,195	100,000	500,000	500,000	500,000	500,000	500,000	



Capital Project Summary

Capital Project Number: PR1026

PS Project ID:

Capital Project Title: Old National Pike DP - Ph 2

Region: New Market

Asset Category: Parks & Recreation

Est Completion Date: 6/27/2023

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Development will include construction of facilities such as picnic shelters, basketball courts, tennis courts, athletic fields, athletic field lights, playgrounds, volleyball courts, restrooms, concession/comfort stations, an amphitheater, paved hike/bike trail, landscaping, roads and parking lots. Additional phases will be determined in future CIP requests. FY2018 IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	199,998							199,998	
Architect/Engineering	597,723					597,723			
Construction	5,998,823							5,998,823	
IIT Infrastructure	30,150							30,150	
Furniture and Equipment	522,700							522,700	
Technology Equipment-IIT/DPW	58,400							58,400	
Inspections	307,571					52,409		255,162	
Project Management	57,200					26,000		31,200	
Total Cost:	7,772,565					676,132		7,096,433	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From 23 Fund	2,176,132					676,132		1,500,000	
General Obligation Bonds	2,429,453							2,429,453	
Recordation Tax Bonds	3,166,980							3,166,980	
Total Cost:	7,772,565					676,132		7,096,433	



Capital Project Summary

Capital Project Number: PR1028

PS Project ID:

Capital Project Title: Middletown CP Development & Rehab

Region: Middletown

Asset Category: Parks & Recreation

Est Completion Date: 9/4/2021

Asset Type: Parks & Recreation

Year Identified: 2013

Capital Project Status: Open

Capital Project Description:

This project includes both an expansion to the existing Community Park and a rehabilitation of current facilities, where appropriate. The expansion portion of the project is requested to emphasize development in the eastern section of the Park. Construction may include the development of a soccer/football field, little league field, parking lot, playground, restroom, and pond dredging with bank erosion protection. Construction of a restroom near the pond and installation of athletic field lighting for two (2) softball and two (2) little league fields and replacement of existing perimeter guardrail may also be accomplished. The rehabilitation portion of the project is intended to make improvements to park components that have reached the end of their life cycle. Park amenities and facilities projected to be included in this portion of this project may include, where appropriate, replacement of both entrance signs; repair/resurfacing of road/walkway paving; install paved sidewalk over dam; replace bleacher pad pavement with concrete; pave maintenance yard and enlarge overflow parking lot; replace shop and concession roofing; replace shelter electrical systems; improvements to pond; replace aerator system; replace truck shed and wood shop; install bulk storage bins; replace maintenance yard fence, replace all backstops/overthrow and outfield fences, replace fountains, valve vault and valves and water piping as needed, rehab restroom interior and replace street lights where needed, install lights along maintenance road and recycling area, and install security lighting/camera system in shop yard. Project will also include updating/amending the current Park Master Plan to include a skate spot, which was approved by the BOCC on September 15, 2009. Some miscellaneous park equipment may also be replaced, as appropriate. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	21,092					21,092			
Site Improvement	196,589			196,589					
Architect/Engineering	474,997			474,997					
Construction	4,096,563					4,096,563			
IIT Infrastructure	57,350					57,350			
Furniture and Equipment	117,260					117,260			
Technology Equipment-IIT/DPW	22,400					22,400			
Inspections	224,565			52,890		171,675			
Project Management	62,400			31,200		31,200			
Total Cost:	5,273,216			755,676		4,517,540			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From 23 Fund	5,273,216			755,676		4,517,540			
Total Cost:	5,273,216			755,676		4,517,540			



Capital Project Summary

Capital Project Number: PR1031

PS Project ID:

Capital Project Title: Point of Rocks Regional Park

Region: Adamstown

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

A site was acquired in 2010. A Master Plan in FY 2021 is the first step in development and creates a long-range comprehensive vision for the park. During the master planning process, the site is considered in the context of the surrounding neighborhood, as well as one park of many within the Frederick County Parks and Recreation system. When approved, this document will serve as a long-term decision making tool to be referred to during future design and construction projects. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	208,000			208,000					
Project Management	10,400			10,400					
Total Cost:	218,400			218,400					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From 23 Fund	218,400			218,400					
Total Cost:	218,400			218,400					



Capital Project Summary

Capital Project Number: PR1032

PS Project ID: C47039

Capital Project Title: Utica DP - Phase 2

Region: Frederick

Asset Category: Parks & Recreation

Est Completion Date: 7/1/2021

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Facilities scheduled for development in Phase 2 include roads & parking, water service, electric utilities, shelters, athletic fields (two of which are synthetic turf fields), athletic field lighting, playgrounds (including an inclusive playground), restrooms, basketball courts, tennis courts, trails, and the construction of a vehicular bridge to cross the creek. Some of these improvements would be for facilities that were not constructed in Phase 1 due to funding constraints. Funding is allocated under site improvements to continue preservation work on the Snook Family Farmstead possibly utilizing the partnership agreement with the NPS. The first priority would be to renovate the main house and to undertake any stabilization work as needed on the remaining structures. Additional phases will be submitted separately as part of future CIP requests. FY2018: Description revised to reflect accurate scope. IIT costs adjusted per IIT review; other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	151,503			151,503					
Site Improvement	2,291,943	11,958		2,279,985					
Architect/Engineering	706,777	650,777		56,000					
Construction	13,859,130	295,130		13,564,000					
IIT Infrastructure	86,350			86,350					
Project Management & Inspections	230,710	15,370		215,340					
Furniture and Equipment	535,600			535,600					
Technology Equipment-IIT/DPW	67,960			67,960					
Project Management	119,630	78,030		41,600					
Total Cost:	18,049,603	1,051,265		16,998,338					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Contributions & Donations	125,000	125,000							
Transfer From 23 Fund	6,850,611	435,490		6,415,121					
General Obligation Bonds	6,073,992	490,775		5,583,217					
Recordation Tax Bonds	5,000,000			5,000,000					
Total Cost:	18,049,603	1,051,265		16,998,338					



Capital Project Summary

Capital Project Number: PR1033

PS Project ID:

Capital Project Title: Rose Hill Exhibit and Storage Barn

Region: Frederick

Asset Category: Parks & Recreation

Est Completion Date: 7/4/2019

Asset Type: Parks & Recreation

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

The Rose Hill Manor Park & Museum Master Plan was completed in 2009. In this Master Plan, a proposed exhibit barn was identified on the north side of the stream. Letters of support for the construction of this proposed barn have been received from the Frederick County Farm Museum Association, Rose Hill Museum Council and the Frederick County Parks and Recreation Commission. This barn will provide 4,500 square feet of exhibit and storage space for the Frederick County Farm Museum Association, as well as 1,500 square feet of storage space for the Division of Parks and Recreation. Barn exterior will closely match the appearance (materials/colors) of the existing dairy and bank barns, including siding, roofing, windows and walk through doors. Barn will also provide sliding exterior doors to accommodate large farming equipment, concrete/cement flooring, loft area for material storage, electric service with interior/exterior lighting and outlets, interior ventilation/fans and frost free water hydrants.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	90,000							90,000	
Architect/Engineering	55,000							55,000	
Construction	550,000							550,000	
IIT Infrastructure	13,900							13,900	
Project Management & Inspections	80,000							80,000	
Technology Equipment-IIT/DPW	9,600							9,600	
Project Management	30,000							30,000	
Total Cost:	828,500							828,500	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From 23 Fund	828,500							828,500	
Total Cost:	828,500							828,500	



Capital Project Summary

Capital Project Number: PR2000

PS Project ID: C47062

Capital Project Title: Parks Systemic

Region: Countywide

Asset Category: Parks & Recreation

Est Completion Date: 7/14/2025

Asset Type: Parks & Recreation

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

This project anticipates future maintenance required for park components that have reached the end of their life cycle, including but not limited to: shelter roof replacements; fencing; repair and paving of parking lots and paths, including sidewalk and curb and replacement of park signage; and security cameras. For FY2018 the focus will be to repave parking lots at select parks and replace/upgrade existing wooden park signage. FY2018: Costs escalated 4%

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	384,969	65,049	22,398	33,058	33,058	33,058	33,058	33,058	132,232
Architect/Engineering	635,416	84,156	31,141	57,791	57,791	57,791	57,791	57,791	231,164
Construction	7,623,790	1,263,506	447,986	656,922	656,922	656,922	656,922	656,922	2,627,688
Project Management & Inspections	105,101	105,101							
Inspections	385,070		23,999	40,119	40,119	40,119	40,119	40,119	160,476
Project Management	274,800	20,000	20,800	26,000	26,000	26,000	26,000	26,000	104,000
Total Cost:	9,409,146	1,537,812	546,324	813,890	813,890	813,890	813,890	813,890	3,255,560

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,859,146	737,812	296,324	313,890	313,890	313,890	313,890	313,890	1,255,560
General Obligation Bonds	5,550,000	800,000	250,000	500,000	500,000	500,000	500,000	500,000	2,000,000
Total Cost:	9,409,146	1,537,812	546,324	813,890	813,890	813,890	813,890	813,890	3,255,560



Capital Project Summary

Capital Project Number: PR2009

PS Project ID:

Capital Project Title: Ballenger Creek Park Maintenance Area & Widrick House Rehabilitation

Region: Frederick

Asset Category: Parks & Recreation

Est Completion Date: 7/2/2022

Asset Type: Parks & Recreation

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

Adjacent to Ballenger Creek Park, the George Widrick house was acquired in 2010. The house, which was built circa 1795, is listed in the National Register of Historic Places by the National Park Service. Parks and Recreation staff has researched and explored potential uses of the property, which would include renting the house and surrounding property as an event facility. In addition, this project will look at rehabilitation of the nearby Park Maintenance Building and Yard, to accommodate potential offices for Parks and Recreation operations staff, additional space for equipment and material storage, restroom facilities and event parking. In order to determine the best use of the house and site, a concept study will need to be completed prior to design and construction and to ascertain cost estimates for future CIP requests. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	104,000						104,000		
Project Management	10,400						10,400		
Total Cost:	114,400						114,400		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	114,400						114,400		
Total Cost:	114,400						114,400		



Capital Project Summary

Capital Project Number: PR3001

PS Project ID: C47053

Capital Project Title: Bikeways/Trails Program

Region: Frederick

Asset Category: Parks & Recreation

Est Completion Date: 10/29/2021

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

The initial phase of the Bikeways/Trails Program involves the development of the Ballenger Creek Corridor. Subsequent sites will involve trail development in corridors identified in the Frederick County Bikeways and Trail Plan. In this CIP request, the County would be scheduling alternating design and construction funding years from FY2018 to FY2020. In the future, funding may be needed for trail acquisition or easements. It is anticipated that County construction funds can be matched with 50/50 matching grants from the Federal Transportation Enhancement Grant Program (TEP) for development phases. FY2018: Funding delayed one year. Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	439,785	266,837			172,948				
Construction	2,515,894			1,257,947		1,257,947			
Project Management & Inspections	0								
Inspections	155,781			68,318	19,145	68,318			
Project Management	62,400			26,000	10,400	26,000			
Total Cost:	3,173,860	266,837		1,352,265	202,493	1,352,265			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal, TEA-21	1,459,557	259,557		600,000		600,000			
Transfer From General Fund	107,355	7,280				100,075			
Transfer From 23 Fund	1,606,948			752,265	202,493	652,190			
Total Cost:	3,173,860	266,837		1,352,265	202,493	1,352,265			



Capital Project Summary

Capital Project Number: PR3005

PS Project ID:

Capital Project Title: Bridgeport Monocacy River Access

Region: Thurmont

Asset Category: Parks & Recreation

Est Completion Date: 1/5/2023

Asset Type: Parks & Recreation

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

The Frederick County Division of Parks and Recreation is partnering with the Carroll County Department of Recreation and Parks to develop a public river access in the area of the new Route 140 Bridge over the Monocacy River. Due to the limited vehicular access to this site, a 7-acre parcel was purchased adjacent to the bridge site, using POS Acquisition funding from both Counties. Both County agencies are currently looking into potential grant funding for master planning, design and construction of a river access at this site. Because of this, any required matching County funds will need to be scheduled in the appropriate fiscal year. Funding for developing a Park Master Plan is requested in FY2022. Development of this river access park will include an entrance off of Bridgeport Road, roadway, parking, picnic area, bulletin board, portable restroom enclosure, concrete ramp to river for carry-in boat launch, ADA accessible access for fishing, guardrail, appropriate park signage, and landscaping. In addition to these facilities, Parks and Recreation staff will also investigate the feasibility of adding a picnic shelter, a small playground, as well as a vaulted restroom. Since a majority of the property is in the 100-year flood plain, all improvements to the site will need to be reviewed by the Zoning Administrator prior to any approval of the master plan. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	104,000						104,000		
Project Management	10,400						10,400		
Total Cost:	114,400						114,400		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	114,400						114,400		
Total Cost:	114,400						114,400		



Capital Project Summary

Capital Project Number: PR3006

PS Project ID:

Capital Project Title: Rocky Ridge Landing Monocacy River Access

Region: Thurmont

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

Rocky Ridge Landing is located two miles east of Rocky Ridge on the south side of Maryland Route 77 at the Monocacy River. This unimproved site currently provides citizens access to the Monocacy River for various recreational opportunities, by way of a limited parking area along a widened road shoulder. Parks and Recreation staff would like to formalize this site by requesting funding for the implementation of a Master Plan in FY2023, which will assist in determining future park development. Typical facilities for a river access park will include an entrance off of Maryland Route 77, roadway, parking, picnic area, bulletin board, portable restrooms enclosure, concrete ramp to river for carry-in boat launch, ADA accessible access for fishing, guardrail, park signage and landscaping. In addition to these facilities, Parks and Recreation staff will also investigate the feasibility of adding a picnic shelter, a small playground, and a vaulted restroom. Since a large portion of the property is in the 100-year flood plain, all improvements to the site will need to be reviewed by the Zoning Administrator prior to any approval of the Master Plan. As part of the master planning process, a boundary survey will need to be completed and monuments installed at all property corners.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	104,000				104,000				
Project Management	10,500				10,500				
Total Cost:	114,500				114,500				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From 23 Fund	114,500				114,500				
Total Cost:	114,500				114,500				



Capital Project Summary

Capital Project Number: PR3501

PS Project ID: C47052

Capital Project Title: Park Schools

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Development funding will provide recreational facilities not normally associated with the regular FCPS program such as a regulation size gym, recreation room, office and storage. Park School facilities generally are placed at elementary schools. Specifics related to schedules and total costs need to be coordinated with the FCPS. FCPS is requesting Park School facilities for the following sites: Sugarloaf Elementary School and Butterfly Ridge Elementary School in FY2018 and East County Elementary School in FY2023. Since Butterfly Ridge Elementary School will be located within the City of Frederick, any and all operational costs related to these facilities will be incurred by the City. Costs for construction are based on the actual bid for the schools in FY2018 and estimated to at \$800,000 for future Park/School site, based upon data provided by FCPS Staff.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	688,000	688,000							
Construction - County Share	2,112,000		1,312,000					800,000	
Total Cost:	2,800,000	688,000	1,312,000					800,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
General Obligation Bonds	2,157,000	688,000	669,000					800,000	
Recordation Tax Bonds	643,000		643,000						
Total Cost:	2,800,000	688,000	1,312,000					800,000	



Capital Project Summary

Capital Project Number: PR8002

PS Project ID:

Capital Project Title: South County YMCA, Indoor Pool Partnership

Region: Urbana

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project would provide funding by the County to partner with the Young Men’s Christian Association (YMCA) and assist the YMCA in construction of the indoor swimming portion of a proposed YMCA facility, to be located in Urbana. In exchange for capital funding support, County residents who are not YMCA members would have the use of the indoor pool at agreed upon rates and scheduled times. The YMCA would also provide rental pool time to FCPS and community swim teams. The indoor pool portion of the proposed Urbana YMCA would include: eight-lane swimming/competitive pool, warm water teaching indoor family pool with interactive play features, locker rooms, spectator seating and a separate entrance for aquatic patrons.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Approp - Other Parties	3,600,000			600,000	600,000	600,000	600,000	600,000	600,000
Total Cost:	3,600,000			600,000	600,000	600,000	600,000	600,000	600,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,600,000			600,000	600,000	600,000	600,000	600,000	600,000
Total Cost:	3,600,000			600,000	600,000	600,000	600,000	600,000	600,000



CIP – WATERSHED RESTORATION

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WATERSHED RESTORATION AND RETROFIT

The Watershed Restoration and Retrofit CIP includes projects that meet requirements of the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) program, County-owned Industrial Discharge Permits for Stormwater, and County Chesapeake Bay and Local Total Maximum Daily Load (TMDL) requirements. Based on guidelines identified in the Clean Water Act, these programs seek the reduction of pollutants from stormwater. The NPDES MS4 permit, Industrial Stormwater permits, and TMDL programs are administered by the United States Environmental Protection Agency with permitting and enforcement delegated to the Maryland Department of the Environment (MDE). The Office of Sustainability and Environmental Resources of the Community Development Division is responsible for implementing these required programs for Frederick County government. Along with stormwater management retrofit and restoration projects, the program calls for watershed and TMDL plans, public education and outreach, resource mapping, water monitoring systems to detect pollutant discharge and an increased focus on site development, in addition to other requirements. Ultimately, these programs seek to provide long-term protection of our water resources from stormwater impacts.

Projects included in the approved CIP are:

- **Retrofits**
 - County Owned Stormwater Facilities
 - Point of Rocks Pond
- **Restorations**
 - Point of Rocks Stream
 - Little Hunting Creek



Englandtowne stormwater pond retrofit (funded in prior years) – Replaced the existing riser structure (above) with HDPE pipe and a weir structure which will feed into riprap lined step pools that will slow the flow of water and prevent erosion as it re-enters downstream (below)



Continued Projects:

- **Reforestation Program**
- **Point of Rocks Bioswales and Bioretention**
- **Englandtowne Bioswale**
- **Open Section Road Field Verification**



Englandtowne stream (funded in prior years as part of the Bennett Creek watershed project) – This project improved the drainage, protected the stream banks from severe erosion and will help improve water quality. (Before – top; After – bottom)



**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
Englestowne 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: Exeption	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



Capital Project Summary

Capital Project Number: WR1026

PS Project ID: C48022

Capital Project Title: County-Owned Stormwater Facility Retrofits (formerly Industrial Facility Retrofits)

Region: Countywide

Asset Category: Watershed Restoration & Retrofit

Est Completion Date: 7/3/2020

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

This project provides design and construction funds for recommended retrofits per the Phase A County-owned Industrial Facility Assessment. The objective of these funds is to meet the impervious acre restoration requirement for the Industrial Facility Permit - "General Discharge Permit for Stormwater Associates with Industrial Facilities." FY2018: Name changed to County-Owned Stormwater Facility Retrofits. Costs adjusted per Office of Sustainability estimates.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	130,316	55,000	75,316						
Architect/Engineering	2,551,214	878,752	1,000,000		672,462				
Construction	7,324,268	1,269,740	500,000	3,928,121	1,626,407				
Project Management & Inspections	66,000	21,000	45,000						
Project Management	20,800		20,800						
Total Cost:	10,092,598	2,224,492	1,641,116	3,928,121	2,298,869				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	4,794,598	2,224,492	641,116	928,121	1,000,869				
General Obligation Bonds	5,298,000		1,000,000	3,000,000	1,298,000				
Total Cost:	10,092,598	2,224,492	1,641,116	3,928,121	2,298,869				



Capital Project Summary

Capital Project Number: WR1034

PS Project ID: C48030

Capital Project Title: Point of Rocks Stream Restoration

Region: Brunswick

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This stream restoration is one outcome from Phase 1 of the Point of Rocks Stormwater Master Plan (WR1023/CR48014). Severe erosion was observed in the streambanks of stream draining into the Potomac River through the center of the Point of Rocks catchment area of Frederick County. This stream runs adjacent to a County-owned trail and park and backs up to several parcels of private property. The objective of this project is to improve the water quality and reduce stormwater runoff in an effort to meet the County's NPDES permit requirements (i.e., impervious acre treatment and TMDL goals) and protect the County's assets. The design cost includes a closed pipe analysis to determine the capacity needs for the storm drain network. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	100,000	100,000							
Site Improvement	200,000	200,000							
Architect/Engineering	1,089,125	1,089,125							
Construction	3,002,536		3,002,536						
Project Management & Inspections	134,480	70,000	64,480						
Project Management	20,800		20,800						
Total Cost:	4,546,941	1,459,125	3,087,816						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	87,816		87,816						
General Obligation Bonds	4,459,125	1,459,125	3,000,000						
Total Cost:	4,546,941	1,459,125	3,087,816						



Capital Project Summary

Capital Project Number: WR1035

PS Project ID: C48031

Capital Project Title: Point of Rocks Pond Retrofit

Region: Brunswick

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

The existing stormwater facility is an in-line stormwater pond within the Point of Rocks stream. The pond was built prior to 2002 and was designed to handle rainfall runoff for shorter storm events and smaller volumes of runoff than present-day ponds. In addition, the pond was not originally designed to serve a water quality function. The objective will be to reconfigure this pond in conjunction with the Point of Rocks Stream Restoration project to maximize pollutant removal and potentially increase runoff detention and flood-control functions. These improvements will be counted towards the impervious acre treatment and pollutant reduction requirements of the NPDES MS4 Permit. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	20,000	20,000							
Site Improvement	38,989	38,989							
Architect/Engineering	271,781	271,781							
Construction	492,882			492,882					
Project Management & Inspections	46,840	25,000		21,840					
Project Management	20,800			20,800					
Total Cost:	891,292	355,770		535,522					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	891,292	355,770		535,522					
Total Cost:	891,292	355,770		535,522					



Capital Project Summary

Capital Project Number: WR1036

PS Project ID: C48032

Capital Project Title: Little Hunting Creek Stream Restoration Phase 1

Region: Thurmont

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

As part of the FY 2015 CIP (WR1024), Little Hunting Creek subwatershed is evaluated for potential restoration sites. The subwatershed encompasses approximately five miles of stream. It is anticipated that a stream restoration project is needed to improve drainage and restore and protect stream banks and prevent property loss from erosion while improving water quality. The five miles of anticipated stream restoration are broken into smaller, more manageable segments. This project is Phase 1 of the stream restoration or the first segment. The project will serve as restoration credit for the MS4 NPDES permit. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	41,000	41,000							
Site Improvement	82,000	82,000							
Architect/Engineering	374,745	374,745							
Construction	1,081,190		1,081,190						
Project Management & Inspections	26,250	26,250							
Inspections	53,820		53,820						
Project Management	45,800	25,000	20,800						
Total Cost:	1,704,805	548,995	1,155,810						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,704,805	548,995	1,155,810						
Total Cost:	1,704,805	548,995	1,155,810						



Capital Project Summary

Capital Project Number: WR1037

PS Project ID:

Capital Project Title: Little Hunting Creek Stream Restoration Phase 2

Region: Thurmont

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

As part of the FY 2015 CIP (WR1024), Little Hunting Creek subwatershed is evaluated for potential restoration sites. The subwatershed encompasses approximately five miles of stream. It is anticipated that a stream restoration project is needed to improve drainage and restore and protect stream banks and prevent property loss from erosion while improving water quality. The five miles of anticipated stream restoration are broken into smaller, more manageable segments. This project is Phase 2 of the stream restoration or the second segment. The project will serve as restoration credit for the MS4 NPDES permit. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	42,640			42,640					
Site Improvement	85,280			85,280					
Architect/Engineering	389,735			389,735					
Construction	1,016,962				1,016,962				
Project Management & Inspections	81,120			27,300	53,820				
Project Management	46,800			26,000	20,800				
Total Cost:	1,662,537			570,955	1,091,582				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,662,537			570,955	1,091,582				
Total Cost:	1,662,537			570,955	1,091,582				



Capital Project Summary

Capital Project Number: WR1038

PS Project ID:

Capital Project Title: Little Hunting Creek Stream Restoration Phase 3

Region: Thurmont

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

As part of the FY 2015 CIP, Little Hunting Creek subwatershed is evaluated for potential restoration sites. The subwatershed encompasses approximately five miles of stream. It is anticipated that a stream restoration project is needed to improve drainage and restore and protect stream banks and prevent property loss from erosion while improving water quality. The five miles of anticipated stream restoration are broken into smaller, more manageable segments. This project is Phase 3 of the stream restoration or the third segment. The project will serve as restoration credit for the MS4 NPDES permit. FY2018: Costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	42,640			42,640					
Site Improvement	85,280			85,280					
Architect/Engineering	389,735			389,735					
Construction	1,016,962				1,016,962				
Project Management & Inspections	81,120			27,300	53,820				
Project Management	46,800			26,000	20,800				
Total Cost:	1,662,537			570,955	1,091,582				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,662,537			570,955	1,091,582				
Total Cost:	1,662,537			570,955	1,091,582				



Capital Project Summary

Capital Project Number: WR1039

PS Project ID: C48034

Capital Project Title: Reforestation Program

Region: Countywide

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This program will be managed by the Office of Sustainability and Environmental Resource's on-staff licensed forester. FY2018: Costs adjusted per Office of Sustainability estimates.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	3,126,264		829,148	1,230,450	1,066,666				
Site Improvement	781,567		207,287	307,613	266,667				
Construction	3,424,167	1,443,250	518,218	796,032	666,667				
Total Cost:	7,331,998	1,443,250	1,554,653	2,334,095	2,000,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,581,998	1,443,250	804,653	1,334,095					
General Obligation Bonds	3,750,000		750,000	1,000,000	2,000,000				
Total Cost:	7,331,998	1,443,250	1,554,653	2,334,095	2,000,000				



Capital Project Summary

Capital Project Number: WR1040

PS Project ID: C48033

Capital Project Title: Point of Rocks Bioswales & Bioretention

Region: Brunswick

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

16 bioretention/bioswale projects are an outcome of Phase 1 of the Point of Rocks Stormwater Master Plan (POR SWMP - C48014). Bioswales and bioretention are practices used in an attempt to mimic pre-development hydrology by treating and infiltrating runoff at the source. All 16 projects are located on County-owned property or within the County's road right-of-way. The objective is to improve water quality and reduce stormwater runoff to meet the County's NPDES permit requirements (i.e., impervious acre treatment and TMDL goals) and protect the County's assets. FY2018: Project costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	5,125	5,125							
Site Improvement	27,675	27,675							
Architect/Engineering	103,801	103,801							
Construction	359,842		359,842						
Project Management & Inspections	47,414	25,100	22,314						
Project Management	30,400	20,000	10,400						
Total Cost:	574,257	181,701	392,556						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	574,257	181,701	392,556						
Total Cost:	574,257	181,701	392,556						



Capital Project Summary

Capital Project Number: WR1041

PS Project ID:

Capital Project Title: Englandtowne Bioswale (Upper Reach)

Region: Adamstown

Asset Category: Watershed Restoration & Retrofit

Est Completion Date: 7/2/2019

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

The objective of this project is to improve water quality and reduce stormwater runoff in an effort to meet the County's NPDES permit requirements (i.e., impervious acre treatment and TMDL goals) and protect County assets (e.g., stream restoration, stormwater pond) in the upper reach area of the Englandtowne Stream Restoration. Stormwater flows from a culvert through a drainage swale and drains directly into the tributary to Fahrney Branch that was restored in 2014. The drainage swale is about 650 feet and involves two private property owners.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	15,000		15,000						
Architect/Engineering	50,000		50,000						
Construction	300,000			300,000					
Project Management & Inspections	30,000			30,000					
Project Management	15,000		15,000						
Total Cost:	410,000		80,000	330,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	410,000		80,000	330,000					
Total Cost:	410,000		80,000	330,000					



Capital Project Summary

Capital Project Number: WR1089

PS Project ID:

Capital Project Title: Open Section Road Field Verification

Region: Adamstown, Brunswick, Frederick, Middletown,...

Asset Category: Watershed Restoration & Retrofit

Est Completion Date: 8/3/2018

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

As part of the County's plan to meet the 20% of untreated impervious area goal, OSER intends to conduct a study of County open section roadways using SHA's "Existing Water Quality Grass Swale Identification Protocol" for submission to MDE. This Protocol is used to identify existing grass swales for impervious area treatment and load reduction credit systems by assessing and documenting existing grass channels that approximate the current MDE stormwater management criteria. By using GIS analysis, topographic data, aerial photography, hydraulic analysis and field verification, the Protocol will determine drainage areas, slopes, ditch lengths, bottom widths, velocities and lining material (i.e., grass, concrete, or rip-rap) in order to identify swales that currently provide water quality treatment. This assessment may also identify channels that do not meet the current criteria but may be candidates for future retrofits.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Planning/Study	500,000		500,000						
Total Cost:	500,000		500,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	500,000		500,000						
Total Cost:	500,000		500,000						



Capital Project Summary

Capital Project Number: WR1099

PS Project ID:

Capital Project Title: Watershed Systemics

Region:

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This project serves as a place holder for projects pertaining to the on-going permit requirements. Two types of project identified are stormwater pond retrofits and stream restorations. Stormwater Pond Retrofits are structural stormwater management measures for urban watersheds. They help to minimize accelerated channel erosion, reduce pollutant loads, promote conditions for improved aquatic habitat, and correct past mistakes. Stream restoration re-establishes the general structure, function, and self-sustaining behavior of the stream system that existed prior to disturbance. A broad range of measures are incorporated in these projects: removing watershed disturbances that cause stream instability; installing structures and planting vegetation to protect stream banks and provide habitat; reshaping or replacing unstable stream reaches with appropriately designed functional streams and associated floodplains. FY2018: Additional funds were added based on the current yearly costs to meet the maximum extent practicable (MEP).

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	40,250,000					5,750,000	5,750,000	5,750,000	23,000,000
Total Cost:	40,250,000					5,750,000	5,750,000	5,750,000	23,000,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	27,120,000					1,040,000	1,040,000	2,040,000	23,000,000
General Obligation Bonds	13,130,000					4,710,000	4,710,000	3,710,000	
Total Cost:	40,250,000					5,750,000	5,750,000	5,750,000	23,000,000



CIP – ROADS, BRIDGES, HIGHWAYS

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ROADS

- **Boyers Mill Road** – Project will provide a new two-lane road from Gas House Pike to Old National Pike. Several phases are anticipated with funding for construction scheduled in FY17 and FY19.



Work on Boyers Mill Road (north section)

- **Reich's Ford Road** - This project will primarily focus on the existing two lane road from Bartonsville Road to Ijamsville Road to meet the County standards for a collector or modified collector road per the current comprehensive plan and to upgrade/replace two bridges over Bush Creek.

- **Yeagertown Road** – Although identified as a project, funding is beyond the 6 year program.

- **Reels Mill Road** – Phase 2 will improve Reels Mill Road from MD 355 to Ball Road to meet Local Road standards. The total project length is approximately 1.0 mile. Funding for planning is scheduled in FY19.

- **Gas House Pike** – This project will upgrade Gas House Pike from the Frederick City Limit to Boyers Mill Road to serve future traffic growth in the New Market Region. Funding for construction is scheduled for FY20.

- **Christopher's Crossing Widening** – will include improvements to Christopher's Crossing from Whittier Drive (City Limit) to the Walter Martz Road/Jordan Valley Way intersection. Funding for design is in FY2021.



Improvements to the south section of Boyers Mill Road will receive construction funding in FY2019 but timing is contingent on the completion of the north section.

**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	220,800	0	279,800	934,500	2,648,600	0	0
Gas House Pike (from the City Limits to Boyers Mill)	9,706,400	11,462,600	1,756,200	2,224,400	7,482,000	0	0	0	0	0
Christopher's Crossing Widening	1,197,500	6,119,800	0	0	0	885,100	0	312,400	0	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: Exeption	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



Capital Project Summary

Capital Project Number: RD1052

PS Project ID: C28412

Capital Project Title: Boyers Mill Road

Region: New Market

Asset Category: Roads

Est Completion Date: 7/2/2020

Asset Type: Roads

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project will provide a new two-lane road with shoulders along Boyers Mill Road from Gas House Pike to Old National Pike. The upgrade is needed to meet increasing traffic demands in the area and commuter traffic from MD 26 through Mckaig Road. The project will include a number of key improvements throughout the 4 mile corridor that focus on safety, maintenance concerns, and preservation. The 2015 ADT for this road ranges from 5,266 vehicles per day (northern end) to 7,933 vehicles per day (southern end). Construction began on the north section (Gas house Pike to bridge over Lake Linganore) in FY 17. Construction is expected to begin on the south section (bridge over Lake Linganore to Old National Pike) in FY19.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	1,236,090	443,006	793,084						
Site Improvement	3,005,700	760,300	5,400	2,240,000					
Architect/Engineering	3,445,800	2,731,500	130,000	584,300					
Planning/Study	0								
Construction	17,596,038	6,412,738		11,183,300					
Project Management & Inspections	509,788	42,588	263,000	204,200					
Project Management	187,765	187,765							
Misc Recovery	-134,599	-134,599							
Total Cost:	25,846,582	10,443,298	1,191,484	14,211,800					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Dept of Transportation	1,200,000			1,200,000					
Transfer From General Fund	1,635,343	1,635,343							
Transfer from 24 fund	2,073,492	2,073,492							
General Obligation Bonds	20,911,025	6,707,741	1,191,484	13,011,800					
Developer Contributions	26,722	26,722							
Total Cost:	25,846,582	10,443,298	1,191,484	14,211,800					



Capital Project Summary

Capital Project Number: RD1061

PS Project ID:

Capital Project Title: Reichs Ford Road - Ph 2

Region: New Market, Urbana

Asset Category: Roads

Est Completion Date: 10/2/2028

Asset Type: Roads

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project will primarily focus on the upgrade/replacement of two bridges over Bush Creek. The bridges are prone to vehicular damages due to their narrow width and substandard approach alignments. The existing two lane road from Bartonville Road to Ijamsville Road for a distance of 1.6 miles, including the at-grade railroad crossing, will be evaluated during the planning phase to meet the County standards for a collector or modified collector road per the current comprehensive plan. The planning phase will investigate existing deficiencies in horizontal and vertical alignments, storm drainage systems and possible stream bank stabilization due to the close proximity of the road with Bush Creek. This project will complete the regional corridor upgrade between the Reichs Ford Road phase I project and the Ijamsville Road Phase I project. The 2015 ADT is 601 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	1,320,000								1,320,000
Site Improvement	122,400								122,400
Architect/Engineering	664,400								664,400
Planning/Study	330,100							197,900	132,200
Construction	6,924,700								6,924,700
Project Management & Inspections	676,600							162,900	513,700
Total Cost:	10,038,200							360,800	9,677,400

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal Grants - Pass Thru	2,380,900								2,380,900
Transfer From General Fund	692,900							60,800	632,100
General Obligation Bonds	6,964,400							300,000	6,664,400
Total Cost:	10,038,200							360,800	9,677,400



Capital Project Summary

Capital Project Number: RD1064

PS Project ID:

Capital Project Title: Yeagertown Road

Region: New Market

Asset Category: Roads

Est Completion Date: 9/27/2030

Asset Type: Roads

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This roadway serves as a link from Boyers Mill Road to either the proposed I-70/Meadow Road Interchange or Ijamsville Road and then to I-270. The project will upgrade the existing tar and chip road to a modified minor arterial from Boyers Mill Road for approximately 0.7 miles. The remaining 1.1 miles to Old National Pike will be upgraded to a local road status. The project will upgrade the existing tar and chip surface and serve future traffic growth. The 2012 ADT is 1,500 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	1,645,000								1,645,000
Site Improvement	303,800								303,800
Architect/Engineering	482,100								482,100
Planning/Study	205,400								205,400
Construction	5,091,300								5,091,300
Project Management & Inspections	487,600								487,600
Total Cost:	8,215,200								8,215,200

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	8,215,200								8,215,200
Total Cost:	8,215,200								8,215,200



Capital Project Summary

Capital Project Number: RD1065

Capital Project Title: Reels Mill Road - Ph 2

Asset Category: Roads

Asset Type: Roads

Capital Project Status: Open

PS Project ID:

Region: Urbana

Est Completion Date: 11/1/2024

Year Identified: 2010

Capital Project Description:

This roadway is a primary route between Reichs Ford Road and I-270. The project will improve Reels Mill Road from MD 355 to Ball Road to meet local road standards. The total project length is approximately 1.0 mile. The 2015 ADT is 556 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	669,000						669,000		
Site Improvement	265,500						265,500		
Architect/Engineering	279,800					279,800			
Planning/Study	120,200			120,200					
Construction	2,498,900							2,498,900	
Project Management & Inspections	250,300			100,600				149,700	
Total Cost:	4,083,700			220,800		279,800	934,500	2,648,600	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	80,600			50,800		29,800			
General Obligation Bonds	4,003,100			170,000		250,000	934,500	2,648,600	
Total Cost:	4,083,700			220,800		279,800	934,500	2,648,600	



Capital Project Summary

Capital Project Number: RD1067

PS Project ID: C28391

Capital Project Title: Gas House Pike (from the City Limits to Boyers Mill Road)

Region: New Market

Asset Category: Roads

Est Completion Date: 10/1/2022

Asset Type: Roads

Year Identified: 2013

Capital Project Status: Open

Capital Project Description:

This project will upgrade Gas House Pike from the Frederick City Limit to Boyers Mill Road to serve future traffic growth in the New Market Region. Gas House Pike will be designed and constructed to minor arterial standards, modified to provide 5-foot paved and 4-foot grass shoulders for a distance of about 2.7 miles. Other proposed improvements may include horizontal and vertical alignments, road widening, shoulder construction, slope stabilization/protection, and intersection improvements. The 2015 ADT ranges from 5,343 vehicles per day (west of Boyers Mill Road) to 6,895 vehicles per day (west of Linganore Road).

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	1,547,000	135,000		1,412,000					
Site Improvement	812,400			812,400					
Architect/Engineering	694,200	694,200							
Planning/Study	268,000	268,000							
Construction	7,483,800	467,000			7,016,800				
Project Management & Inspections	657,200	192,000			465,200				
Total Cost:	11,462,600	1,756,200		2,224,400	7,482,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Dept of Transportation	800,000				800,000				
Transfer From General Fund	248,400	192,200		31,200	25,000				
General Obligation Bonds	10,414,200	1,564,000		2,193,200	6,657,000				
Total Cost:	11,462,600	1,756,200		2,224,400	7,482,000				



Capital Project Summary

Capital Project Number: RD1068

PS Project ID:

Capital Project Title: Christopher's Crossing Widening

Region: Frederick

Asset Category: Roads

Est Completion Date: 7/1/2026

Asset Type: Roads

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project will include improvements to Christopher's Crossing from Whittier Drive (City Limit) to the Walter Martz Road/Jordan Valley Way intersection to upgrade from a two-lane median divided roadway to a four-lane median divided roadway. Upgrade of this roadway is necessary to provide a roadway typical section consistent with the adjoining Frederick City maintained segments of Christophers Crossing. This upgrade is also necessary to accommodate the increased traffic anticipated with completion of the US 15/Monocacy Boulevard interchange by SHA and completion of missing segment between the Walter Martz/Poole Jones and Opposomtown Pike intersections by Frederick City. Intersection improvements at the Christophers Crossing/ Yellow Springs intersection are excluded from this projects and will be completed by others. This road is designated as an on-street bikeway. The 2015 ADT on this roadway is 4,618 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	250,000							250,000	
Site Improvement	62,400							62,400	
Architect/Engineering	698,900					698,900			
Construction	4,643,600								4,643,600
Project Management & Inspections	464,900					186,200			278,700
Total Cost:	6,119,800					885,100		312,400	4,922,300

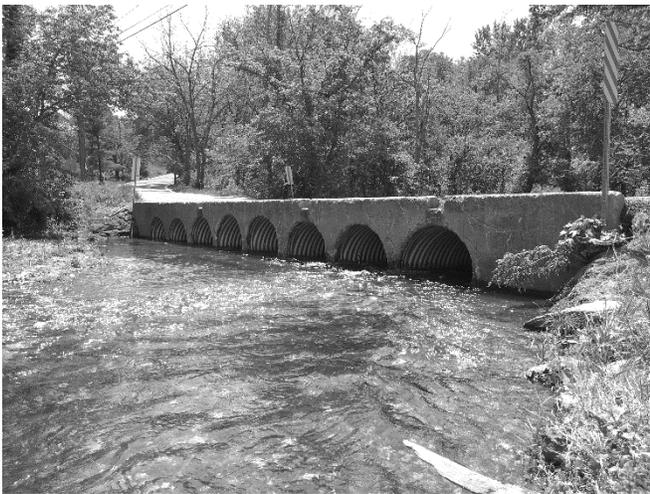
Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	5,268,800					34,100		312,400	4,922,300
General Obligation Bonds	851,000					851,000			
Total Cost:	6,119,800					885,100		312,400	4,922,300

BRIDGES

Four bridge/culvert projects are scheduled for construction funding in the FY18-FY23 CIP. Two more projects (Stottlemeyer Road Bridge and Old Mill Road Bridge) receive design funding during the six year CIP.

FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
		Hoovers Mill Road Bridge	Hessong Bridge Rd Bridge	Brethren Church Rd Bridge	
			Hornets Nest Road Bridge		



Brethren Church Rd Bridge – will replace an existing mutli-cell pipe structure over Catoctin Creek



Hoover Mill Rd Bridge – will rehab the existing pony truss bridge structure and repainting

**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
Stottlemeyer 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: Exepense	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



Capital Project Summary

Capital Project Number: BR1029

PS Project ID: C27707

Capital Project Title: Gas House Pike Bridge

Region: New Market

Asset Category: Bridges

Est Completion Date: 6/30/2018

Asset Type: Bridges

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project includes the construction of two separate two-lane bridges (75 and 50 foot spans) carrying Gas House Pike over Linganore Creek. The proposed bridges replace an existing bridge (larger multi-cell pipe structure) and a small structure (small multi-cell pipe structure) that are prone to flooding. The roadway profile will also be raised significantly to assist in reducing the flooding frequency at this location. The roadway approaches within the project limits will be designed to meet Collector standards. This road is designated as an on-street bikeway. The 2015 ADT at the bridge is 1,417 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	145,000	145,000							
Site Improvement	375,000	64,600	310,400						
Architect/Engineering	591,000	440,000	151,000						
Construction	2,974,800	2,849,800	125,000						
Project Management & Inspections	275,800	275,800							
Project Management	0								
Total Cost:	4,361,600	3,775,200	586,400						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal Grants - Pass Thru	2,482,300	2,382,300	100,000						
Transfer From General Fund	200,000	200,000							
General Obligation Bonds	1,679,300	1,192,900	486,400						
Total Cost:	4,361,600	3,775,200	586,400						



Capital Project Summary

Capital Project Number: BR1032

PS Project ID:

Capital Project Title: Brethren Church Rd Br

Region: Middletown

Asset Category: Bridges

Est Completion Date: 7/3/2024

Asset Type: Bridges

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

This project will replace an existing multi-cell pipe structure over Catoctin Creek. The hydraulic opening is inadequate and traps debris, causing water to overtop the road. The 2015 ADT at the bridge is 593 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	60,000					60,000			
Site Improvement	32,900					32,900			
Architect/Engineering	153,000				153,000				
Construction	764,800						764,800		
Project Management & Inspections	68,800						68,800		
Project Management	38,300				38,300				
Total Cost:	1,117,800				191,300	92,900	833,600		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	47,800				11,300	17,900	18,600		
General Obligation Bonds	1,070,000				180,000	75,000	815,000		
Total Cost:	1,117,800				191,300	92,900	833,600		



Capital Project Summary

Capital Project Number: BR1033

PS Project ID: C27709

Capital Project Title: Hessong Bridge Road Bridge

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 7/1/2022

Asset Type: Bridges

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project will provide a new two-lane bridge to carry Hessong Bridge Road over Little Hunting Creek. It will also improve the roadway approaches to meet collector standards. The existing Acrow panel bridge only provides for one lane of traffic. This road is designated as a on-street bikeway. The 2015 ADT at the bridge is 591 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	120,000				120,000				
Site Improvement	36,100				36,100				
Architect/Engineering	213,100			213,100					
Planning/Study	88,300	88,300							
Construction	1,323,200					1,323,200			
Project Management & Inspections	104,900					104,900			
Project Management	66,200	66,200							
Total Cost:	1,951,800	154,500		213,100	156,100	1,428,100			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal Grants - Pass Thru	1,292,000			170,500		1,121,500			
Transfer From General Fund	55,800			42,600	1,400	11,800			
General Obligation Bonds	604,000	154,500			154,700	294,800			
Total Cost:	1,951,800	154,500		213,100	156,100	1,428,100			



Capital Project Summary

Capital Project Number: BR1036

PS Project ID:

Capital Project Title: Hoovers Mill Road Bridge (No. 15-11)

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 11/21/2020

Asset Type: Bridges

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

This project involves the rehabilitation of the existing pony truss bridge on Hoovers Mill Road over Owens Creek. The existing bridge has a span length of 67 feet and a posted weight limit of 26,000 lbs. The project will provide for the rehabilitation of the substructure and superstructure including complete cleaning and painting of the structural steel, and upgrade of the traffic railings on the bridge and approaches. If possible, the project will include improvements to increase the posted weight limit. The 2015 ADT at the bridge is 41 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	17,000			17,000					
Site Improvement	16,400			16,400					
Architect/Engineering	182,500		182,500						
Construction	917,800				917,800				
Project Management & Inspections	73,200				73,200				
Project Management	47,000		47,000						
Total Cost:	1,253,900		229,500	33,400	991,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	57,400			16,400	41,000				
General Obligation Bonds	1,196,500		229,500	17,000	950,000				
Total Cost:	1,253,900		229,500	33,400	991,000				



Capital Project Summary

Capital Project Number: BR1037

PS Project ID:

Capital Project Title: Hornets Nest Road Bridge (No. 05-22)

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 11/20/2021

Asset Type: Bridges

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

This project will replace an existing multi-cell pipe structure that is in very poor condition. The hydraulic opening is inadequate and traps debris, causing water to overtop the road. The 2015 ADT at the bridge is 97 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	18,000				18,000				
Site Improvement	5,400				5,400				
Architect/Engineering	166,100			166,100					
Construction	829,400					829,400			
Project Management & Inspections	74,300					74,300			
Project Management	49,100			49,100					
Total Cost:	1,142,300			215,200	23,400	903,700			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal Grants - Pass Thru	708,100					708,100			
Transfer From General Fund	95,200			26,200	23,400	45,600			
General Obligation Bonds	339,000			189,000		150,000			
Total Cost:	1,142,300			215,200	23,400	903,700			



Capital Project Summary

Capital Project Number: BR1049

PS Project ID:

**Capital Project Title: Stottlemeyer Road Bridge F06-01
Deck Replacement**

Region: Middletown

Asset Category: Bridges

Est Completion Date: 9/3/2022

Asset Type: Bridges

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project will replace the deteriorating concrete bridge deck and joints on Stottlemeyer Road over Middle Creek. Painting of structural steel is also included in the work. The 2009 ADT at the Stottlemeyer Road Bridge is 1456 vehicles per day. The bridge was built in 1977.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	10,000							10,000	
Site Improvement	20,000							20,000	
Architect/Engineering	175,000						175,000		
Construction	695,000								695,000
Project Management & Inspections	112,000						56,000		56,000
Total Cost:	1,012,000						231,000	30,000	751,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Federal Grants - Pass Thru	589,600								589,600
Transfer From General Fund	61,000						31,000	30,000	
General Obligation Bonds	361,400						200,000		161,400
Total Cost:	1,012,000						231,000	30,000	751,000



Capital Project Summary

Capital Project Number: BR1051

PS Project ID:

Capital Project Title: Replacement of Old Mill Road Bridge
No. F04-09

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 11/1/2025

Asset Type: Bridges

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project will replace an existing three-span, 40' long, timber bridge over the Maryland Midland Railroad. The project will remove the two timber pier bents from the railroad right-of-way and replace the deteriorating concrete abutments. The 2015 ADT at the bridge is 63 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	80,000							80,000	
Architect/Engineering	208,000						208,000		
Construction	988,000								988,000
Project Management & Inspections	83,800								83,800
Project Management	52,000						52,000		
Total Cost:	1,411,800						260,000	80,000	1,071,800

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	81,800						10,000		71,800
General Obligation Bonds	1,330,000						250,000	80,000	1,000,000
Total Cost:	1,411,800						260,000	80,000	1,071,800

HIGHWAYS

Like most County departments, the Highway Department has seen a dramatic increase in level of need for its services over the past decade. Most of the increases are due to a significant amount of growth in a relatively short period of time. The increased growth has caused an acceleration of the wear and breakdown of these roads. With normal use, a paved surface should last between 10-20 years. Currently, the County is responsible for the maintenance of approximately 1,273 centerline miles of roads.

The following projects are scheduled for FY18 – FY23.

- **Pavement Management Program** - This program funds Roadway Surface Management System, Surface Coat, Patching, Overlay, Cold-in-Place Recycling, and Full-Depth Reclamation. This project is scheduled for funding throughout the six-year CIP ranging from \$8.6 – 16.8 million per year for a total of \$82.2 million.
- **Highway Network Systemic – General**
Consists of the road stabilization, pipe culvert replacement, and the safety/spot improvements programs
- **Sidewalk Retrofit Program** – A multi-year project to upgrade existing county owned pedestrian facilities to comply with current ADA standards
- **Signalization** – This program provides funds for signal needs or roundabouts at intersections. On-going funding for the six years of the CIP is \$1.9 million.
- **Roads Satellite Facilities #3** – will update the Myersville and Jefferson road satellite facilities.
- **Urbana Satellite Yard** – Includes installation of a 10,000 ton Salt Barn with conveyor and attached truck shed for equipment storage, oil/grit separator, trailer haul-off, concrete and paving repairs.



Yellow Springs Road - Overlay

**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: Expense	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



Capital Project Summary

Capital Project Number: HW1001

PS Project ID: C29919

Capital Project Title: Pavement Mgmt Pgm FY09-ongoing

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highways

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Many of the older county roads have deteriorated and are causing many maintenance problems. Funding is needed to execute this program so that our roadway network can fulfill the public needs. Typically, the funds will be used for the following contracts: patching, surface coat, overlay, cold-in-place recycling, full-depth reclamation, tar and chip sealing, and crack filling.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	130,027,505	37,323,005	14,995,700	14,903,000	17,878,700	14,975,700	14,975,700	14,975,700	
Total Cost:	130,027,505	37,323,005	14,995,700	14,903,000	17,878,700	14,975,700	14,975,700	14,975,700	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Contributions & Donations	15,000	15,000							
Transfer From General Fund	74,020,615	29,965,078	7,118,000	7,232,000	8,670,000	6,500,000	7,387,865	7,147,672	
General Obligation Bonds	55,325,442	6,676,479	7,877,700	7,671,000	9,208,700	8,475,700	7,587,835	7,828,028	
Premium - GO Bonds	666,448	666,448							
Total Cost:	130,027,505	37,323,005	14,995,700	14,903,000	17,878,700	14,975,700	14,975,700	14,975,700	



Capital Project Summary

Capital Project Number: HW1050

PS Project ID: C29920

Capital Project Title: Highway Network Systemic - General

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highways

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project combines the Pipe Culvert Replacement and Road Stabilization projects from previous capital improvement programs and adds safety/spot improvements for various county roadways. The Pipe Culvert Replacement aspect of this project includes the repair and replacement of pipe culverts and associated headwalls/end treatments with an opening of less than 20' (or extreme ends of openings for multiple pipes) which have been identified through routine inspections or complaints. These culverts are not covered under the Federal Bridge Replacement and Rehabilitation Program. Funding for Road Stabilization projects will be added to this program as they are identified. Safety/Spot improvement projects include widening of existing roadways/intersections for improved safety and efficiency, stabilization of roadway embankments, sight distance enhancements, or drainage improvements. The safety/spot improvements projects in this program will typically require permitting, utility relocations, engineering/design, and/or project management/inspections that are typically beyond the scope of a routine maintenance project but don't meet the requirements of a stand-alone CIP project. Also included in this program (added in FY 2017) are bridge painting, concrete deck repairs and bridge deck joint repairs/replacement.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Land	184,000	46,000	23,000	23,000	23,000	23,000	23,000	23,000	
Site Improvement	77,400	18,600	9,800	9,800	9,800	9,800	9,800	9,800	
Architect/Engineering	193,600	46,600	24,500	24,500	24,500	24,500	24,500	24,500	
Construction	6,979,200	1,617,600	893,600	893,600	893,600	893,600	893,600	893,600	
Project Management & Inspections	387,800	93,200	49,100	49,100	49,100	49,100	49,100	49,100	
Total Cost:	7,822,000	1,822,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	2,722,000	622,000	350,000	350,000	350,000	350,000	350,000	350,000	
General Obligation Bonds	5,100,000	1,200,000	650,000	650,000	650,000	650,000	650,000	650,000	
Total Cost:	7,822,000	1,822,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	



Capital Project Summary

Capital Project Number: HW1090

PS Project ID: C29921

Capital Project Title: Sidewalk Retrofit Program

Region:

Asset Category: Highways

Est Completion Date: 7/3/2025

Asset Type: Highways

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

This project will address deficiencies in existing pedestrian facilities within County maintained rights-of-way that were found to be non-compliant with current Americans with Disabilities Act (ADA) standards. The County conducted a Self Evaluation in the spring of 2014 to identify these deficiencies and subsequently developed a Transition Plan to address the deficiencies. The Transition Plan commits to addressing the deficiencies found in the 2014 self evaluation over a 10 year period beginning in the 2016 fiscal year. Sidewalk and ramp work will be performed along County roads in residential and commercial areas throughout the County. The work includes complete reconstruction of approximately 20 miles of sidewalk and repair or replacement of 2,218 curb ramps, 1,177 driveway aprons, and 3,747 other non-compliant sidewalk features.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	7,416,345	1,595,745	970,100	970,100	970,100	970,100	970,100	970,100	
Project Management & Inspections	1,263,800	303,800	160,000	160,000	160,000	160,000	160,000	160,000	
Total Cost:	8,680,145	1,899,545	1,130,100	1,130,100	1,130,100	1,130,100	1,130,100	1,130,100	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,520,145	139,545	230,100	230,100	230,100	230,100	230,100	230,100	
General Obligation Bonds	7,160,000	1,760,000	900,000	900,000	900,000	900,000	900,000	900,000	
Total Cost:	8,680,145	1,899,545	1,130,100	1,130,100	1,130,100	1,130,100	1,130,100	1,130,100	



Capital Project Summary

Capital Project Number: HW1100

PS Project ID: C29939

Capital Project Title: Road Signalization FY09 ongoing

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highways

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This program provides funds for new signal, signal modification, and road channelization needs at State-County intersections as well as at County-County intersections.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	10,000	10,000							
Construction	3,138,028	1,177,228	326,800	326,800	326,800	326,800	326,800	326,800	
Total Cost:	3,148,028	1,187,228	326,800	326,800	326,800	326,800	326,800	326,800	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	2,818,444	1,057,644	226,800	226,800	326,800	326,800	326,800	326,800	
General Obligation Bonds	300,000	100,000	100,000	100,000					
Developer Contributions	29,584	29,584							
Total Cost:	3,148,028	1,187,228	326,800	326,800	326,800	326,800	326,800	326,800	



Capital Project Summary

Capital Project Number: HW3004

PS Project ID: C21010

Capital Project Title: Roads Satellite Facilities #3

Region: Brunswick, Middletown, New Market

Asset Category: Highways

Est Completion Date: 11/1/2021

Asset Type: Highways

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project enables the County to station staff, materials, and equipment at the Myersville and Jefferson satellite facilities. Myersville improvements include the remediation of water well deficiencies, a new entrance onto U.S. 40, truck shed with wash bay, brine system, pre-engineered building requisite for 24/7 operation, fuel island and back-up generator, renovation of the welding shop, and security features. Fuel storage, a generator, and security features are provided at Jefferson.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Noncapital Equipment	10,200	5,000	5,200						
Site Improvement	111,815	35,875	42,640	33,300					
Architect/Engineering	351,750	71,750	280,000						
Construction	4,541,461	95,325	3,686,136	760,000					
IIT Infrastructure	22,000		11,000	11,000					
Project Management & Inspections	184,490	21,000	113,490	50,000					
Furniture and Equipment	31,620	15,500	16,120						
Technology Equipment-IIT/DPW	44,000		22,000	22,000					
Project Management	84,600	20,000	41,600	23,000					
Total Cost:	5,381,936	264,450	4,218,186	899,300					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	101,936	44,450	48,186	9,300					
General Obligation Bonds	5,280,000	220,000	4,170,000	890,000					
Total Cost:	5,381,936	264,450	4,218,186	899,300					



Capital Project Summary

Capital Project Number: HW3005

PS Project ID: C21011

Capital Project Title: Urbana Satellite Yard

Region: Urbana

Asset Category: Highways

Est Completion Date: 7/3/2019

Asset Type: Highways

Year Identified: 2017

Capital Project Status: Open

Capital Project Description:

This project improves operations at the Urbana Satellite Yard with the installation of a 10,000 ton Salt Barn with conveyor and attached truck shed for equipment storage. Trailers providing office space and living quarters used during emergency operations are replaced with a permanent stick-built structure. Other costs include an oil/grit separator, trailer haul-off, concrete and paving repairs. A feasibility study is performed prior to commencing site design and will refine project costs. FY2018: IIT costs adjusted per IIT review. All other costs escalated 4%.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	20,800		20,800						
Architect/Engineering	218,400		218,400						
Feasibility Study	80,000	80,000							
Construction	3,016,000			3,016,000					
IIT Infrastructure	13,000			13,000					
Project Management & Inspections	119,800	10,000	5,000	104,800					
Technology Equipment-IIT/DPW	17,032			17,032					
Project Management	35,800		15,800	20,000					
Total Cost:	3,520,832	90,000	260,000	3,170,832					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	159,192	90,000	35,000	34,192					
General Obligation Bonds	3,361,640		225,000	3,136,640					
Total Cost:	3,520,832	90,000	260,000	3,170,832					



Capital Project Summary

Capital Project Number: HW9002

PS Project ID:

Capital Project Title: MD 85 Improvements

Region:

Asset Category: Highways

Est Completion Date:

Asset Type: Highways

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

To provide reimbursement for improvements to MD85 per the MOU executed FY2013 and amended in subsequent years

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	1,100,000		1,100,000						
Total Cost:	1,100,000		1,100,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
General Obligation Bonds	1,100,000		1,100,000						
Total Cost:	1,100,000		1,100,000						



CIP – FREDERICK COMMUNITY COLLEGE

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FREDERICK COMMUNITY COLLEGE

The Frederick County Comprehensive Plan does not directly address Frederick Community College (FCC) facility needs. The College has a Master Plan which projects campus needs over a long term period.

- **Jefferson Hall Reconfiguration** – will consolidate Learning Support services to create a more efficient and cost effective Welcome Center and one-stop shop for current and prospective students
- **Linganore Hall Renovation/Addition** – will provide an enhanced testing center which integrates with Learning Support Services, additional general classrooms, collaborative student learning areas as well as faculty offices.
- **Building E Renovation/Addition** – provides additional general instructional space that has the ability to be reconfigured to create more flexible classrooms as well as allow for the consolidation of Continuing Education programs and services.
- **Technology Upgrade** – Funding is scheduled in FY18, FY19, and FY20 for upgrades to PeopleSoft Student, HR and Finance software systems.
- **Classroom Technology Upgrades** – Provides funding to upgrade classroom technology in buildings not being totally renovated.
- **FCC Systemics** – Renovations to maintain buildings and grounds and to address life safety projects



**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	150,000	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	750,000
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: Expense	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



Capital Project Summary

Capital Project Number: FC2002

PS Project ID: C76083

Capital Project Title: Science/Tech Hall Renov-FCC

Region: Frederick

Asset Category: Community College

Est Completion Date: 12/21/2013

Asset Type: Community College

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Renovate first floor of Science/Technology Hall - expand C102 and C120 labs. Expand balance room (C120) to allow for additional equipment and student work stations. Add multimedia capability to all labs. Create a new lab for Biotechnology Program. Replace equipment as required. Expand science area to second floor as needed and renovate all spaces.

This project is complete. Moving funding to help fund systemic projects

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	6,633,000	6,683,000	-50,000						
Capital Appropriations	1,947,000	1,947,000							
Capital Approp Equipment	650,000	950,000	-300,000						
Total Cost:	9,230,000	9,580,000	-350,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	5,290,160	5,290,160							
Transfer From General Fund	96,047	446,047	-350,000						
General Obligation Bonds	3,843,793	3,843,793							
Total Cost:	9,230,000	9,580,000	-350,000						



Capital Project Summary

Capital Project Number: FC2003

PS Project ID: C76084

Capital Project Title: Building B Renovation

Region:

Asset Category: Community College

Est Completion Date: 12/1/2015

Asset Type: Community College

Year Identified: 2013

Capital Project Status: Funded

Capital Project Description:

This project scope has been revised to completely reconfigure the interior of the building and all finishes. This will require a phased construction approach with complete interior demolition of interior wall systems. Also added are two exterior classrooms complete with projection/screen equipment. This renovation will provide for technology improvements and updating that will improve teaching methods.

This project is substantially complete. Moving funding to help fund systemic projects

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	699,731	732,000	-32,269						
Construction	7,129,269	8,097,000	-967,731						
Capital Approp Equipment	673,923	673,923							
Total Cost:	8,502,923	9,502,923	-1,000,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	5,471,660	5,471,660							
Transfer From General Fund	111,263	417,765	-306,502						
General Obligation Bonds	2,920,000	3,613,498	-693,498						
Total Cost:	8,502,923	9,502,923	-1,000,000						



Capital Project Summary

Capital Project Number: FC2004

PS Project ID: C76086

Capital Project Title: Monroe Reconfiguration

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

Renovate and reconfigure approximately 40,000 square feet of the 55,000 square foot building to expand the College's ability to provide Frederick County with workforce training in both existing and newly added trade and technical programs. Frederick County Workforce Services will renovate the remaining space for their program needs. The synergy created by co-location of these two entities will create a natural pathway for County citizens requiring help entering the work force. Renovation would include creation or upgrades of HVAC, Welding, Electric, and Innovation labs, increased Culinary Arts spaces, a Cyber Security lab, classrooms, offices, lounge space and support areas.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering	0								
Construction	0								
Architect/Engineering - State Share	219,000	219,000							
Construction - State Share	3,277,700	3,277,700							
Equipment - State Share	545,300	545,300							
Architect/Engineering - County Share	181,000	181,000							
Construction - County Share	2,351,300	2,351,300							
Equipment - County Share	454,700	454,700							
Total Cost:	7,029,000	7,029,000							

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	4,042,000	2,255,000	1,787,000						
Transfer From General Fund	25,374	25,374							
General Obligation Bonds	2,961,626	4,748,626	-1,787,000						
Total Cost:	7,029,000	7,029,000							



Capital Project Summary

Capital Project Number: FC2005

PS Project ID: C76088

Capital Project Title: Jefferson Hall (Bldg J)
Reconfiguration

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2016

Capital Project Status: Open

Capital Project Description:

The reconfiguration of the first floor, and minor modifications to the second and third floors, would consolidate Learning Support services to create a more efficient and cost effective Welcome Center and one-stop shop for current and prospective students. The functional enhancement of the space, the co-location and consolidation of services as well as a visual connectivity and ease of access to other necessary Learning Support spaces, such as the Testing Center located in Linganore Hall, would create a seamless approach to enrollment and learning support delivery.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction - County Share	1,804,925		1,804,925						
Total Cost:	1,804,925		1,804,925						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	104,925		104,925						
General Obligation Bonds	1,700,000		1,700,000						
Total Cost:	1,804,925		1,804,925						



Capital Project Summary

Capital Project Number: FC2006

PS Project ID:

Capital Project Title: Linganore Hall (Bldg L)
Renovation/Addition

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

At their January 21, 2015 Board meeting, the Board of Trustees amended the Facilities Master Plan and removed the new Allied Health and STEM Buildings, at a projected savings of approximately \$35 million. Because we are not constructing a new Allied Health and Nursing program building, we have needs for improved classrooms and skills teaching labs, additional general classrooms, an enhanced testing center which integrates with Learning Support Services, collaborative student learning areas as well as faculty offices that could be accommodated with a renovation, and an addition, to the existing building.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering - State Share	511,290				511,290				
Construction - State Share	5,368,545					5,368,545			
Architect/Engineering - County Share	385,710				385,710				
Construction - County Share	4,049,955					4,049,955			
Total Cost:	10,315,500				897,000	9,418,500			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	5,879,835				511,290	5,368,545			
Transfer From General Fund	200,000					200,000			
General Obligation Bonds	4,235,665				385,710	3,849,955			
Total Cost:	10,315,500				897,000	9,418,500			



Capital Project Summary

Capital Project Number: FC2007

PS Project ID: C76089

Capital Project Title: Building E - Renovation/Addition

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

The renovation and addition would address the need for additional general instructional space that has the ability to be reconfigured to create more flexible classrooms as well as allow for the consolidation of Continuing Education programs and services. The intended renovation and addition also moves the College forward by aligning with the Department of Commerce Work Smart Initiative to use community colleges as Maryland Training Design Centers and promote and raise the awareness among businesses and communities at large that this partnership between Commerce and the community colleges will enhance economic development through workforce training and continuing education offerings. The request for this project as one of the priorities in FY18 is to align with the program and budget submission to the Maryland Higher Education Commission (MHEC) which is due May 1, 2017 and requires local support of the project.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Architect/Engineering - State Share	289,275		289,275						
Construction - State Share	3,037,388			3,037,388					
Architect/Engineering - County Share	218,225		218,225						
Construction - County Share	2,291,362			2,291,362					
Total Cost:	5,836,250		507,500	5,328,750					

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
MD Educ Grants Restricted	3,326,663		289,275	3,037,388					
Transfer From General Fund	191,362			191,362					
General Obligation Bonds	2,318,225		218,225	2,100,000					
Total Cost:	5,836,250		507,500	5,328,750					



Capital Project Summary

Capital Project Number: FC5007

PS Project ID: C76010

Capital Project Title: Technology Upgrade

Region: Frederick

Asset Category: Community College

Est Completion Date: 7/2/2025

Asset Type: Community College

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Upgrade PeopleSoft Student, HR, and Finance systems from Version 8 to Version 9 and Oracle upgrade.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	1,954,418	654,418	300,000	300,000	700,000				
Capital Approp Equipment	800,000	800,000							
Total Cost:	2,754,418	1,454,418	300,000	300,000	700,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	2,754,418	1,454,418	300,000	300,000	700,000				
General Obligation Bonds	0								
Total Cost:	2,754,418	1,454,418	300,000	300,000	700,000				



Capital Project Summary

Capital Project Number: FC5008

PS Project ID: C76012

Capital Project Title: Classroom Technology Upgrades

Region: Frederick

Asset Category: Community College

Est Completion Date: 9/30/2025

Asset Type: Community College

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

Provides funding to upgrade classroom technology in buildings not being totally renovated. This includes items such as smartboard technology and projection systems. This project will allow the purchase and installation of new / upgraded systems for buildings not being renovated on a larger scale.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	700,000		250,000	150,000	150,000	150,000			
Capital Approp Equipment	750,000	750,000							
Total Cost:	1,450,000	750,000	250,000	150,000	150,000	150,000			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	1,450,000	750,000	250,000	150,000	150,000	150,000			
Total Cost:	1,450,000	750,000	250,000	150,000	150,000	150,000			



Capital Project Summary

Capital Project Number: FC5012

PS Project ID: C76063

Capital Project Title: FCC Systemics

Region: Frederick

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

These funds support all systemic repairs/maintenance projects including life safety, ADA accessibility, roofs, elevators, sidewalks, mechanical, etc.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	3,171,306	3,171,306							
Capital Approp Equipment	196,806	196,806							
Construction - County Share	7,120,000		3,370,000	750,000	750,000	750,000	750,000	750,000	
Total Cost:	10,488,112	3,368,112	3,370,000	750,000	750,000	750,000	750,000	750,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,620,618	1,454,116	916,502	250,000	250,000	250,000	250,000	250,000	
General Obligation Bonds	6,867,494	1,913,996	2,453,498	500,000	500,000	500,000	500,000	500,000	
Total Cost:	10,488,112	3,368,112	3,370,000	750,000	750,000	750,000	750,000	750,000	

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CIP – BOARD OF EDUCATION

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BOARD OF EDUCATION

As a target for planning, the FCPS has established that the school system should ultimately operate at a capacity below 100% at each level. The purpose would be to decrease the number of schools that are more than 100% capacity and create enough flexibility to more effectively respond to instructional program needs and enrollment growth. The BOE has accepted a target goal of 90% capacity at each level. The Frederick County Comprehensive Plan also includes a policy, which states that the County should “maintain a system wide enrollment capacity of 90% at the elementary, middle, and high school levels.”

As shown in the table below, the increase in students over the next seven years will be approximately 1,858. The largest increase is at the high school levels where there will be

Current and Projected Enrollment Growth September 2016 – 23					
	Elementary	Middle	High	Pre K-12 Total	Total Change Per Year
Sep. 2016	18,846	9,294	12,442	40,582	
Sep. 2017	18,957	9,479	12,408	40,844	262
Sep. 2018	18,687	9,815	12,536	41,038	194
Sep. 2019	18,603	10,005	12,778	41,386	348
Sep. 2020	18,628	10,002	13,096	41,726	340
Sep. 2021	18,660	9,872	13,470	42,002	276
Sep. 2022	18,730	9,739	13,836	42,305	303
Sep. 2023	18,972	9,586	13,882	42,440	135
Total Increase	126	292	1,440	1,858	

-Enrollments are “equated” enrollment
 -September 2016 enrollments are actual. September 2017 enrollments are based on actual September 2016 enrollments; All others are projected as of April 2017 and were based on actual September 2016 enrollment.
 -Enrollments do not include students enrolled at Success Program, Heather Ridge, Rock Creek or Frederick County Virtual School.

Prepared by the FCPS Facilities Services Division, April 2017

approximately 1,440 seats needed for growth through 2023. In an attempt to meet the overall additional enrollment and current capacity issues in certain areas, funding is provided for the construction of six projects through FY 2023. These projects will increase elementary school seating by 1,948 and high school seating by 223 (School Capacity Project table).

Although system-wide there are currently 575 elementary seats in excess of enrollment, there are 14 elementary schools that are over 100% of capacity. The 2023 overall enrollment/capacity rate at the elementary school level is projected to decrease from the current level of 97% to 89%. Construction funding for two new elementary schools is scheduled in FY2018, which will add 1,450 seats by August of 2018. Two more schools (one addition and one replacement) are scheduled to receive construction funding in FY2020 and FY2021, and FY2023 which will add 498 additional seats. Also scheduled for funding in FY2023 is construction of a new elementary school in the east section of the County but the timing is dependent on development in the area.

scheduled to receive construction funding in FY2020 and FY2021, and FY2023 which will add



Auditorium at the new Frederick High School

At the middle school level, there is a projected increase of approximately 292 students. Currently, there is one middle schools over 100% of capacity. However, system-wide there is a current

excess of 2,245 seats. The overall middle school enrollment/capacity rate is projected to increase from the present 81% to 83%.

The high school level is projected to increase by approximately 1,858 students over the seven year period. Currently, there is one high school over 100% of capacity. System-wide there is a current excess of 2,055 seats. The 2023 overall enrollment/capacity rate at the high school level will increase from the current level of 86% to 94%.



The new Frederick High School in the back and the current Frederick High School in the forefront

In addition to the additional seats needed, the Board of Education has prepared an evaluation of older schools and compiled a listing of schools in need of renovation. The Board has attempted to balance the need for new seats with renovation of older schools to ensure equity of facilities for all school communities. This priority listing is arranged by level and is included in the Educational Facilities Master Plan. The current top priority is Frederick HS (set to open August 2017) followed by Urbana ES, Rock Creek, and Liberty ES. Using the priority listing prepared by the Board, additional projects will be added as funding permits in the future.

School Capacity Projects for FY 2018-FY 2023				
Const./Open Yr./Date	School	Elem.	Middle	High
Cur./Aug 17	Frederick HS: Replacement			223
FY18/Aug 18*	Sugarloaf ES: New	725		
FY18/Aug 18	Butterfly Ridge ES: New	725		
FY20/Aug 20	Urbana ES: Replacement	214		
FY21/Aug 21	Waverly Elementary: Addition	284		
	Total New Seats	1,948	0	223

Tables: Updated by FCG Budget Office:

“Seats” do NOT include students enrolled at Rock Creek School, Heather Ridge, or Evening High

* The full number of new seats will not be available until the Urbana ES: Replacement project is complete, as the students will be relocated to Sugarloaf ES during the completion of this project.

Enrollment Capacity				
<i>based on "equated" enrollment</i>		<u>Elem</u>	<u>Middle</u>	<u>High</u>
Total New Seats Available		1,948	0	223
Existing Seat Excess/(Deficit)	+	575	2,245	2,055
Seats Available		2,523	2,245	2,278
Additional Seats Needed	-	126	292	1,440
Seat Excess/(Deficit)		2,397	1,953	838
<hr/>				
Sept 2023 Enrollment		18,972	9,586	13,882
Sept 2023 Capacity		21,369	11,539	14,720
Sept 2023 Enrollment/Capacity Ratio		89%	83%	94%

**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	4,994,000	0	40,893,406
Liberty ES: Modernization	8,568,000	35,194,130	0	0	200,000	0	0	3,715,000	4,653,000	26,626,130
East County area ES: New	36,190,740	38,090,740	0	0	0	0	2,700,555	5,183,775	28,306,410	1,900,000
Rock Creek School: Replacement	39,886,114	40,019,394	133,280	3,517,500	0	5,085,425	31,283,189	0	0	0
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: Expense	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



Capital Project Summary

Capital Project Number: ED0010

PS Project ID: C65300

Capital Project Title: Estimated State Funding

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project is the estimate of State of Maryland's allocation for Board of Education capital projects. This is primarily refunding the County for forward funding. The prior budget and first fiscal year are shown in the individual projects.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Total Cost:	0								

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
State-BOE Capital Project	67,000,000			13,400,000	13,400,000	13,400,000	13,400,000	13,400,000	
Cash - Forward Fund State	-67,000,000			-13,400,000	-13,400,000	-13,400,000	-13,400,000	-13,400,000	
General Obligation Bonds	0								
Total Cost:	0								



Capital Project Summary

Capital Project Number: ED0020

PS Project ID: C65460

Capital Project Title: Contingency

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project holds County funding in the amount of the State's portion of contingency for a construction project in the event that the State does not cover 100%. If needed the Board of Education would need to request the County to move the funds to the appropriate project. Previously this was taken into account in the individual projects. In order to better track the information, this project was created.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction - County Share	3,082,061		1,817,778		392,910	278,490	199,973	392,910	
Total Cost:	3,082,061		1,817,778		392,910	278,490	199,973	392,910	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From Impact Fee Funds	370,000		370,000						
Transfer from 33 Fund	199,973						199,973		
General Obligation Bonds	2,512,088		1,447,778		392,910	278,490		392,910	
Total Cost:	3,082,061		1,817,778		392,910	278,490	199,973	392,910	



Capital Project Summary

Capital Project Number: ED1009

PS Project ID: C65517

Capital Project Title: Waverley ES: Addition

Region: Frederick

Asset Category: Board of Education

Est Completion Date: 8/4/2021

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

After a revision from the State Department of Planning in March 2014, Waverley ES has a SRC of 416 and is currently operating at 137% of SRC with 12 portables. For the 2016-17 school year, Waverley will be operating with 17 portable classrooms and is anticipated to be at 144% of SRC. This addition will add 284 seats and provide a minimal expansion of the core facilities. The scope of work now includes a sprinkler system to meet current building code as well as improvements to the SWM system to meet new state regulations. The feasibility study in FY2018 will provide recommendations and define the scope of work further.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Work - State Share	874,075					874,075			
Construction - State Share	9,364,580						9,364,580		
Site Work - County Share	1,518,806					1,518,806			
Architect/Engineering - County Share	1,490,000			1,490,000					
Construction - County Share	15,316,827			1,170,000		750,000	13,396,827		
Equipment - County Share	1,200,000						1,200,000		
Studies - County Share	200,000		200,000						
Total Cost:	29,964,288		200,000	2,660,000		3,142,881	23,961,407		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From Impact Fee Funds	4,664,806					2,268,806	2,396,000		
Transfer from 33 Fund	1,700,000		200,000				1,500,000		
Transfer from Mitigation Fees	7,660,000			2,660,000			5,000,000		
Cash - Forward Fund State	10,238,655					874,075	9,364,580		
General Obligation Bonds	1,700,827						1,700,827		
Recordation Tax Bonds	4,000,000						4,000,000		
Total Cost:	29,964,288		200,000	2,660,000		3,142,881	23,961,407		



Capital Project Summary

Capital Project Number: ED1013

PS Project ID: C65513

Capital Project Title: Sugarloaf ES: New

Region: Urbana

Asset Category: Board of Education

Est Completion Date: 8/6/2018

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This will be a new facility with a student capacity of 725. This project will be located on a donated site in the Urbana North MXD, and is planned to relieve overcrowding at Urbana ES and Centerville ES. Centerville ES is currently operating at 148% of SRC with 17 portable classrooms and Urbana ES is operating at 135% of SRC with 14 portables. Overcrowding at these schools is expected to continue as the Urbana PUD and other developments continue to build out. It is anticipated that the Sugarloaf ES building will serve as a holding school for the Urbana ES students and staff while the Urbana ES is replaced on site. Sugarloaf ES will then open as a new school in August 2020. **The park school portion of this project is budgeted PR3501

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	0								
Architect/Engineering	0								
Construction	0								
Site Work - State Share	2,671,000	2,671,000							
Construction - State Share	12,251,000		12,251,000						
Site Work - County Share	2,441,452	2,329,000	112,452						
Architect/Engineering - County Share	3,480,566	1,605,896	1,874,670						
Construction - County Share	17,700,737	1,047,948	16,652,789						
Equipment - County Share	1,900,000		1,900,000						
Total Cost:	40,444,755	7,653,844	32,790,911						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
State-BOE Capital Project	6,671,000	2,671,000	4,000,000						
Transfer From Impact Fee Funds	7,656,755	2,375,215	5,281,540						
Transfer from Mitigation Fees	12,866,000		12,866,000						
Cash - Forward Fund State	8,251,000		8,251,000						
General Obligation Bonds	0	2,607,629	-2,607,629						
Impact Fee Bonds	5,000,000		5,000,000						
Total Cost:	40,444,755	7,653,844	32,790,911						



Capital Project Summary

Capital Project Number: ED1015

PS Project ID: C65511

Capital Project Title: Frederick HS: Replacement

Region: Frederick

Asset Category: Board of Education

Est Completion Date: 8/5/2017

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project will replace the 67 year old high school and provide a modern facility that will meet the current curriculum requirements. Frederick HS was originally constructed in 1939 with additions in 1955, 1967, 1977 and 1980. Approximately 90,000 sq. ft were renovated 30 years ago. Only minor systemic improvements have been done since. A modernization is needed to provide the required curriculum of a high school. Frederick HS was identified in a recent facility needs assessment as the second priority for renovation needs at the high school level behind Linganore HS. A feasibility study was completed in January 2013. Option 5 to replace the existing High School with a new, modern facility was recommended by the steering committee and approved by the Board of Education.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	7,566,462	7,566,462							
Architect/Engineering	3,390,500	3,390,500							
Construction	97,909,733	97,909,733							
Capital Approp - Studies	231,750	231,750							
Capital Approp Equipment	5,500,000	5,500,000							
Total Cost:	114,598,445	114,598,445							

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
State-BOE Capital Project	41,529,750	33,515,750	8,014,000						
State BOE Unallocated	0	8,014,000	-8,014,000						
Transfer From General Fund	1,662,684	1,662,684							
Transfer from 33 Fund	5,512,852	5,512,852							
General Obligation Bonds	58,275,110	58,275,110							
Premium - GO Bonds	967,920	967,920							
Recordation Tax Bonds	6,650,129	6,650,129							
Total Cost:	114,598,445	114,598,445							



Capital Project Summary

Capital Project Number: ED1017

PS Project ID: C65514

Capital Project Title: Urbana ES: Replacement

Region:

Asset Category: Board of Education

Est Completion Date: 8/3/2020

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

The facilities assessment completed by FCPS in April of 2000 shows that Urbana ES ranks high on the list of elementary schools to be modernized, particularly in terms of the condition of the physical facility. Urbana elementary school was originally constructed in 1960, at 36,646 GSF, and has received additions in 1965 and 1975. The total area of the building is 64,133 GSF. While occasional systemic repairs and replacements have occurred, no significant renovations have occurred in the past 55 years. The Board of Education approved the November 2014 feasibility study that recommended replacing the existing building with a new building on the existing site. The project will demolish the existing school and construct a new 725 student elementary school, located on the existing school site, while the students are temporarily re-located to the new Sugarloaf ES building.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Approp - Studies	46,700	46,700							
Site Work - State Share	2,510,250			2,510,250					
Construction - State Share	13,604,750				13,604,750				
Site Work - County Share	2,462,193			2,462,193					
Architect/Engineering - County Share	2,024,000		2,024,000						
Construction - County Share	19,745,023		1,987,000	2,525,000	15,233,023				
Equipment - County Share	1,950,000				1,950,000				
Total Cost:	42,342,916	46,700	4,011,000	7,497,443	30,787,773				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	46,700	46,700							
Transfer From Impact Fee Funds	4,000,000				4,000,000				
Transfer from 33 Fund	1,950,000				1,950,000				
Cash - Forward Fund State	16,115,000			2,510,250	13,604,750				
General Obligation Bonds	20,231,216		4,011,000	4,987,193	11,233,023				
Total Cost:	42,342,916	46,700	4,011,000	7,497,443	30,787,773				



Capital Project Summary

Capital Project Number: ED1023

PS Project ID: C65516

Capital Project Title: Butterfly Ridge ES: New

Region: Frederick

Asset Category: Board of Education

Est Completion Date: 8/2/2018

Asset Type: New/Modernizations

Year Identified: 2013

Capital Project Status: Open

Capital Project Description:

This project primarily relieves overcrowding at Hillcrest, Waverley and Orchard Grove elementary schools but may also relieve other adjoining elementary schools and impact feeder patterns. Hillcrest ES is currently operating at 140% of SRC with 34 portables, Waverley ES is currently operating at 137% of SRC with 12 portables, and Orchard Grove ES is at 94% of SRC with 3 portables. The new elementary school will be located on a 12 acre site, donated by Frederick City, that is located on Butterfly Lane. The new school will have a state rated capacity (SRC) of 725 students and is expected to open in August 2018. **The park school portion of this project is budgeted PR3501

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Improvement	0								
Architect/Engineering	0								
Construction	0								
Site Work - State Share	2,671,000	2,671,000							
Construction - State Share	15,001,000		15,001,000						
Site Work - County Share	6,390,522	2,228,522	4,162,000						
Architect/Engineering - County Share	3,279,549	1,511,692	1,767,857						
Construction - County Share	16,344,661	1,376,324	14,968,337						
Equipment - County Share	1,900,000		1,900,000						
Total Cost:	45,586,732	7,787,538	37,799,194						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
State-BOE Capital Project	6,671,000	2,671,000	4,000,000						
Transfer From General Fund	250,000	250,000							
Transfer From Impact Fee Funds	7,117,652	17,652	7,100,000						
Cash - Forward Fund State	11,001,000		11,001,000						
General Obligation Bonds	20,547,080	4,848,886	15,698,194						
Total Cost:	45,586,732	7,787,538	37,799,194						



Capital Project Summary

Capital Project Number: ED1024

PS Project ID:

Capital Project Title: Middletown MS: Renovation

Region: Middletown

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2013

Capital Project Status: Open

Capital Project Description:

Middletown MS opened in 1953 with additions in 1957, 1976 and 1995. There have been no significant renovations to the middle school. This school is the highest priority middle school for modernization in the recently completed FCPS Facilities Assessment. The project will update the building systems and spaces to current standards.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Work - State Share	665,028								665,028
Construction - State Share	14,444,972								14,444,972
Site Work - County Share	858,378								858,378
Architect/Engineering - County Share	2,326,000						2,326,000		
Construction - County Share	23,593,028						2,668,000		20,925,028
Equipment - County Share	4,000,000								4,000,000
Studies - County Share	200,000			200,000					
Total Cost:	46,087,406			200,000			4,994,000		40,893,406

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	93,000						93,000		
Transfer from 33 Fund	4,200,000			200,000					4,000,000
Cash - Forward Fund State	15,110,000								15,110,000
General Obligation Bonds	26,684,406						4,901,000		21,783,406
Total Cost:	46,087,406			200,000			4,994,000		40,893,406



Capital Project Summary

Capital Project Number: ED1025
Capital Project Title: Liberty ES: Modernization
Asset Category: Board of Education
Asset Type: New/Modernizations
Capital Project Status: Open

PS Project ID:
Region:
Est Completion Date:
Year Identified: 2016

Capital Project Description:

Liberty ES is a two story, nearly 55,000 square foot building, originally constructed in 1927 with additions in 1950, 1967 and 1982. Other than a minor renovation in 1982 of 18,000 sq. ft., there have been no other significant renovations of this school. This project will completely renovate the school and provide a modern facility to meet the current curriculum requirements. A feasibility study to define the scope of work is scheduled for FY19.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Work - State Share	1,517,106							1,517,106	
Construction - State Share	9,053,894								9,053,894
Site Work - County Share	2,510,894							2,510,894	
Architect/Engineering - County Share	1,810,000						1,810,000		
Construction - County Share	18,902,236						1,905,000	625,000	16,372,236
Equipment - County Share	1,200,000								1,200,000
Studies - County Share	200,000			200,000					
Total Cost:	35,194,130			200,000			3,715,000	4,653,000	26,626,130

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer from 33 Fund	1,400,000			200,000					1,200,000
Cash - Forward Fund State	10,571,000							1,517,106	9,053,894
General Obligation Bonds	23,223,130						3,715,000	3,135,894	16,372,236
Total Cost:	35,194,130			200,000			3,715,000	4,653,000	26,626,130



Capital Project Summary

Capital Project Number: ED1030

PS Project ID:

Capital Project Title: East County area ES: New

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2013

Capital Project Status: Open

Capital Project Description:

This will be a new 725 SRC elementary school on a site dedicated in the Linganore PUD or the Landsdale Development, depending on the continued buildout of the PUD and other large planned residential communities in east Frederick County. This project was formerly referred to as Linganore area ES. A site will be dedicated in the Linganore PUD and on Ed McClain Rd in the Landsdale Subdivision. The school will be approximately 93,000 sq. ft. **The park school portion of this project is budgeted PR3501

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Site Work - State Share	2,510,250						2,510,250		
Construction - State Share	13,604,750							13,604,750	
Site Work - County Share	2,348,525						2,348,525		
Architect/Engineering - County Share	1,580,370					1,580,370			
Construction - County Share	16,146,845					1,120,185	325,000	14,701,660	
Equipment - County Share	1,900,000								1,900,000
Total Cost:	38,090,740					2,700,555	5,183,775	28,306,410	1,900,000

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From Impact Fee Funds	9,900,000						2,673,525	5,326,475	1,900,000
Transfer from Mitigation Fees	9,700,555					2,700,555		7,000,000	
Cash - Forward Fund State	16,115,000						2,510,250	13,604,750	
General Obligation Bonds	2,375,185							2,375,185	
Total Cost:	38,090,740					2,700,555	5,183,775	28,306,410	1,900,000



Capital Project Summary

Capital Project Number: ED1040

PS Project ID: C65401

Capital Project Title: Rock Creek School: Replacement

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2014

Capital Project Status: Open

Capital Project Description:

Rock Creek School provides special education programs for Frederick County students with severe complex medical conditions and severe intellectual, physical, emotional, hearing, vision and learning disabilities from age 3 through 21. The school, located on the same site as the Waverley Elementary School, was built in 1972 and has had no significant renovations in the past 43 years. A feasibility study, completed in August 2016, recommended that the school be replaced with a new 81,000 square foot building on another site. The study identified five possible sites. The Board of Education approved this recommendation. The design phase of the project, requested for FY18, will begin with the final site selection and then move to the design of the new building.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Approp Equipment	0								
Site Work - State Share	1,779,216				1,779,216				
Construction - State Share	9,642,784					9,642,784			
Site Work - County Share	2,806,209				2,806,209				
Architect/Engineering - County Share	1,775,000		1,775,000						
Construction - County Share	19,882,905		1,742,500		500,000	17,640,405			
Equipment - County Share	4,000,000					4,000,000			
Studies - County Share	133,280	133,280							
Total Cost:	40,019,394	133,280	3,517,500		5,085,425	31,283,189			

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	133,280	133,280							
Transfer from 33 Fund	8,048,709		1,142,500		3,306,209	3,600,000			
Cash - Forward Fund State	11,422,000				1,779,216	9,642,784			
General Obligation Bonds	20,415,405		2,375,000			18,040,405			
Total Cost:	40,019,394	133,280	3,517,500		5,085,425	31,283,189			



Capital Project Summary

Capital Project Number: ED5001

PS Project ID: C65246

Capital Project Title: Systemics - Generic

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: Systemic

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

This project serves as the budget for all systemics including roof, mechanical, paving, etc projects and may be re-allocated to sub-projects as needed for recording and tracking purposes.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Construction	0								
Capital Appropriations	0								
Construction - State Share	1,195,000		1,195,000						
Construction - County Share	24,960,000		4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	
Total Cost:	26,155,000		5,355,000	4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
State-BOE Capital Project	1,195,000		1,195,000						
Transfer From General Fund	0								
General Obligation Bonds	24,960,000		4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	
Total Cost:	26,155,000		5,355,000	4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	



Capital Project Summary

Capital Project Number: ED7010

PS Project ID: C65582

Capital Project Title: Portable Classrooms FY2018

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: Systemic

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project involves the annual purchase and/or relocation of portable classrooms. There are currently 175 county-owned portable classrooms and one 4-classroom state-owned unit in use, providing instructional space. Since many of these units are over 30 years old, we will need to devote part of the annual allocation to refurbishing existing portables. The budgeted amounts may change from year to year depending upon enrollment growth and status of school overcrowding.

Prior budget is in separate project numbers

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	3,000,000		500,000	500,000	500,000	500,000	500,000	500,000	
Total Cost:	3,000,000		500,000	500,000	500,000	500,000	500,000	500,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	3,000,000		500,000	500,000	500,000	500,000	500,000	500,000	
Total Cost:	3,000,000		500,000	500,000	500,000	500,000	500,000	500,000	



CIP MUNICIPALITIES

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MUNICIPALITIES

Funding for the following Municipal projects is scheduled for the FY18-FY23 CIP:

Airport Improvements - This project is the County's matching portion of FAA approved projects at the airport.

Monocacy Boulevard – Related to the MOU signed by the County in November 2013 that provides a County contribution up to a maximum of \$8,350,000, for the widening and realignment phase that runs from Schifferstadt Boulevard to the Gas House Pike/Monocacy Boulevard intersection.

Yellow Springs Road Bridge – Related to the MOU signed by the County in October 2013 that provides a County contribution up to a maximum of \$400,000, for the replacement of the existing bridge on Yellow Springs Road over Tuscarora Creek.

Moser Sidewalk – Will install a sidewalk with curb and gutter on the south side of Moser Road. Frederick County's funding commitment is approximately 55% of the entire project.

**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	400,000	0	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: Expense	3,986,127	9,525,148	5,539,021	3,300,000	90,489	489,069	89,069	17,500	0	0



Capital Project Summary

Capital Project Number: MP1001

PS Project ID: C51003

Capital Project Title: Frederick Municipal Airport

Region:

Asset Category: Municipalities

Est Completion Date:

Asset Type: City of Frederick

Year Identified: 2010

Capital Project Status: Open

Capital Project Description:

Design and construct improvements to Frederick Municipal Airport as outlined in the Airport Master Plan, stage I & II improvements. Updated to reflect current cost and FAA funding. The Federal Government share is 90%, the State share is 5.0% and the County and City shares are both 2.5%. ONLY the county portion is being shown.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	0								
Capital Approp - Other Parties	675,148	389,021		90,489	89,069	89,069	17,500		
Total Cost:	675,148	389,021		90,489	89,069	89,069	17,500		

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	593,063	306,936		90,489	89,069	89,069	17,500		
General Obligation Bonds	82,085	82,085							
Total Cost:	675,148	389,021		90,489	89,069	89,069	17,500		



Capital Project Summary

Capital Project Number: MP1011

PS Project ID: C51009

Capital Project Title: Monocacy Blvd

Region:

Asset Category: Municipalities

Est Completion Date:

Asset Type: City of Frederick

Year Identified: 2015

Capital Project Status: Open

Capital Project Description:

This project involves the widening and realignment of Monocacy Boulevard from Schifferstadt Boulevard to the Gas House Pike/Monocacy Boulevard intersection. It includes the rehabilitation of an existing bridge and the construction of a new bridge over the Monocacy River, and a traffic signal at Gas House Pike/Monocacy Blvd. ONLY the county portion is being shown.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Appropriations	0								
Capital Approp - Other Parties	8,350,000	5,150,000	3,200,000						
Total Cost:	8,350,000	5,150,000	3,200,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
General Obligation Bonds	8,350,000	5,150,000	3,200,000						
Total Cost:	8,350,000	5,150,000	3,200,000						



Capital Project Summary

Capital Project Number: MP1012

Capital Project Title: Yellow Springs Rd Bridge

Asset Category: Municipalities

Asset Type: City of Frederick

Capital Project Status: Open

PS Project ID:

Region: Frederick

Est Completion Date: 7/3/2020

Year Identified: 2015

Capital Project Description:

In September 2012 the City of Frederick annexed the Keller property located off Yellow Springs Road. Subsequently a Memorandum of Understanding (MOU) was executed for the transfer of approximately 1 mile of Yellow Springs Road to the City of Frederick. Included in this road segment is a structure over Little Tuscarora Creek. Per the MOU executed on October 31, 2013 the County will contribute 40% of the total cost of the design, construction and widening of the bridge, such 40% share not to exceed the sum of \$400,000. ONLY the county portion is being shown.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Approp - Other Parties	400,000				400,000				
Total Cost:	400,000				400,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	400,000				400,000				
Total Cost:	400,000				400,000				



Capital Project Summary

Capital Project Number: MP1201

PS Project ID: C51024

Capital Project Title: Moser Rd Sidewalk

Region: Thurmont

Asset Category: Municipalities

Est Completion Date:

Asset Type: Town of Thurmont

Year Identified: 2018

Capital Project Status: Open

Capital Project Description:

This project will install approximately 15,000 square feet of sidewalk and approximately 3,000 linear feet of curb and gutter on the south side of Moser Road. There is no sidewalk access along Moser Road and pedestrian safety has become a concern with increased vehicular traffic. Pedestrians often walk alongside Moser Road or in the travel lanes to visit the Thurmont Regional Library, which is part of the Frederick County Public Libraries. This causes a critical pedestrian safety concern, especially since many of these pedestrians are pushing baby strollers or walking with children to the library. The proposed sidewalk will comply with all ADA requirements. Contingent upon execution of a Memorandum of Understanding (MOU) between the Town and the County, Frederick County's funding commitment is estimated at \$100,000 which is approximately 55% of the entire project. County funds will not be expended until the MOU is fully executed. ONLY the county portion is being shown.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capital Approp - Other Parties	100,000		100,000						
Total Cost:	100,000		100,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Transfer From General Fund	100,000		100,000						
Total Cost:	100,000		100,000						



APPENDIX

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GLOSSARY

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APPROPRIATION - The County's legal authorization to spend a specific amount of money for a particular purpose during a fiscal period.

ASSESSABLE BASE - The total valuation placed upon real and personal property, minus certain exemptions, by the State Department of Assessments and Taxation for the purposes of levying property taxes. The County Council determines the tax rate to be applied against the tax base to generate tax revenues to support the annual budget. Tax-exempt property is excluded from the assessable base.

ASSESSED VALUATION - The valuation established for individual real estate or other property by the State for purposes of taxation.

BALANCED BUDGET - A budget in which total expenditures equal total revenues. Per the County Charter, the County's budget must be balanced.

BOND - An investment grade interest-bearing certificate of indebtedness sold by the County to generate funds. The bond guarantees payment to the bond holder the original investment plus interest by a specified date or dates in the future. Bonds typically involve long-term indebtedness to pay for Capital Projects.

BOND RATING - Evaluation of the credit quality of bonds usually made by independent rating services. Ratings generally measure the probability of the timely repayment of principal and interest on municipal bonds. The rating agencies review information on County demographics, debt burden, economic base, finances and management structure in comparison to peer Counties. The information is evaluated and the bond issue is assigned a letter rating which reflects the credit worthiness of the bonds. The higher the credit rating, the more favorable the effect on the marketability of the bond and lower interest expense to the County,

BUDGET - the package of materials consisting of the Operating Budget, the Capital Budget, the Capital Improvement Program, and the Budget Message.

CAPITAL BUDGET - The plan to receive and expend funds for Capital Projects during the next fiscal year.

CAPITAL IMPROVEMENT PROGRAM (CIP) - The plan to receive and expend funds for Capital Projects during the next fiscal year and the next succeeding five fiscal years.

CAPITAL PROJECT - means any physical betterment or improvement; any preliminary studies and surveys related to a physical betterment and improvement; and the acquisition, renovation, remodeling and construction of any property for public use of a long-term or permanent nature.

COMPONENT UNIT – Budgeted, but legally separate organizations for which the elected officials of the agency are financially accountable.

DEBT SERVICE - The annual payment of principal and interest on the County's bonded debt.

DIVISION – The major organizational unit in Frederick County Government. Departments, Offices and other named organizational units report up to a Division.

ENTERPRISE FUND - A fund established to account for the financing of certain self-supporting services provided by the County government. The services generate their own revenues from fees, charges and other receipts.

EXPENDITURE - The cost of goods delivered or services rendered.

FIDUCIARY FUND - A special fund, administered by the County as trustee, consisting of resources to be expended or invested under the terms and conditions of the Trust established for the purpose.

FISCAL YEAR (FY) - A twelve month period of time to which the annual operating and capital budgets apply. Frederick County's fiscal year begins July 1 and ends the following June 30th.

FRINGE BENEFITS - Contributions made by the County government to meet its commitments or obligations for Social Security, and the various retirement, medical and insurance plans for employees.

FULL TIME EQUIVALENT (FTE) – A Position converted to a decimal equivalent based on 35 or 40 hours per week. For example, a part-time employee working 20 hours per week would be equivalent to 0.5 of a full-time position and a person working 40 hours a week would be counted as 1.0 FTE.

FUND - A separate budget/accounting grouping with its own revenues and appropriations. The general fund, for example, covers most of the daily operations of the County Divisions and is funded by a variety of taxes and other revenues.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP) - A common set of accounting conventions, standards and procedures followed when preparing financial statements.

GENERAL FUND – The primary fund which supports most general government functions in Frederick County.

GENERAL GOVERNMENT - The function of government comprised of the central administrative offices such as: Finance, Human Resources, Citizens Services, Public Works, etc.

GRANT – A revenue source, generally awarded based on some established criteria, funding the County Government to provide a specific service or acquire a specific tangible asset.

INTERNAL SERVICES FUND - A fund, administered by the County to achieve economy of scale and operating efficiencies by grouping like projects and costs.

POSITION – The budgetary accounting of an employee of County Government included in the adopted or amended budget. Measured in Full Time Equivalents (FTE).

REVENUES - Monies received by the County to support its budget and enable the employees to provide service desired by the public. Property taxes, building permits and receipts from State and Federal sources are examples.

SPECIAL REVENUE FUND - A fund, administered by the County to collect revenues enacted for a specific purpose. Examples include: Electric Lighting Tax Districts, Impact Fee, etc.



ORDINANCE

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THE EFFECTIVE DATE OF THIS ORDINANCE IS July 1, 2017

ORDINANCE NO. 17-01-001

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 ____ day of _____, 2017.

ATTEST

COUNTY COUNCIL OF
FREDERICK COUNTY, MARYLAND


Ragen L. Cherney
Chief of Staff

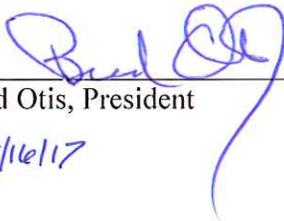
By: 
Bud Otis, President
WLC 5/16/17

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	2,606,950
	<hr/>
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	44,137,337
	<hr/>
Enterprise Fund Total	\$ 92,940,972
FY2018 TOTAL OPERATING BUDGET (A + B + C)	\$ 776,973,806

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	5,348,300
	<hr/>
Special Revenue Fund Total	\$ 39,392,289
FY2018 TOTAL CAPITAL BUDGET (D + E)	\$ 209,274,795

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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-----	-
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	<u> </u>
	\$ (50,000)

CAPTIAL BUDGET

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	<u> </u>
	\$ -

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.

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