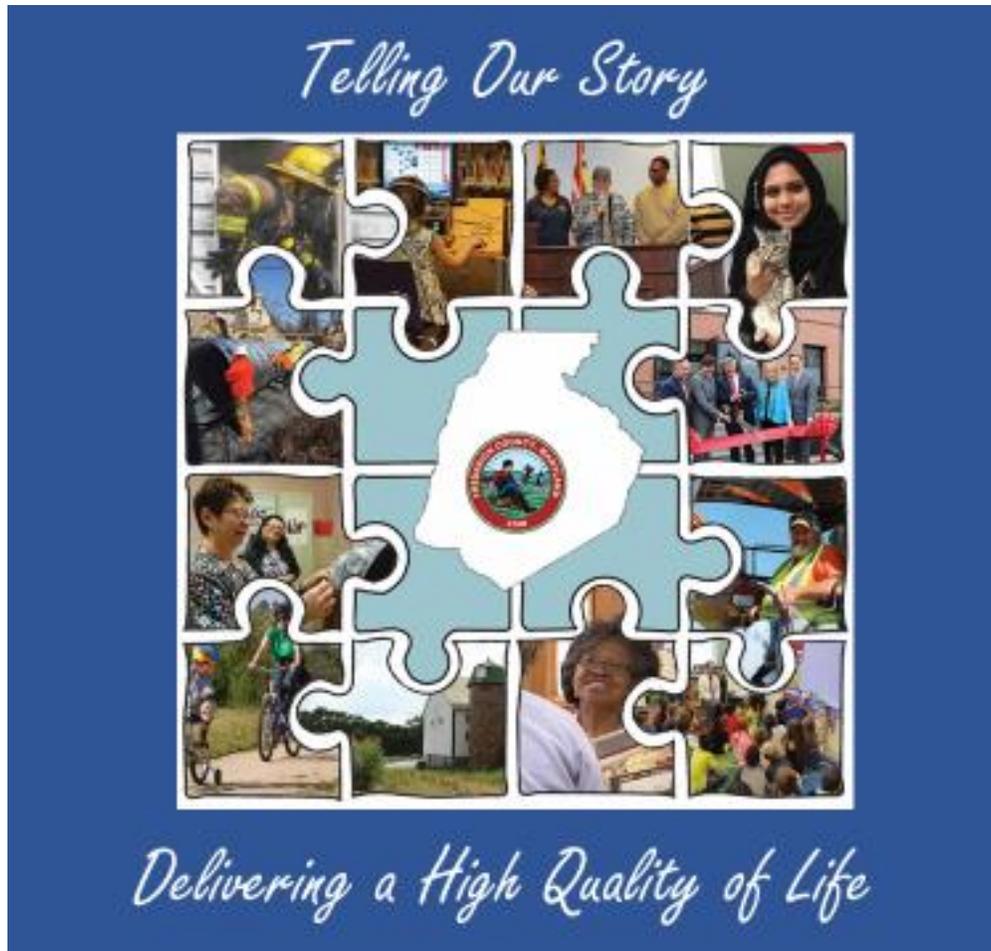


Fiscal 2020 Adopted Operating and Capital Budgets



**Jan H. Gardner,
Frederick County Executive**

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Frederick County Government
Frederick County, Maryland

Fiscal Year 2020 Adopted Budget

July 1, 2019 – June 30, 2020



Prepared By: Budget Staff, Office of the County Executive

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Frederick County, Maryland Fiscal 2020 Adopted Budget

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INTRODUCTION

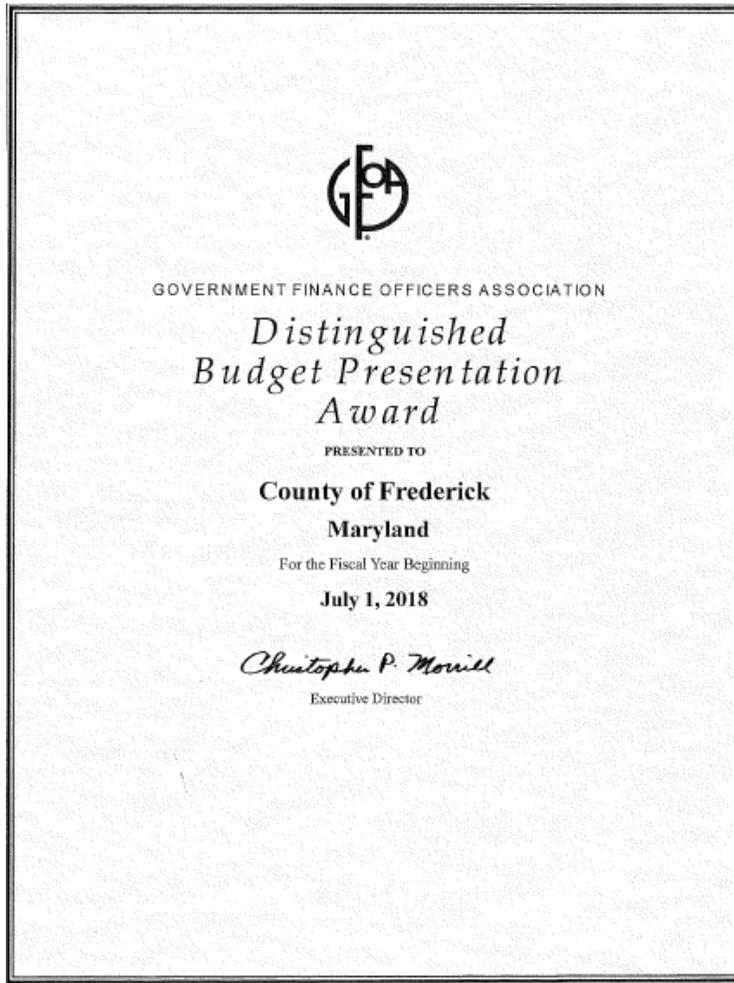
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The Government Finance Officers Association is pleased to announce that **the County of Frederick, Maryland has received the GFOA's Distinguished Budget Presentation Award.**

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well and entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated proficient in all four categories, and in fourteen mandatory criteria within those categories, to receive the award.



Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to County of Frederick, Maryland, for its Annual Budget for the fiscal year beginning July 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an Operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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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 – Steve McKay (District 2), Kai Hagen (At Large), Jerry Donald (District 1), President M.C. Keegan-Ayer (District 3), Phil Dacey (At Large), Jessica Fitzwater (District 4), and Vice President Michael Blue (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

Chief of Staff
Communications Director
Education and Special Initiatives Director
Government Affairs Director

Margaret Nusbaum
Vivian Laxton
Janice Spiegel
Roger Wilson

Chief Administrative Officer
Deputy Chief Administrative Officer
County Attorney

Richard Harcum
Michael Marschner
John Mathias, Esquire

Animal Control Director
Budget Director
Citizens Services Director
Economic Development Director
Emergency Management Director
Finance Director
Fire and Rescue Services Chief / Director (Interim)
Health Services Director / Health Officer
Human Resources Director
Interagency Information Technologies Director
Internal Audit Director
Parks and Recreation Director
Planning and Permitting Director
Public Works Director
Senior Services Director
Sustainability and Environmental Resources Manager
Transit Services Director
Utilities and Solid Waste Management Director
Volunteer Fire and Rescue Services Director

Linda Shea
Kelly Weaver, CPA
Monica Bearden, PT, SDCPt
Helen Propheter
John Markey
Lori Depies, CPA
Thomas Coe
Barbara Brookmyer, MD, MPH
Wayne Howard
Thomas Dixon
Tricia Griffis, CPA
Jeremy Kortright
Steven Horn
Charles Nipe
Kathy Schey
Shannon Moore
Nancy Norris
Kevin Demosky
Kevin Fox



Frederick County, Maryland Summary of Elected and Appointed Officials

COMPONENT UNITS OF GOVERNMENT:

Board of Education

President	Brad Young
Vice President	Joy Schaefer, Vice President
Member	Liz Barrett
Member	Michael Bunitsky
Member	Lois Jarman, DProf
Member	Jay Mason
Member	Karen Yoho
Student Member	Malachi Macon
Superintendent	Theresa Alban, Ph.D.

Frederick Community College Board of Trustees

Chairperson	Dr. John Molesworth
Vice Chairperson	Tom Lynch, Esquire
Trustee	Ellis Barber
Trustee	Nick Diaz
Trustee	Gary Fearnow
Trustee	Carolyn Kimberlin
Trustee	Vacancy
President	Elizabeth Burmaster

Frederick County Public Library Board

Chairperson	Cheryl Smith
Vice Chairperson	Mick O'Leary
Secretary/Treasurer	Candy Greenway
Member	Jenny D'Agostino
Member	George Laugelli
Member	Karyn Spertzel
Member	Suzette White
Public Libraries Director	James Kelly

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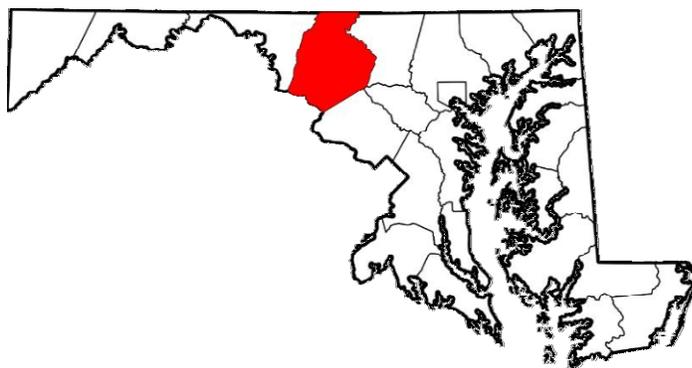
COUNTY PROFILE

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Frederick County, Maryland

Frederick County, approximately 45 miles from Baltimore Maryland and Washington, D.C. is Maryland's largest county in land area at 664 square miles.



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 approved a new form of Government. Charter of Frederick County, Maryland went into effect December 1, 2014.

Frederick County was a center of conflict during the Civil War. Two major battles of the war were fought in Frederick County. The Battle of South Mountain was a prelude to the battle of Antietam.

In the Battle of Monocacy, Union forces delayed the advance of a Confederate army marching on Washington, DC until reinforcements could arrive, thereby saving the nation's capital. State and national parks preserve the sites of these battles.

Catoctin Mountain Park, part of the national park system, is the site of the Camp David presidential retreat.



Winchester Hall – 12 East Church Street Frederick Maryland
Main office of Frederick County Government

Frederick today is growing a widely diversified \$11 billion economy. The county hosts a high concentration of highly educated workers, a world-class bioscience and advanced technology sector, and a solid manufacturing and agriculture tradition that blends a rich heritage.

Frederick County is home to Fort Detrick and the National Biodefense Analysis and Countermeasures Center, as well as most of the nation's biological defense programs.



Carroll Creek Linear Park

The county is also a leader in worldwide life-saving research with the National Cancer Institute's Frederick National Laboratory for Cancer Research, AstraZeneca, Lonza, Life Technologies, and ThermoFisher all calling Frederick County home.

In addition to the Frederick County Board of Education and Frederick County Government, major employers like the Frederick Memorial Healthcare System, Leidos Biomedical, and Wells Fargo Home Mortgage also have major operations located here.

With a strategic location, highly educated workforce, lower cost of business relative to other locations in the region and a comprehensive transportation network, Frederick County is a prime location for businesses. County features include attractive housing options, a high-performing public school system and a low crime rate with state-of-the-art healthcare opportunities.

Recent County Achievements:

- Top 40 Most Vibrant Art Communities (Frederick #8) National Center for Arts Research*
- Top 100 Places to Live (Frederick #24) Livability.com*
- Top Cities for Recent Grads (Frederick #43) Goodcall.com*
- Top Areas for Economic Growth Potential (Frederick County #8) Business Facilities*
- Most Diverse Cities in America (Frederick #8) WalletHub*
- World's Best Cities for Craft Beer (Frederick #16) Matador Network*
- Top 50 Places in the South (Frederick #20) Southern Living*
- Top 50 Best Places to Live (Urbana #35) Money Magazine*

Form of Government (elected)	Charter	
Land Area (square miles)	664	
County Road Mileage (centerline miles)	1,285	
Real Property Assessed Value (Budget)	\$30.9 Billion	
County Government Workforce (Budgeted full time equivalent)	2,412	
Incorporated Municipalities	12	
Brunswick	Middletown	Rosemont
Burkittsville	Mount Airy	Thurmont
Emmitsburg	Myersville	Walkersville
Frederick City	New Market	Woodsboro
Population (estimated July 2019)	258,886	
Racial/Ethnic Mix (2010 U.S. Census)		
Percentage Black.....	8.6%	
Percentage White.....	81.5%	
Percentage Hispanic/Latino	7.3%	
Percentage Asian.....	3.8%	
Public School Enrollment	43,598 (Sept 2019)	
Number of Public Schools		
Elementary Schools	37	
Middle Schools	13	
High Schools.....	10	
Special Schools	4	
Public Charter (K thru 8)	3	
Public Park Land Acreage		
Parks – acreage		
County.....	2,100	
State	12,823	
Federal	8,642	
Municipal	10,777	
Water & Sewer		
Frederick County Operated (sewer plants/collection systems).....	12	
Number of Residents served (sewer).....	88,641	
Miles of Sewer Mains	416	
Daily Plant Capacity	16,043,000	
Water Systems (water plants/distribution systems).....	13	
Number of Accounts (water)	26,000	
Miles of Water Mains	355	
Daily Systems Capacity (gallons).....	17,005,400	

Agriculture

Number of Farms	1,373
Acreage	188,576
Preserved farmland with easements (acres).....	61,330 (May 2019)

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, Frederick County Public Works, Frederick County Public Schools, and State Department of Assessments & Taxation staff. Agriculture information is provided by the US Census of Agriculture.

Water & Sewer data as of June 1, 2018 except for miles of mains (June 30, 2017). Population report adjusted to remove vacant lots from calculation.

Road mileage are based on a 2017 State Highway Administration report.



Woodsboro Pond, Woodsboro MD

History

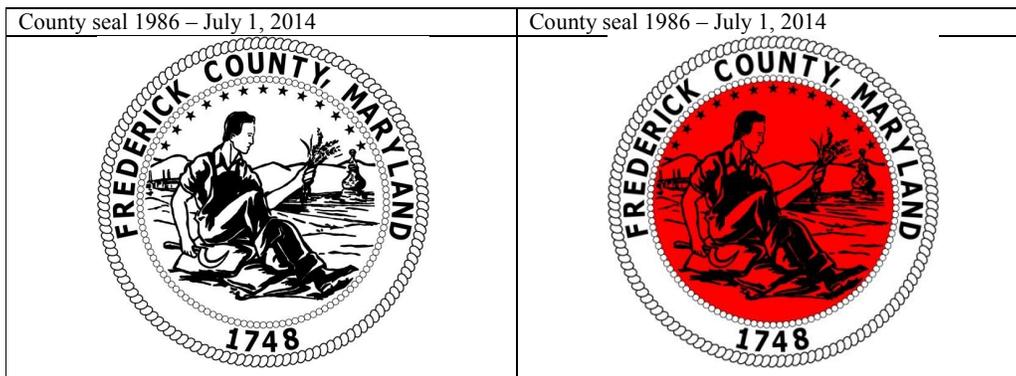
The original Frederick County, Maryland, seal, dating back to the mid-to-late 1800's, depicted an unclothed farmer holding a spike-toothed harrow and a single-shovel plow.

In 1957 a former Roads Board engineer was asked to create a new decal for vehicles and office doors. He used a worn out stamp of the original seal that was found in the old County Courthouse and worked with the National Decalcomanna Corporation in Philadelphia, Pennsylvania, to design a modernized version to emphasize agriculture and agribusiness, industrial development, and the historical character of Frederick County. This design was approved on May 15, 1957.

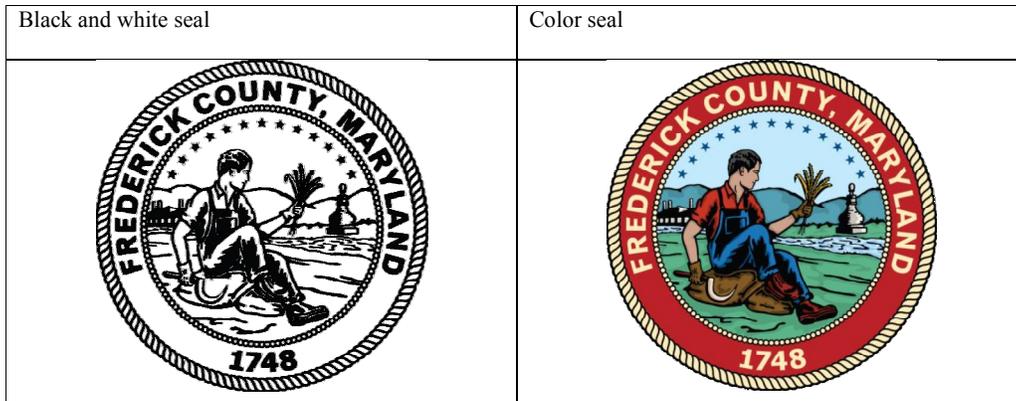


In 1986 the Board of County Commissioners directed the Planning Department to revise the seal and make it more environmentally friendly by removing smoke from the smoke stacks.

The Board adopted a revised version of the seal in late 1986 showing the County's founding date of 1748, stars representing the original 13 colonies, the scenic Catoctin Mountains, the jug from the original Jug Bridge at the Monocacy River, an industrial building in the distance to show support of economic development, and in the forefront, a farmer sitting on sacks of agricultural products representing the County's dedication to the farming community.



In March 2014 the Office of the County Manager contacted Jean Peterson Design to add more detail to the current seal and create a color version. On July 1, 2014, the updated color version of the Frederick County seal was implemented.



For information on the history of the County seal, visit www.FrederickCountyMD.gov/countyseal.

**COUNTY EXECUTIVE
BUDGET MESSAGE**

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FREDERICK COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE

Jan H. Gardner
County Executive

April 15, 2019

Fiscal Year 2020 Budget Message

Dear Frederick County Citizens:

I am pleased to present the Fiscal Year 2020 annual operating and capital budgets for Frederick County. The budget tells the story of Frederick County – who we are, what we value and who we want to be in the future.

We live in a special place – we have stunning farmland and scenic vistas, rich natural resources, outstanding schools, beautiful parks, a vibrant downtown, a safe community, a growing economy, and something for everyone to enjoy. Our good fortune does not happen by accident. It takes a coordinated effort to make life better for people.

We balance the needs of our growing community with fiscal discipline, we pay our bills and are careful not to create bills we cannot afford. We balance our budget, and we live within our means. The proposed FY 2020 budget is based on existing tax rates. There are no tax rate increases for either property taxes or income taxes.

Financial Highlights

- The budget reflects steady, modest growth in revenues, indicating a strong and vibrant local economy and property values.
- Pension and Other Post-Employment Benefits (OPEB) obligations are funded at the actuarially determined contribution levels. Our pension and retiree health benefits are among the best funded in the State of Maryland.
- Tax equity is provided to our municipalities to avoid duplication and to ensure residents that they are not being double taxed.

Budget Priorities

The budget is a tool to help maintain our high quality of life. Like a large jigsaw puzzle, each piece of the budget fits together to create the full picture, which is our high quality of life.

Maintain Assets

Maintaining our assets means being responsible to protect the significant investment Frederick County taxpayers have made in our public buildings, roads, bridges, water quality, sewer system and other critical public infrastructure. Assets and infrastructure support services, take care of people, and move goods and services.

Division of Public Works

The County's Division of Public Works maintains 1,300 miles of roads, over 400 bridge structures, more than 140 county-owned buildings, and more than 600 vehicles. The budget allocates about \$18 million annually to maintain a rigorous pavement management system, including paving and overlay, sealing, striping and other major maintenance to keep our road network in good shape.

The budget includes the addition of a "strike team" to respond to critical needs that arise in the case of emergencies, such as downed trees, ice damage, road flooding, and more. This team will work primarily in the Urbana area, helping the County keep our road network in great shape in one of the fastest-growing areas of Frederick County.

The capital budget will improve road geometrics and add shoulders to the southern portion of Boyer's Mill Road, from the bridge over Lake Linganore south to Old National Pike. The County will also fund design and construction to improve Gas House Pike from the City of Frederick limits to Boyer's Mill Road. This is a \$10.3 million project that will improve geometrics, drainage and add shoulders. The Gas House Pike Bridge project over Linganore Creek, located east of Boyer's Mill Road near West Winds, will begin as soon as the City's bridge over the Monocacy River opens for traffic.

Division of Utilities and Solid Waste Management

The Division of Utilities and Solid Waste Management maintains 344 miles of water main and 3,117 fire hydrants. These numbers are up from 186 miles and 1,320 fire hydrants in 2000. Staffing levels have remained the same since 2000, so the proposed budget adds 2 additional distribution operators. Similarly, we have over 400 miles of wastewater collection and piping systems and will add a project manager to oversee inspection, maintenance, and operation.

Value Workers

Frederick County's budget supports over 8,000 public servants – with 5,500 employees in the school system, 2,100 employees in Frederick County Government, and 400 employees at the community college. The budget supports funding for the fourth year of the implementation of a new pay scale for teachers and school staff, the first year of a new three-year contract for sheriff deputies and corrections, and a merit or step improvement for all general county workers, which is an average of 3.5% of the midpoint on the county pay scale. I have also included a 2% pay increase for our regular part-time employees.

Safe Communities

An important piece of our quality of life is living in safe communities. A number of puzzle pieces must fit together to deliver public safety. Safe communities exist thanks to the men and women who work in law enforcement, fire and emergency medical services, corrections, 9-1-1 communications and emergency management.

Fire & Rescue Services

Fire and Rescue is an area of significant growth in the county budget as we transition from a fully volunteer fire service to more paid staffing. In the past year alone, the call volume increased nearly 5%. Over the past four years, I have added more than 100 firefighter positions.

The proposed budget includes:

- Applying for a federal Staffing for Adequate Fire & Emergency Response (SAFER) grant to hire an additional 38 firefighter/EMTs;
- Adding 4 battalion chiefs to address the supervisory needs of more people in the field; and
- Funding for a health and wellness program.

On the capital side, people will see work beginning on a new Hayward Road Fire Station. This station is critically needed to handle increased calls on the west side of U.S.15 in response to growth in the City of Frederick. Following Hayward Road, the Capital Improvements Program (CIP) includes the Green Valley Fire Station in Monrovia and the Carroll Manor Fire Station in Adamstown, both replacement stations:

Emergency Communications (9-1-1)

The County's Emergency Communications (9-1-1) call takers are on the front line of almost every emergency. The proposed budget includes an additional 6 call-takers to meet growing call volume and to make progress toward industry staffing standards. The proposed budget also includes new software that will assist with emergency communications between our schools and the County, adds a Director of Training position dedicated to training, which is currently part of another position, and adds a grants position that will be shared with the Division of Fire & Rescue Services. We will also be making a \$400,000 investment toward the transition to Next Generation 9-1-1.

Sheriff's Office

The proposed budget supports law enforcement and corrections by funding the first of three years of a newly negotiated pay scale. Due to a growing number of calls for service, the budget authorizes 6 new sheriff deputy positions. The capital budget also supports additional protective gear and upgrades to mobile data terminals. To support positive outcomes for individuals in corrections, the budget funds a new position to coordinate and facilitate case management for inmates to improve successful re-entry into society. The CIP includes a new and expanded medical unit at the adult detention center to provide needed space and to meet current needs for mental health and medical treatment.

Animal Control

Numerous citizens and shelter volunteers turned up at budget meetings to advocate for our hard-working staff and the animals for which they care. The budget supports the growing need for veterinary care and pet food, as well as funds for an additional animal control officer. Animal control officers are available day or night every day of the week, and this is the first additional officer in more than 10 years.

Exceptional Education

The biggest piece of our quality-of-life puzzle is outstanding public education. Everyone wants great schools and educational opportunities for their children and grandchildren, and our businesses and employers want a well-educated workforce.

Frederick County Public Schools

The proposed budget provides \$12.2 million to our K-12 public schools, including \$4.2 million for enrollment growth, \$500,000 for technology, and an additional \$7.6 million above the legally required Maintenance of Effort to support the final year of transition to a new pay scale for teachers and school system employees. My intention is that County funds will be used to provide the best teachers and staff in our classrooms and to make sure all our children have access to the programs, materials, and curriculum they need to be prepared for the workforce or for higher education.

We know that school facilities matter to educational outcomes and are an important puzzle piece in the delivery of a high quality education. A new Urbana Elementary School will open for students in September 2020. Construction will begin in the coming year on a new Rock Creek School to meet the needs of students with special needs. A new and much larger Waverley Elementary School is under design and construction is on the horizon.

In September of 2018, I announced a supplemental budget to speed up the design of two desperately needed projects in the Oakdale/Linganore area: a new East County Area Elementary School one year earlier than planned and a 300-seat addition for Oakdale Middle School two years earlier than planned. The County is ready to do our part, but we are awaiting State planning approval for both of these projects. We have funding in our capital budget to begin construction in the upcoming year.

There are a number of other important projects in the “out years” of the CIP, including the modernization of Liberty Elementary School, a modernization/addition project for Brunswick High School, and a new Northwest Frederick Area Elementary School. A new elementary school in Brunswick also will be needed.

Frederick Community College

To support the good work of Frederick Community College, the proposed budget provides over \$1 million for a 3% COLA for employees. This investment also helps to keep college affordable by minimizing the need to increase tuition.

On the capital budget side, work will begin on the renovation of the Conference Center/Classroom Building (Building E), which will add flexible classroom space and consolidate the Continuing Education programs that are spread out across the campus. Building L – Linganore Hall is next in the queue with design in the coming year.

Frederick County Public Libraries

Frederick County Public Libraries provide a quality-of-life piece of the puzzle for lifelong learning and fun. The Myersville Library branch is the latest addition to our library system. This branch library is currently under construction and should open to patrons in the summer. The budget supports the staff and funding needed to operate this new library.

Seniors

Seniors are the fastest growing age group of citizens in Frederick County. We all look forward to enjoying the good life in our retirement. This piece of our budget puzzle reflects the County's priority of taking care of our seniors and providing meaningful opportunities to enhance their quality of life. The budget provides for additional staff to expand hours at the senior center in Urbana. We heard loud and clear from Urbana seniors and received a petition asking for more space and more services.

TransIT

The budget expands TransIT-Plus, the paratransit service, to eliminate the wait list and assist seniors and people with disabilities who need to get to medical appointments, including dialysis. In the upcoming year, TransIT looks to acquire a new bus entirely through a Smart Energy Grant. And we will be using bus advertising revenue to add 10 bus shelters and an automatic bus wash – all a good deal for residents!

Good Health

The Frederick County Health Department works with our community partners to support a wide variety of health services to improve public health outcomes. The proposed budget strengthens the school health program and supports the transition to more registered nurses. Our school health staff meet a wide variety of student daily needs and allow students with chronic health issues to access the full array of educational opportunities. Our goal is to provide more nurses, reduce turnover, and make sure our students are healthy and supported.

The Health Department is also an important part of the county's Heroin Consortium. The Health Department has expanded our peer recovery program, trained first responders and others on Narcan, increased awareness, expanded education in our schools, and so much more. The budget also includes start-up funding for the recently announced detox center. This will be a public private partnership, but it does require a one-time commitment on the part of the county to convert the space for this purpose. This is important to law enforcement and health care providers because

they need a place for people to go to get help other than the emergency room at the hospital. It is most important to those individuals and their families in the fight for recovery.

Parks and Recreation

This year we are excited to be opening two new parks! Another phase of the Utica District Park will open this year with new ball fields, pavilions, playgrounds and a trail. Next spring we will celebrate the opening of Othello Park, a new regional park located near Brunswick. This park will provide greatly needed ball fields, programs, and even a turf field with lights, to this part of the county that has not been served by a regional park. The budget includes funding for staffing, maintenance, and equipment to support the opening of these two new parks.

People & Partnerships

One of the things that is special about Frederick County is our ability to work together to get things done. The next piece in our puzzle is how Frederick County serves our citizens. It's about people and partnerships and building community.

Our Division of Citizens Services supports people of all ages, from young children and their families, to those trying secure housing, to adults with developmental disabilities. Modest investments will help to expand services and meet a federal mandate.

The County also partners with our human service non-profit agencies to leverage resources through Community Partnership Grants to make sure all of our residents benefit from our community's prosperity.

Preserve Culture & Heritage

The natural scenic beauty of Frederick County balances our life and makes us proud to call this community home. And we love our rich history and our agricultural heritage. Preserving large areas of farmland supports the long-term viability of our agricultural community, and is also important to how we manage growth in our county. Agriculture directly accounts for more than \$150 million in sales each year in Frederick County. The industry generates an economic impact of nearly \$1.5 billion.

We will continue our investment in agriculture preservation. The budget supports a \$250,000 one-time matching grant for the state's Rural Legacy program, in addition to our dedicated stream of revenue from recordation taxes.

New Initiatives

The budget includes \$300,000 in the solid waste enterprise fund to initiate a composting demonstration project and to support or incentivize composting in our schools. The goal is to encourage the private sector to offer composting by demonstrating that it works.

Having a job is fundamental to having a high quality of life and is an important piece of the puzzle. Our economy is thriving and Frederick County is a great place to do business. To implement the next step of the Office of Economic Development's Growth Opportunities Strategy, the budget funds the development of a branding and marketing plan to support our emerging businesses and our incubator, and to help retain existing employers.

It is important that the people who work here can afford to live here. Last year, I dedicated a portion of the existing recordation tax revenue to our Housing Initiative Fund to support the creation of affordable housing. I will be submitting a bill to the County Council to codify this funding commitment to affordable housing.

Telling Our Story

Life is good in Frederick County. Our quality of life is comprised of a wide variety of puzzle pieces including outstanding schools, safe communities, exceptional employees, beautiful parks and libraries, a top-notch health department, excellent roads, water and sewer, and citizen services. Our economy is vibrant and Frederick County is a great place to do business.

While revenue growth is modest, we remain fiscally strong and in a positive trend. I am proud that Frederick County lives within our means while providing outstanding services. There is plenty of good news to share.

The budget is lean, sensible, balanced and fiscally responsible. The budget tells our story. It highlights our community priorities and values. It delivers results – exceptional schools, safe communities, effective and efficient services, 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 future of Frederick County is bright.

Sincerely,



Jan H. Gardner
County Executive

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STRATEGIC FRAMEWORK

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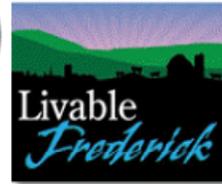


Poised for the Future

Strategic Plan

Frederick County, Maryland

- ✓ **Livable Frederick**
Vision
20 Years Forward



- ✓ **Priorities**
Near-Term Plan
Strategy

PRINCIPLES:
Best Place to Live
High Quality of Life
Prosper & Preserve

PRIORITIES:
1. Education
2. Jobs
3. Seniors
4. Community Needs
5. Growth

- ✓ **Moving Forward**
Implementation – Livable Frederick

Division Level Strategic Goals, Actions, Results
Capital Investments and Operating Budgets
FY2019 – FY2022

FOUNDATION of GOOD GOVERNMENT
Shared Values & Beliefs
Honesty Open & Transparent Innovative
Participatory Collaborative

FY2020 Adopted Budget Strategic Framework

Executive Summary

County Executive Jan Gardner is the first County Executive under the new Charter form of government adopted by voters in November 2012. County Executive Gardner immediately took action to stand up effective and efficient government under the new charter by appointing a **TRANSITION TEAM** to identify opportunities, challenges, and actions to ensure a smooth transition to optimal government operations and the delivery of services to citizens.

To develop countywide priorities and an action plan for the first term, Executive Gardner established four **LEADERSHIP TEAMS** in key priority areas – EDUCATION, JOBS, SENIORS, and COMMUNITY NEEDS. The Leadership Teams brought a diversity of experts, stakeholders, and big thinkers to the table to brainstorm ideas and energize the public. Leadership teams embraced community enthusiasm recognizing that the best ideas come from the people.

To align county divisions and staff with these priorities, County Executive Gardner held facilitated **STRATEGIC PLANNING SESSIONS** to gather input and ideas from County Directors about what they could do to move these shared priorities forward from big ideas to reality.

The outcome of all these efforts is a **STRATEGIC FRAMEWORK** that describes our shared **VISION** for the future of Frederick County and sets out the County Executive's **STRATEGIC PRIORITIES** to ensure a bright future. Every county division worked within this framework to further establish **GOALS**, allocate **RESOURCES** and measure **RESULTS**.



To refresh and re-energize strategic priorities for a second term, County Executive Gardner convened a leadership conference in February 2019 to engage thought-leaders and the public to build on accomplishments and brainstorm new ideas. Business and industry executives collaborated with government officials along with leaders from human service non-profits, education, technology and faith-based organizations. The goal was to review what had been accomplished, what remained a work-in-progress, and identify issues, ideas, priorities and goals for the next four years to ensure Frederick County remains the best place to live, work, and raise a family.

Education, Jobs, Seniors, and Community Needs continue as key priorities with a new priority focused on **Growth**. Population growth and economic development demand services while evolving expectations and demographics require some new approaches. Infrastructure needs such as schools, roads, parks, libraries, and broadband are fundamental components of planning for growth. Livable Frederick is the path forward.

All Strategic Priorities rest on the foundation of **Good Government** – honesty, transparency, and public participation.

FY2020 Adopted Budget Strategic Framework

Planning Horizons

- ✓ **LIVABLE FREDERICK:** Vision, 20 years and beyond

Livable Frederick is a new innovative approach to plan our community's future. The plan ensures that Frederick County grows well, preserving our rich history and cultural amenities, while delivering a vibrant economy and a high quality of life. Livable Frederick starts with a shared community vision and considers the outcome of our choices on how we live, work and play. For the first time, the plan fully evaluates our land use choices and their impacts on transportation, incorporates health, a growing senior population, and attracting and retaining a well-educated, creative, and engaged workforce. The shared vision is vividly described....

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

- ✓ **PRIORITIES:** Strategic Plan, now through 2022

The *Strategic Framework* provides direction for County operations and decision making through 2022. Livable Frederick will shift from plan development to implementation. By 2022, County Executive Gardner will leave a legacy of a new charter government, outstanding schools, safe communities, a vibrant economy, and a high quality of life; built on a strong foundation of honest, transparent and engaging government. The County Government will be sustainable and continuity of operations will ensure a smooth transition for the next executive and decades of future success.



This *Strategic Framework* describes our shared *VISION* and sets out *LEADERSHIP PRIORITIES* that will guide us to a bright and prosperous future for Frederick County. These priorities cascade down through each division of County Government fostering organizational alignment for success.

Divisions develop *STRATEGIC PLANS AND GOALS* that guide decision-making and align resources through the budget. Each of the division level goals have multiple *ACTIONS* that when implemented achieve measurable success and produce desired outcomes. *PERFORMANCE MEASURES* track progress toward achieving those desired outcomes. *TARGETS* established for each Performance Measure provide the definition of success and support an evidence based management process.

County Executive Guiding Principles:

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.

PROSPER & PRESERVE

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

FY2020 Adopted Budget Strategic Framework

FOUNDATION OF GOOD GOVERNMENT:

Frederick County provides open, transparent government where people can participate and make a difference. Residents are energized to shape the future of the county.

Initiatives:

- Increase citizen interaction with County Government through modernized technology
- Engage citizens in the budget process with clear information and new online budget tools
- Develop government leadership through Leadership Frederick County Government
- Make data driven decisions using evidence-based programs that are outcome oriented
- Protect the workforce's culture of professionalism and high level of customer service

PRIORITIES PROVIDE:

1. EDUCATION

Frederick County offers excellence in public education and lifelong learning opportunities ensuring a well-educated and trained workforce supporting long-term prosperity.

Initiatives:

- 1.1 Ensure the best teachers are in classrooms to deliver desired educational outcomes
- 1.2 Identify adequate, sustainable funding for public education operating and capital budgets
- 1.3 Accelerate schools construction to ensure adequate school facilities
- 1.4 Support life-long learning through public libraries
- 1.5 Maintain "community schools" to support community needs – recreation, education, social
- 1.6 Support innovation in public education – LYNX, Dual Enrollment

2. JOBS

Frederick County provides interesting and fulfilling jobs to ensure residents have the opportunity to work where they live.

Initiatives:

- 2.1 Implement the Growth Opportunity Strategy
- 2.2 Develop Frederick's competitive advantage through a differentiating brand
- 2.3 Utilize a marketing plan to promote Frederick
- 2.4 Attract and support targeted new businesses and jobs. Seize our opportunities
- 2.5 Retain and grow existing and traditional businesses
- 2.6 Encourage agriculture's economic viability

3. SENIORS

Frederick County engages, empowers and equips our seniors to live their best life through Seniors First.

Initiatives:

- 3.1 Improve access to health care
- 3.2 Support aging in place
- 3.3 Increase awareness of job and volunteer opportunities, engage active seniors
- 3.4 Modernize and expand space available for senior activities

FY2020 Adopted Budget Strategic Framework

4. COMMUNITY NEEDS

Frederick County offers a high quality of life, safety and well-being for all citizens.

Initiatives:

- 4.1 Sustain safe communities
- 4.2 Improve mobility including rural transportation and multi-modal systems
- 4.3 Provide housing options and leverage resources for workforce housing
- 4.4 Invest in healthy living opportunities, renewable energy, climate change mitigation
- 4.5 Aggressively address opioid and substance misuse
- 4.6 Expand Parks & Recreation facilities and programs to all areas of the county
- 4.7 Link people to existing programs and services

5. GROWTH

Frederick County preserves our rich history and valuable resources while investing in communities and infrastructure as part of a plan for future prosperity.

Initiatives:

- 5.1 Preserve cultural amenities and historic features
- 5.2 Maintain physical infrastructure with economically efficient investments
- 5.3 Align County services to support a growing population
- 5.4 Modify development policies, regulations and laws to grow wisely
- 5.5 Increase opportunities to benefit from renewable energy
- 5.6 Expand broadband access to prepare for the future

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BUDGET OVERVIEW

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FY2020 Adopted Budget Budget Overview

Highlighted Budget Enhancements and the Strategic Priorities met

Budget Enhancement	Strategic Priorities
\$11.4 million additional to the Board of Education (\$8.1 million above maintenance of effort)	Education; Growth
\$1.9 million in matching funds for a grant to help support additional firefighters	Community Needs; Growth
\$1.7 million additional to public safety divisions (Sheriff, Emergency Management, and Fire/Rescue Services)	Community Needs; Growth
Over \$700 thousand additional to the Parks and Recreation Division to meet increasing request for services	Community Needs; Growth
Over \$350 thousand additional to the Citizens Services Division to meet new mandates and increasing request for services	Community Needs; Growth
Over \$125 thousand additional to the Senior Services Division to meet new mandates and increasing request for services	Seniors; Community Needs
Over \$445 thousand additional to the Health Services Division for school health programs to meet mandates, increasing request for services, and additional facilities	Education; Community Needs; Growth
\$3.8 million additional transfer to the Debt Service and Capital Project Funds to fund capital projects	Education, Community Needs, Growth, Jobs, Seniors

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. The annual Capital Budget and multi-year Capital Improvement Program are the tools that will guide investments where they deliver the greatest return for the community.



Kelly Weaver, Budget Director

BUDGET AND FINANCE POLICIES

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FY2020 Adopted Budget Budget and Finance Policy

Charter

Frederick County converted from the Commissioner form of government to the Charter form of government effective on December 1, 2014. 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.

Budget Policy

The budget 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 1st) 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 15th 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 following the posting of a fair summary of the change. This notice must be posted on the County website at least two days in advance of the hearing.
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.

FY2020 Adopted Budget Budget and Finance Policy

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.

Finance Policy

The County uses fund accounting to ensure budgetary compliance. 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. All of the funds of the County can be divided into four categories: Governmental Funds, Enterprise Funds, Internal Service Funds and Fiduciary Funds.

Governmental Funds: These funds account for the near-term inflows and outflows of spendable resources. Governmental Major Funds are 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 statements allow for the demonstration of sources and uses and/or budgeting compliance. The largest is the **General Fund** which is commonly referred to as the “**Operating Budget**.” The **Capital Fund** is commonly referred to as the “**Capital Budget**” and is the first year of the **six-year CIP**. Frederick County adopts an annual appropriated budget for all of these Governmental Funds including the **Special Revenue Funds**.

Enterprise Funds: These funds are used to report functions as business-type activities in the Government-Wide Financial Statements. Frederick County has four individual enterprise funds: the Water and Sewer Fund, the Solid Waste Management Fund, the Bell Court Apartments Fund and the Comprehensive Care Facilities Fund.

Internal Service Funds: These are accounting devices 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, the Other Post Employment Benefit Fund (OPEB) and the Length of Service Award Program Trust Fund (LOSAP).

Finance and Budget Policy

Formal budgetary integration with the accounting general ledger, project accounting and procurement system is employed as a management control device for all funds for which a budget is legally adopted, namely, the General Fund, Special Revenue Funds (except: Sheriff’s/Judicial Activities, Non-Profit Organization Loans, Fire/Rescue Loans and Watershed Protection and Restoration), Enterprise Funds and Capital Projects Fund.

Budgets that are maintained for management control but are not legally adopted include: the Debt Service Fund, Fiduciary Funds, and Internal Service Funds.

During the fiscal year the Executive may transfer unencumbered appropriations in the Operating Budget within the same Division, 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 Divisions, 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.

FY2020 Adopted Budget Budget and Finance Policy

Basis of Budgeting

Budgets for governmental funds are prepared using the modified accrual basis which combines the cash method and full accrual method of accounting. The modified accrual basis is widely used by government agencies to focus on current year obligations and to confirm that current revenues are sufficient to cover the obligations. However, this method is at variance with Generally Accepted Accounting Principles (GAAP). The County's budgetary basis differs from GAAP as follows:



- Encumbrances are recorded as expenditures
- Principal payments on debt are recorded as expenditures
- Inventories and capital assets are recorded as expenditures at the time of purchase
- The use of prior years' fund balance is reported as revenue (other financing source/budgeted use of fund balance)
- Depreciation is not recorded as an expense

Budgets for enterprise and internal service funds are prepared using the full accrual basis except for capital item purchases which are budgeted as an expense.

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 pay-go funding for capital improvements at an amount equal to 7% of General Fund operating revenues. All pay-go sources will be considered in total in reaching this goal except for direct third party donations or grants. Other capital funding will be obtained by general obligation bonds/leases, state and federal grants, enterprise fund resources and other sources.
3. The Budget Office will annually review the County's debt affordability standards, update the study, and compare to the County's peer group. The results will be submitted to the County Executive for review.
4. 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.
5. 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.
6. 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.
OR

FY2020 Adopted Budget Budget and Finance Policy

- The project will meet long-term regulatory requirements
- b. The project will have an estimated individual cost totaling \$100,000 or more. Projects of less than \$100,000 will only be permitted when required for State or Federal funding. Multiple projects in a single category, that total \$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.
7. Eligible capital costs will include Land Acquisition, Site Improvements, Planning, Design, Construction, Inspection/Overhead, Technology Equipment/Infrastructure, Capital and Non-Capital Equipment/Vehicles (related to start-up costs or comprehensive replacement plan), and Project Management.
 8. 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.
 9. 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 and state concurrence on project documents.
 10. A project's construction bid process must be anticipated to begin in the upcoming fiscal year for it to be funded in the Capital Budget.
 11. 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 3 fiscal years elapse without any expenditure from or encumbrance of the appropriation. .
 12. All capital projects will be reviewed and approved in accordance with Annotated Code of Maryland Land Use Article § 3-205 regarding consistency with the County Comprehensive Plan. The Planning Commission will vote on the consistency based on the County Executive's proposed budget.
 13. A Capital Improvements Program Committee shall be established and managed by the Budget Office. At a minimum a representative from the Budget Office, Finance Division, Planning and Permitting Division, and the County Executive's Office shall serve on the committee.
 14. The Capital Improvements Program Committee will evaluate the merits of each requested project and recommend to the County Executive projects for inclusion in the County Executive Proposed Budget based on the following criteria:
 - 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.
 - h. The project meets regulatory requirements

FY2020 Adopted Budget Budget and Finance Policy

15. Projects scheduled in previously approved CIP's should be considered when establishing priorities for future CIP programs.
16. Every project will have a designated division or agency responsible for the execution and management of the project. For projects funded under the categories of Community College, Board of Education, and Municipalities those respective organizations will be responsible for the execution and management of their projects.
17. Following adoption of the CIP a project may be split into "sub-projects" for tracking and accounting purposes. However, the adopted project will retain the definition of a "project" as it relates to County policies, the County Code, and the County Charter.
18. 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.
19. 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.
20. 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 #6 and #7.

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.

However, 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 and was recently reviewed and updated in 2017 by an outside financial consultant.

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 assessed value growth rate between 3.1% and 3.5%, annual revenue growth in General Fund Revenues between 3.9% and 5.1%, and an interest rate of 5.00% on new debt.

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TAX RATES

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FY2020 Adopted Budget County Tax Rates

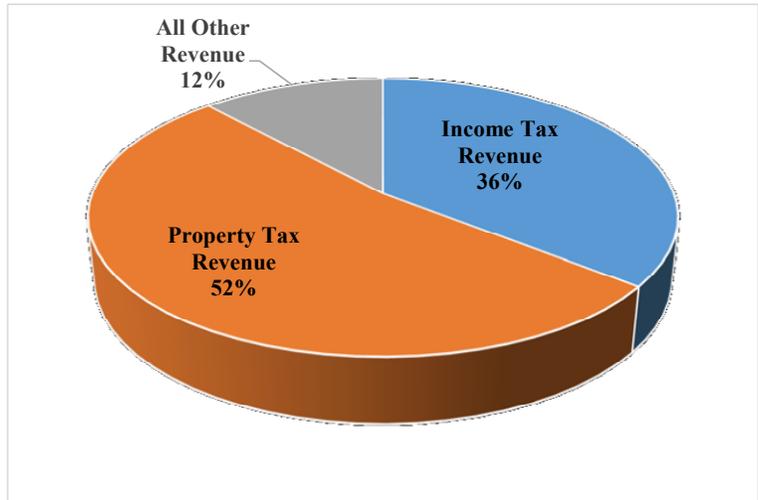
Property tax and income tax combined makes up 88 percent of total General Fund revenue. The remaining 12 percent comes from an array of smaller ad valorem taxes, fees, grants and service charges.

Property Tax

This ad valorem tax applies to owners of real property (land and improvements) located in the County.

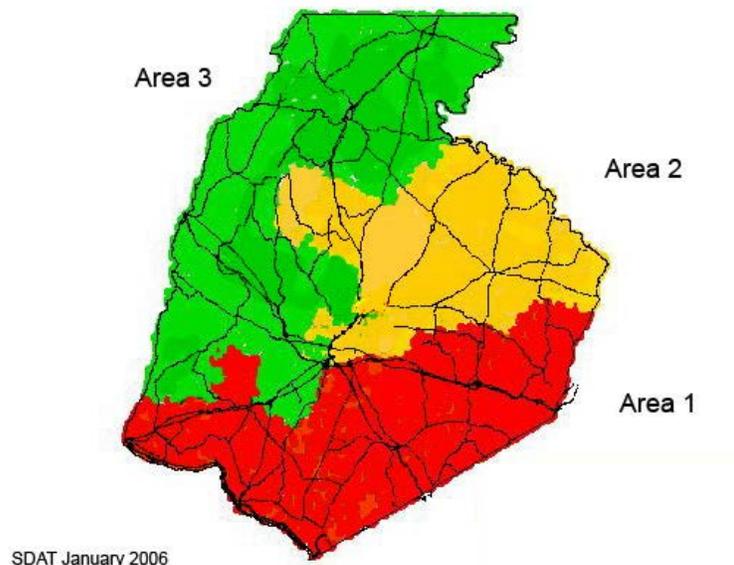
The tax base for a given fiscal year is the total assessed value of all real property subject to the property tax as of the first of January (the date of finality) immediately preceding the first day of a fiscal year.

New construction substantially completed as of July 1 of the fiscal year is taxed for the full year, and new construction substantially completed as of January 1 of the fiscal year is taxed for a half-year.



Each year, the State Department of Assessments and Taxation (SDAT) is required to value one-third of all real property based on a physical inspection prior to the date of finality. Any increase in cash value (market value) is phased in equally over the next three years. All property is assessed at 100% of full cash value. The County property tax rate for Fiscal 2020 is \$1.06 per \$100 of assessable property. The rate is established by the County Council which is required by the County Charter to adopt a tax rate necessary to balance the budget.

SDAT property valuation map of Frederick County:



FY2020 Adopted Budget County Tax Rates

Income Tax

Frederick County's income tax rate for FY2020 is 2.96%. The tax is assessed as a percentage of the taxpayer's Maryland taxable income.

Individuals who maintain legal residence in Maryland or who earn or receive income from Maryland sources must pay Maryland income tax. The six taxpayer classifications are single, married filing jointly, married filing separately, head of household, qualifying widow(er) with dependent child, and dependent taxpayer.

Federal Adjusted Gross Income
+/- modifications to income
<hr/>
Maryland Adjusted Gross Income
- deductions & exemptions
<hr/>
Maryland Taxable Income
x 2.96% County Tax Rate
<hr/>
Frederick County Income Tax

The tax base is the taxpayer's federal adjusted gross income adjusted by Maryland additions and subtractions, deductions and exemptions yielding Maryland Taxable Income. The County's tax rate is applied to Maryland Taxable Income.

Annual tax returns from individuals are due to the State Comptroller by April 15 of the year following the taxable year. Individuals who file income taxes electronically and pay the amount due electronically can pay by April 30.

If the taxpayer uses a fiscal year basis, then the returns are due on or before the fifteenth day of the fourth month following the end of the fiscal year. A quarterly declaration is due if the taxpayer expects to be under withheld by more than one-half of the federal threshold amount. Such taxpayers must file an estimated return and make quarterly payments on or before April 15, June 15, September 15, and January 15 of the next year.

Employers are required to withhold taxes (based on withholding tables) from the wages of employees. Income earned by an estate of a deceased person is subject to income tax in the same manner as individuals. Employers remit withholding taxes to the Comptroller monthly, quarterly, annually, seasonally, or as accumulated (for the largest employers) based on the amount of taxes withheld.

Each incorporated municipality shares in the County's income tax revenues by receiving:

- a) the greater of 17.0% of the county income tax liability of the municipality's residents, or
- b) 0.37% of the Maryland taxable income of the municipality's residents

Other taxes, fees, grants and service charges in Frederick County include:

- Recordation Tax on deeds and financing instruments
- Transfer tax is not charged in Frederick County
- Permit Fees (e.g., building permits, business licenses, zoning fees, etc.)
- Various federal and state grants
- Service Charges (e.g., court costs, development review, animal control, ambulance billing)

FY2020 Adopted Budget County Tax Rates

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted
General Real Property Tax (Per \$100 of Assessed Value)	\$1.0600	\$1.0600	\$1.0600	\$1.0600
City of Frederick (differential)	0.9374	0.9399	\$0.9413	\$0.9423
Town of Myersville (differential)	0.9351	0.9391	\$0.9333	\$0.9325
Railroad Public Utility Tax	\$1.0600	\$1.0600	\$1.0600	\$1.0600
Public Utility Tax	\$2.6500	\$2.6500	\$2.6500	\$2.6500
Income Tax	2.96%	2.96%	2.96%	2.96%
Sales Tax: Maryland's 6% sales tax is not a revenue that comes to the County budget				
Recordation Tax	\$6.00/\$500 of consideration	\$6.00/\$500 of consideration	\$6.00/\$500 of consideration	\$6.00/\$500 of consideration
General Fund	68.33%	58.33%	58.33%	56.83%
School Construction Fund	16.67%	16.67%	16.67%	16.67%
Agricultural Preservation Fund	10.00%	12.50%	12.50%	12.50%
Parks Acquisition & Development Fund	5.00%	12.50%	12.50%	12.50%
Housing Initiative Fund	0.00%	0.00%	0.00%	1.50%
Total	100.00%	100.00%	100.00%	100.00%
Transfer Taxes are not charged in Frederick County				
Building Excise Tax - Frederick County rate is set at 0%				
911 Fees	\$0.75/line	\$0.75/line	\$0.75/line	\$0.75/line
Special Taxing Districts for Electric Lighting				
Braddock Heights	0.015	0.015	0.0150	0.0150
Libertytown	0.013	0.013	0.0130	0.0130
New Addition	0.017	0.017	0.0170	0.0170

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FIVE-YEAR FORECAST

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**FY2020 Adopted Budget
Long Range Financial Plan**

Multi-Year Projections

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.

	FY 2020 BUDGET	FY 2021 PROJECTION	FY 2022 PROJECTION	FY 2023 PROJECTION	FY 2024 PROJECTION	FY 2025 PROJECTION
REVENUES						
Local Property Taxes	\$ 335,197,915	\$ 350,281,821	\$ 364,293,094	\$ 378,864,818	\$ 394,019,410	\$ 409,780,187
Local Income Taxes	227,145,067	243,689,515	251,000,201	258,530,207	266,286,113	274,274,696
Other Local Taxes	23,632,087	24,749,481	25,690,981	26,669,655	27,686,987	28,744,517
License and Permits	5,594,300	5,694,997	5,797,507	5,901,862	6,008,096	6,116,242
Federal Grants	210,000	210,000	210,000	210,000	210,000	210,000
State Grants	4,841,155	4,841,155	4,841,155	4,841,155	4,841,155	4,841,155
Charges for Services	10,586,377	10,776,932	10,970,917	11,168,393	11,369,424	11,574,074
Fines and Forfeitures	65,500	65,500	65,500	65,500	65,500	65,500
Investment Earnings	2,001,011	2,201,112	2,421,223	2,663,346	2,929,680	3,222,648
Miscellaneous	2,710,256	2,710,256	2,710,256	2,710,256	2,710,256	2,710,256
OPERATING REVENUE	\$ 611,983,668	\$ 645,220,770	\$ 668,000,833	\$ 691,625,192	\$ 716,126,621	\$ 741,539,275
Other Financing Sources	-	-	-	-	-	-
Use of Fund Balance	25,763,352	22,929,383	20,407,151	18,162,364	15,982,881	14,064,935
TOTAL REVENUES	\$ 637,747,020	\$ 668,150,153	\$ 688,407,985	\$ 709,787,556	\$ 732,109,502	\$ 755,604,210
Operating Revenue % Change	5.6%	5.4%	3.5%	3.5%	3.5%	3.5%
General Fund Revenue % Change	4.8%	4.8%	3.0%	3.1%	3.1%	3.2%
APPROPRIATIONS						
County Departments	\$ 230,855,598	\$ 238,318,911	\$ 247,397,342	\$ 253,470,294	\$ 261,020,976	\$ 269,262,950
Board of Educaiton	295,576,851	308,847,612	320,809,591	333,039,319	343,427,741	353,758,424
Frederick Community College	18,957,156	19,670,047	20,383,261	21,096,805	21,810,688	22,524,917
Frederick County Library	11,956,987	12,315,697	12,685,168	13,065,723	13,457,694	13,861,425
Other	8,446,463	8,598,499	8,753,272	8,910,831	9,071,226	9,234,508
Transfer to Debt Service	43,680,000	44,990,400	46,340,112	47,730,315	49,162,224	50,637,091
Transfer to Capital Projects	18,936,974	19,356,623	20,040,025	20,748,756	21,483,799	22,246,178
Transfer to Other Funds	9,336,991	9,617,101	9,905,614	10,202,782	10,508,866	10,824,132
TOTAL APPROPRIATIONS	\$ 637,747,020	\$ 661,714,891	\$ 686,314,385	\$ 708,264,826	\$ 729,943,213	\$ 752,349,626
Appropriation % Change	4.8%	3.8%	3.7%	3.2%	3.1%	3.1%
ANNUAL						
SURPLUS/(DEFICIT)	\$ -	\$ 6,435,262	\$ 2,093,600	\$ 1,522,731	\$ 2,166,289	\$ 3,254,584

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BUDGET PROCESS AND CALENDAR

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FY2020 Adopted Budget Budget Process and Budget Calendar

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.

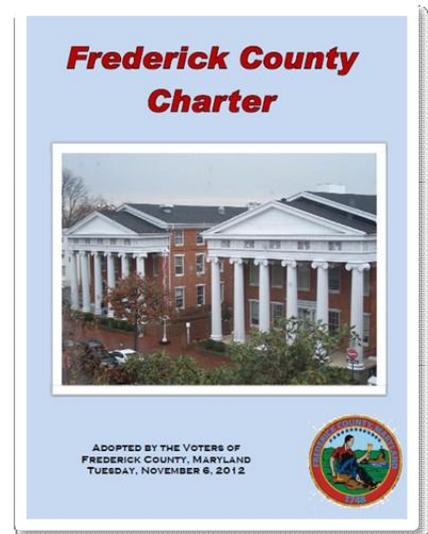
506. **Action on the Budget by the Council** – Clearly articulated allowable actions are defined here. As an example, the Charter limits the Council’s ability to change the budget:

“...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 31, which shall be known as the “Annual Budget and Appropriations Ordinance of Frederick County.” If the Council fails to adopt the Budget by May 31 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.



FY2020 Adopted Budget Budget Process and Budget Calendar

Budget Calendar

With input from the Chief Administrative Officer, the Budget Director and Budget staff, and after meetings with County Divisions, the Board of Education (BOE), Frederick Community College (FCC) and Frederick County Public Libraries (FCPL), the County Executive proposes an annual budget to the County Council no later than April 15th. The County Council shall then adopt the budget no later than May 31st.

- September** - Budget instructions for the Operating and Capital Improvement Program are released to County Divisions, agencies and related organizations
- October** - Preliminary base budget requests are due to the Budget Office
CIP submissions are due to the Budget Office
- December** - County Executive conducts a public hearing to receive proposals to be included in the proposed budget
- January** - Final budget requests are due from all sources
CIP Committee meets with requesting organizations to discuss requests
- February** - The County Executive and Budget Office staff begin meeting to review Operating and CIP budget requests including the BOE, FCC and FCPL Operating Budget requests
- March** - The County Executive and Budget Director meet with requesting organizations to review budget requests
The County Executive releases a draft budget and holds a public hearing to receive public comments on the budget requests
- April** - The County Executive is required to submit a Proposed Budget to the Council, along with a budget message, supporting tables and a financial plan that explains the Proposed Operating Budget, Capital Budget and the Capital Improvement Program
The County Council shall hold at least one public hearing on the budget
- May** - By May 31st the County Council shall adopt the budget. If the Council does not vote to adopt the budget, the budget as proposed by the County Executive becomes law.

FUND DESCRIPTION AND STRUCTURE

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The table below depicts the relationship between the Divisions 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.

Funds that are budgeted but not associated with a Division of County Government include: Hotel Room Rental Tax, Electric Lighting Tax, Comprehensive Care Facilities, Debt Service – General Government, and all Special Revenue – Capital funds.

Fund Balance Policy

General Fund Balances are automatically re-budgeted as revenue two fiscal years hence. This is displayed as BUDGETED USE OF FUND BALANCE in the adopted budget statements of revenue. County Council Bill No. 18-01 provides for the County to maintain a committed General Fund balance up to seven percent of General Fund expenditures and transfers to the Board of Education and Frederick Community College on a budgetary basis (as presented in the County’s Comprehensive Annual Financial Report).

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 for in Ordinance 19-01-001, Section 7 and 8. *Section 7: FY2019 Budget Encumbered But Unexpended Appropriations Rolled Over. This Ordinance hereby re-appropriates (rolls over) the encumbered but unexpended appropriations from FY2019 Budget to the FY2020 Budget. The encumbrance must be recorded in the County's financial system of record by June 30, 2019, and must be expended by June 30, 2020. Section 8: Appropriation of FY2019 General Fund Unaudited Fund Balance. This Ordinance hereby reserves \$2,089,793 of the FY2019 General Fund unaudited fund balance and appropriates this sum in FY2020 for the one-time expenditures listed [below] (see ordinance in the appendix for the list).*

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.

DIVISION:	FUND													
	General Fund	Agricultural Preservation	Grants	Housing Initiatives	Economic Development Loans	Bell Court	Solid Waste Management	Water & Sewer Management	Fleet Services	Voice Services	Worker's Compensation	Pension Trust	OPEB Trust	LOSAP Trust
County Administration	✓		✓		✓									
County Council	✓													
Sheriff	✓													
State's Attorney	✓		✓											
Circuit Court	✓		✓											
Orphan's Court	✓													
County Attorney	✓													
Finance	✓													
Human Resources	✓											✓	✓	✓
Interagency Information Tech	✓									✓				
Planning & Permitting	✓	✓	✓											
Emergency Management	✓		✓											
Fire & Rescue Services	✓		✓											
Volunteer Fire/Rescue Services	✓													
Animal Control	✓													
Citizens Services	✓		✓	✓		✓								
Senior Services	✓		✓											
Health Services	✓													
Parks & Recreation	✓													
Public Works	✓								✓					
Transit Services	✓		✓											
Utilities and Solid Waste Mgmt							✓	✓						

**FY2020 Adopted Budget
Fund Budgets**

Introduction

Budgeted Funds:	Actual Fund Balance 6/30/2018	Budgeted Changes		Budgeted Fund Balance 6/30/2020	Notes:
		FY2019	FY2020		
General Fund					
(c) Committed (enabling legislation)	\$33,006,509	\$4,925,815	\$1,673,190	\$39,605,514	1.
(c) All Other	\$69,715,797	(\$34,191,693)	(\$27,436,542)	\$8,087,562	2.
Special Revenue Funds:					
(a) Agricultural Preservation	\$45,528,211	\$243,892	(\$294,787)	\$45,477,316	
(a) Grants	\$4,382,240	(\$26,112)	(\$16,437)	\$4,339,691	3.
(a) Electric Lighting Districts	\$7,306	\$1,337	\$1,958	\$10,601	
(a) Economic Development Loan	\$521,792	(\$200)	(\$200)	\$521,392	
(a) Hotel Room Rental Tax	\$0	\$0	\$0	\$0	4.
(a) Housing Initiatives	\$9,649,983	(\$1,512,500)	(\$1,411,500)	\$6,725,983	
(e) Debt Service - General Government	\$72,024,391	(\$4,285,325)	(\$66,255,733)	\$1,483,333	5.
Enterprise Funds:					
(b) Comprehensive Car Facilities	\$388,405	\$0	\$991,174	\$1,379,579	
(b) Bell Court	\$1,433,410	(\$71,346)	(\$71,346)	\$1,290,718	
(b) Solid Waste	\$45,250,264	(\$1,732,837)	(\$5,474,053)	\$38,043,374	
(b) Water & Sewer	\$562,659,171	(\$11,970,458)	(\$8,015,458)	\$542,673,255	
Internal Service Funds:					
(d) Fleet Services	\$22,572,357	(\$1,891,936)	(\$832,567)	\$19,847,854	
(d) Voice Services	\$1,190,683	(\$41,851)	\$22,840	\$1,171,672	
(d) Workers Compensation	\$6,414,905	(\$2,096,449)	(\$471,639)	\$3,846,817	
Fiduciary Funds:					
(b) Pension Trust	\$635,261,065	\$23,165,377	\$21,939,862	\$680,366,304	
(b) Other Post Employment Benefits Trust	\$151,972,563	\$7,245,500	\$15,762,608	\$174,980,671	
(b) Length of Service Award Program Trust	\$787,214	\$253,900	\$514,916	\$1,556,030	
(b) Capital Fund	\$109,929,492	\$1,046,560	\$1,867,251	\$112,843,303	6.

Notes

1. Bill No. 18-01 provides for the County to maintain a committed general fund balance equal to 6.5 percent for fiscal year 2018 and 7 percent for fiscal 2019 and thereafter of General Fund expenditures and transfers to the Board of Education and Frederick Community College for the prior fiscal year.
2. The General Fund does not maintain an unassigned fund balance. Each fiscal year the audited fund balance from two years prior must be completely appropriated.
3. Grants timing may not match the fiscal year. All grants are budgeted such that revenue equals expense in a given budget year.
4. 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.
5. The FY2020 budgeted change in fund balance took into account actual transaction occurring in FY2019, therefore the FY2019 budgeted change was updated to reflect an estimated amount
6. The Capital Fund includes these Special Revenue Funds: Parks Acquisition and Development, Impact Fees/School Mitigation, and School Construction Fund.

Source for Actual Fund Balance- FY2018 CAFR Section

- (a) II-B-7
- (b) II-A-8
- (c) II-A-3 and II-A-13, Note G.
- (d) II-B-10
- (e) II-B-8

BUDGETED FUNDS

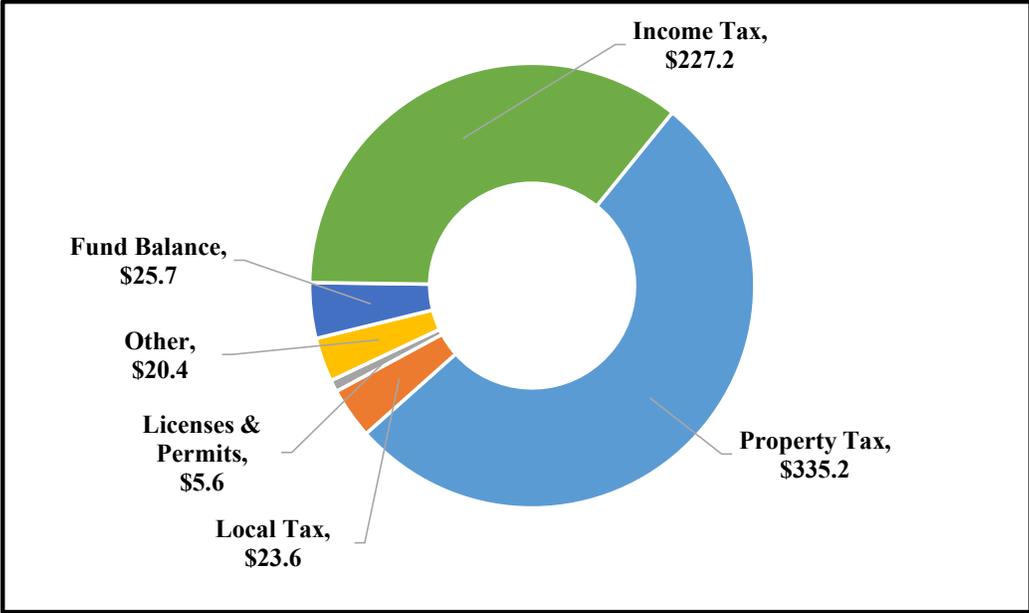
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GENERAL FUND

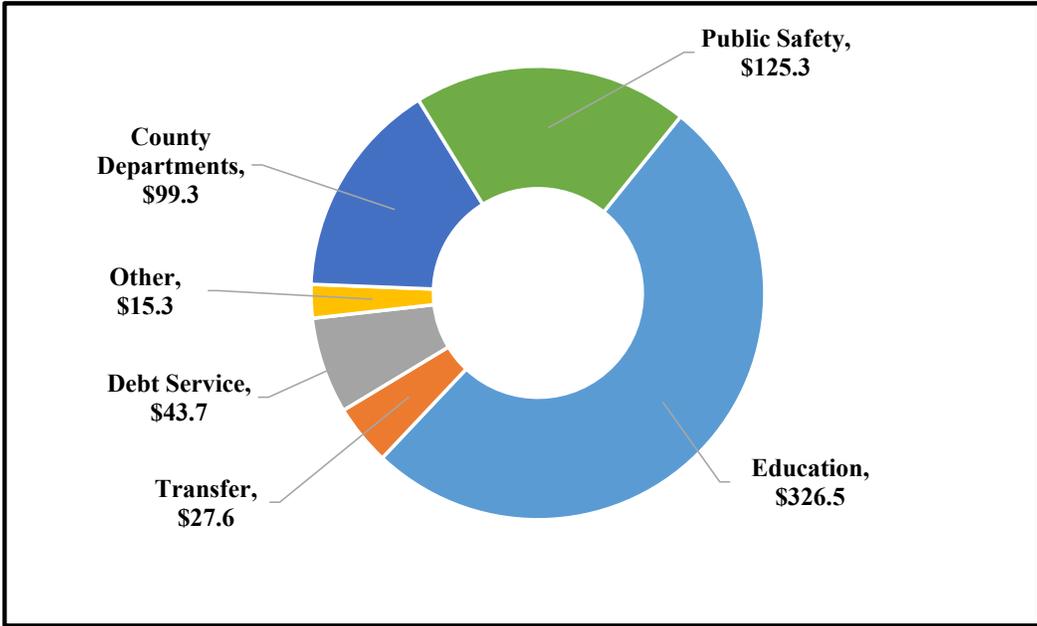
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\$637.7 Million Adopted Budget

Source of Funds
(\$ Millions)



Use of Funds
(\$ Millions)



**FY2020 Adopted Budget
Fund Budget Summary**

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Property Taxes	293,513,483	308,021,608	316,778,390	335,197,915	5.8%
Income Taxes	202,906,047	217,210,924	217,363,700	227,145,067	4.5%
Other Taxes	22,963,906	21,452,057	20,557,616	23,632,087	15.0%
Licenses & Permits	5,801,070	6,131,557	5,291,400	5,594,300	5.7%
Federal Funding	461,269	818,673	299,239	210,000	-29.8%
State Funding	5,008,502	5,499,286	5,493,384	4,841,155	-11.9%
Fees & Charges	10,800,197	11,643,841	9,237,634	10,628,377	15.1%
Fines & Forfeitures	227,811	254,745	230,500	65,500	-71.6%
Investment Earnings	1,051,866	2,011,808	1,501,011	2,001,011	33.3%
Miscellaneous Revenue	3,526,043	2,412,777	2,614,414	2,668,256	2.1%
Other Financing Sources	1,653,540	20,159	-	-	-%
Total	547,913,734	575,477,435	579,367,288	611,983,668	5.6%
BUDGETED USE OF FUND BALANCE					
Audited 2017, 2018 (respectively)	-	-	28,982,878	25,763,352	-11.1%
LOSAP	-	-	283,000	-	-100.0%
Total	-	-	29,265,878	25,763,352	-12.0%
TOTAL REVENUES	547,913,734	575,477,435	608,633,166	637,747,020	4.8%

**FY2020 Adopted Budget
Fund Budget Summary**

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
EXPENDITURES					
Salaries & Wages	107,939,321	112,018,202	117,890,015	127,597,933	8.5%
Benefits	57,272,571	58,286,568	63,389,717	63,169,834	-0.3%
Non-Employee Compensation	1,897,443	2,142,180	2,409,619	2,289,697	-5.0%
Professional & Technical Services	6,920,063	7,946,863	8,666,262	9,383,920	8.3%
Property Services	2,705,001	2,536,982	3,358,541	3,246,341	-3.3%
Repair/Maintenance	11,705,016	13,297,449	12,802,199	12,986,567	1.4%
Other Services	10,884,637	13,590,242	13,451,933	14,326,477	6.5%
Rental Expense	1,262,035	962,210	946,967	946,967	-%
Supplies	9,617,623	11,537,720	10,128,873	10,486,765	3.5%
Miscellaneous Expense	7,247,327	4,952,840	6,047,505	6,276,425	3.8%
Capital	1,534,911	1,388,097	1,009,978	747,988	-25.9%
Debt Costs	10,795	2,596	11,550	11,550	-%
Intergovernmental	7,543,331	7,841,487	8,115,392	8,446,463	4.1%
Other Financing Uses	335,088,404	349,105,536	366,693,801	384,306,004	4.8%
In-Kind	12,940,706	12,750,860	14,379,816	14,910,955	3.7%
Contingency	-	-	2,774,494	2,749,420	-0.9%
Reimbursements	(24,951,130)	(24,943,994)	(23,443,496)	(24,136,286)	3.0%
TOTAL EXPENDITURES	549,618,054	573,415,838	608,633,166	637,747,020	-3.7%

FY2020 Adopted Budget

Revenue Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Property Taxes					
Real Property Taxes	284,930,518	298,553,142	320,709,806	335,006,006	4.5%
Public Utility Taxes	10,051,891	10,608,058	7,300,000	11,492,970	57.4%
Payment in Lieu Option	388,129	413,821	265,000	555,373	109.6%
Municipal Tax Differential	-	-	(9,410,695)	(9,698,262)	3.1%
Tax Credit - Homestead	(629,940)	(794,264)	(781,483)	(826,034)	5.7%
Tax Credit - Historic District	(929)	(698)	(1,000)	(1,000)	-%
Tax Credit - Income Based	(3,447,519)	(96,884)	(3,250,000)	(3,250,000)	-%
Tax Credit - State Reimbursement	3,240,032	365,143	3,250,000	3,250,000	-%
Tax Credit - Ag Land / Bldg	(1,119,922)	(1,156,357)	(1,174,000)	(1,200,000)	2.2%
Tax Credit - County Homeowner	(632,921)	(687,392)	(741,300)	(750,000)	1.2%
Tax Credit - Golden Mile	(12,889)	(6,462)	(10,000)	(10,000)	-%
Tax Credit - Vacant Commercial	(87,782)	(89,301)	(90,000)	(120,000)	33.3%
Tax Credit - Carroll Manor Rec	(1,138)	(1,138)	(1,138)	(1,138)	-%
Tax Credit - New Jobs	(18,975)	-	-	-	-%
Tax Sale - Rev / Exp	13,200	55,385	13,200	-	-100.0%
Property Tax - Over /Under	(530)	(474)	-	-	-%
Interest on Property Taxes	2,694,261	2,816,514	2,700,000	2,850,000	5.6%
Discount on Property Taxes	(1,852,003)	(1,957,485)	(2,000,000)	(2,100,000)	5.0%
Property Taxes Total	293,513,483	308,021,608	316,778,390	335,197,915	5.8%
Income Taxes					
Income Taxes	202,906,047	217,210,924	217,363,700	227,145,067	-4.5%
Income Taxes Total	202,906,047	217,210,924	217,363,700	227,145,067	4.5%
Other Taxes					
Recordation Taxes	22,963,906	21,452,057	20,557,616	22,031,887	7.2%
MD 911 Fees - Local	-	-	-	1,600,000	-%
MD Security Interest Filing Fee	-	-	-	200	-%
Other Taxes Total	22,963,906	21,452,057	20,557,616	23,632,087	7.8%
Licenses & Permits					
Liquor Lic - Beer / Wine	400,139	405,726	400,100	400,000	-%
Liquor Lic - Application Fee	77,380	74,916	38,200	58,200	52.4%
Liquor Lic - Postponement Fee	3,100	950	500	500	-%
Traders Licenses	206,148	213,967	210,000	210,000	-%
Plumbing Licenses	21,906	86,940	20,000	55,000	175.0%
Electrical Licenses	101,410	44,952	85,000	50,000	-41.2%

FY2020 Adopted Budget

Revenue Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Marriage License	19,415	19,315	17,500	17,500	-%
Animal Licenses	53,849	53,589	52,100	52,100	-%
Raffle Permits	220,233	211,034	200,000	210,000	5.0%
Parks Alcohol Permit	10,050	9,200	8,000	8,000	-%
Zoning-Permits/Inspects/ Appea	189,367	224,167	175,000	168,000	-4.0%
Building Permits	1,672,392	1,851,261	1,500,000	1,700,000	13.3%
Building Permit - Filing Fee	109,775	111,190	100,000	110,000	10.0%
Electrical Permits	962,816	912,808	850,000	930,000	9.4%
Plumbing Permits	916,334	1,005,274	850,000	1,000,000	17.6%
Driveway Permits	8,425	13,433	5,000	5,000	-%
Grading Permits	786,967	855,506	750,000	620,000	-17.3%
Forest Resource Permits/Review	41,364	37,329	30,000	-	-100.0%
Licenses & Permits Total	5,801,070	6,131,557	5,291,400	5,594,300	5.7%
Federal Funding					
Federal Grants - Pass Thru	88,418	542,402	-	-	-%
Federal Grants - A133 Exempt	372,851	276,271	299,239	210,000	-29.8%
Federal Funding Total	461,269	818,673	299,239	210,000	-29.8%
State Funding					
MD 911 Fees - Local	1,608,276	1,654,048	1,600,000	-	-100.0%
MD Security Interest Filing Fe	550	245	200	-	-100.0%
State Grants - Operating	21,812	37,925	-	-	-%
State Department of Transport	1,554,639	1,960,241	1,980,651	3,004,792	51.7%
State Pub Safety & Corrections	195,570	203,985	250,000	200,000	-20.0%
Maryland State Police	1,068,403	1,076,493	1,082,533	1,086,363	0.4%
Amoss ST508 Grant	559,252	566,349	580,000	550,000	-5.2%
State Funding Total	5,008,502	5,499,286	5,493,384	4,841,155	-11.9%
Fees & Charges					
Municipal Services	113,779	208,207	100,000	125,000	25.0%
Election Voters Lists	175	-	150	150	-%
Electricity Demand Side Mgmt	4,554	3,364	25,000	5,000	-80.0%
Tax Status Reports Collection	168,753	171,049	100,350	160,000	59.4%
Hotel Tax Admin Fee	38,366	35,602	35,451	48,454	36.7%
Conduit Issues Admin Fee	58,226	105,174	-	-	-%
Other Fees	5,375	4,805	7,420	7,420	-%
Court Costs, Fees and Charges	1,972	16,074	2,200	2,000	-9.1%
Publications & Maps	-	-	-	100	-%

**FY2020 Adopted Budget
Revenue Budgets**

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Planning Rezoning/Text Amend	26,324	4,944	10,000	5,000	-50.0%
Develop Review-Subdivision	176,245	248,560	175,000	200,000	14.3%
Develop Review-Site Plan	90,066	158,413	85,000	100,000	17.6%
APFO Review	11,463	19,776	10,000	10,000	-%
Forest Resource Ordinance Fee	-	-	-	34,000	-%
OLS Review/Inspection	728,898	858,352	600,000	750,000	25.0%
Engineering IP & SWM Review	297,852	350,625	275,000	300,000	9.1%
Eng Site Plan/Subdivision Revi	47,805	58,350	40,000	50,000	25.0%
Develop Review - IP Review	10,300	7,518	7,000	7,000	-%
Automation Enhancement Fee	139,230	140,090	-	-	-%
Resident Cluster	-	1,149	-	-	-%
Performance Agree/Surety Mod	8,580	395	1,000	1,000	-%
Sheriff's Fees	23,547	28,562	22,200	22,200	-%
PADDD Admin Fees	6,040	4,590	4,000	4,000	-%
Third Millennium Fees	400	300	-	-	-%
Fingerprinting Fees	76,869	97,035	60,300	60,300	-%
Animal Control Collections	59,187	51,563	70,000	50,000	-28.6%
Animal Control Medical Receipt	11,931	38,067	3,000	3,000	-%
Ambulance Insurance Billing	5,860,805	6,089,944	5,400,000	6,000,000	11.1%
Insurance Proceeds - Fire/Resc	(1,377,401)	(1,382,416)	(1,350,000)	(1,380,000)	2.2%
Subscriptions - Fire / Rescue	345,446	348,827	395,000	395,000	-%
Subscription Credits - Fire/Re	(337,004)	(337,630)	(395,000)	(395,000)	-%
Admin Services - Alt Sentencin	25,640	21,615	30,000	10,000	-66.7%
Road Inspections	369,580	384,257	200,000	200,000	-%
Medical Assistance - State	15,202	22,164	10,000	10,000	-%
Scott Key Ctr-Day Program Fees	1,129,518	1,227,908	1,048,441	1,048,441	-%
Scott Key Ctr-Supported Employ	676,127	720,757	622,376	622,376	-%
Day Camp Tuition	203,649	240,322	146,009	175,000	19.9%
Recreation Ctr Program Fees	576,885	489,162	595,217	600,000	0.8%
Catoctin Nature Ctr Fees	114,898	124,675	80,000	120,000	50.0%
Fountain Rock Nature Ctr Fees	85,470	87,464	65,000	85,000	30.8%
Museum Fees	118,807	120,322	80,000	100,000	25.0%
Ballfield Fees	29,195	21,140	22,700	22,700	-%
Synthetic Turf Fields	135,595	148,323	125,377	325,377	159.5%
Admin Revenue - Parks	4,639	5,841	-	-	-%
Dev Disabilities Collections	2,325	2,347	3,300	2,000	-39.4%
Class Tuition	382,809	386,426	271,500	271,500	-%

FY2020 Adopted Budget

Revenue Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Sponsorship Revenue	12,000	16,830	-	-	-%
Sale of Merchandise	432	550	-	-	-%
Weed Control Fees	319,643	292,449	254,643	264,359	3.8%
Court Papers Served	-	-	-	165,000	-%
Fees & Charges Total	10,800,197	11,643,841	9,237,634	10,586,377	14.6%
Fines & Forfeitures					
Court Fines	34,086	32,467	35,000	35,000	-%
Court Papers Served	167,875	165,825	165,000	-	-100.0%
Alcohol Code Violation Fines	13,100	51,650	30,000	30,000	-%
Nuisance-Noise Levels Fines	-	75	-	-	-%
Gaming Permit	-	-	100	100	-%
Building Fines	4,800	-	100	100	-%
Electrical Fines	2,800	400	100	100	-%
Plumbing Fines	1,100	-	100	100	-%
Environmental Fines	-	-	100	100	-%
Parks & Recreation Fines	4,050	4,328	-	-	-%
Fines & Forfeitures Total	227,811	254,745	230,500	65,500	-71.6%
Investment Earnings					
Investment Earnings	1,163,706	1,932,882	1,500,011	2,000,011	33.3%
Unrealized Gain / Loss	(114,975)	75,791	-	-	-%
Interest Income	3,135	3,135	1,000	1,000	-%
Investment Earnings Total	1,051,866	2,011,808	1,501,011	2,001,011	33.3%
Miscellaneous Revenue					
Zoning Charges - Inspect/Appeals	-	-	-	42,000	-%
Rental Income - Buildings	1,330,876	1,233,208	1,219,486	1,246,021	2.2%
Rental Income - Parks	331,340	297,331	283,663	311,870	9.9%
Rental Income - Parking	41,914	46,544	42,900	45,600	6.3%
Contributions & Donations	769,709	35,389	43,265	40,765	-5.8%
In-Kind Revenue - Grants	142,945	-	-	-	-%
Tax Collection-Auto Tag Recove	1,375	1,093	2,000	1,000	-50.0%
ID Badge Replacement Charge	330	165	-	-	-%
Pcard Rebate	191,080	201,285	175,000	175,000	-%
Food Rebate	4,705	3,597	2,000	2,000	-%
Collection Charges - NSF	2,490	3,864	3,000	3,000	-%
Misc Rev - Vending Machines	13,732	14,962	13,000	13,000	-%
Misc Rev - Pay Phones	102,303	85,260	80,000	80,000	-%

FY2020 Adopted Budget

Revenue Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Unanticipated Revenue	-	-	500,000	500,000	-%
Miscellaneous Revenues	592,315	489,630	250,000	250,000	-%
Treasury - Cash Over/Under	-	(8)	-	-	-%
Publications & Maps	900	20	100	-	-100.0%
AP Discounts	29	437	-	-	-%
Sale of Capital Assets	1,624,436	-	-	-	-%
Gain/Loss-Asset Disposition	29,104	19,598	-	-	-%
Miscellaneous Revenue Total	5,179,583	2,432,375	2,614,414	2,710,256	3.7%
Budgeted Fund Balance					
Budgeted Fund Balance	-	-	29,265,878	25,763,352	-12.0%
TOTAL	547,913,734	575,476,874	608,633,166	637,747,020	-2.4%

FY2020 Adopted Budget
Departmental Expense Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
County Executive					
County Executive	1,309,485	1,379,828	1,424,164	1,769,512	24.2%
County Executive Total	1,309,485	1,379,828	1,424,164	1,769,512	24.2%
Administrative Services					
Budget	539,583	831,042	824,017	799,537	-3.0%
Workforce Services	546,608	555,033	586,091	593,979	1.3%
Office of Economic Development	1,178,622	1,373,442	1,535,356	1,583,523	3.1%
Communications	740,724	756,463	796,613	848,331	6.5%
Environmental Sustainability	-	207,164	227,580	213,377	-6.2%
Watersheds - NPDES	-	2,475,658	1,792,826	1,462,573	-18.4%
Administrative Services Total	3,005,537	6,198,802	5,762,483	5,501,320	-4.5%
County Council					
County Council	664,856	712,583	813,915	777,836	-4.4%
County Council Total	664,856	712,583	813,915	777,836	-4.4%
Sheriff					
Sheriff-Administration	1,146,934	1,153,214	1,289,161	1,271,805	-1.3%
Court House Security	2,390,565	2,429,200	2,579,029	2,476,251	-4.0%
Sheriff-Law Enforcement	22,792,910	23,949,513	24,741,751	25,463,949	2.9%
Community Deputy Program	13,554	(1)	-	-	-%
School Crossing Guard	(2)	(1)	-	-	-%
Detention Center	14,285,719	13,847,041	15,689,040	16,066,789	2.4%
Work Release Center	3,957,489	3,754,825	4,075,321	4,278,738	5.0%
Sheriff Total	44,587,169	45,133,791	48,374,302	49,557,532	2.4%
State's Attorney					
State's Attorney	6,081,012	6,265,326	6,541,033	6,495,078	-0.7%
State's Attorney Total	6,081,012	6,265,326	6,541,033	6,495,078	-0.7%
Circuit Court					
Circuit Court	1,422,953	1,572,343	1,602,977	1,607,783	0.3%
Jury	52,587	55,800	97,395	97,395	-%
Circuit Court Magistrate	7,485	17,192	12,769	12,530	-1.9%
Circuit Court Total	1,483,025	1,645,335	1,713,141	1,717,708	0.3%
Orphan's Court					
Orphan's Court	41,461	29,520	39,681	39,688	-%
Orphan's Court Total	41,461	29,520	39,681	39,688	-%

FY2020 Adopted Budget
Departmental Expense Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
County Attorney					
County Attorney	1,400,006	1,386,955	1,631,980	1,615,357	-1.0%
Ethics Commission	13	-	10,419	10,419	-%
County Attorney Total	1,400,019	1,386,955	1,642,399	1,625,776	-1.0%
Finance					
Finance Administration	-	-	-	678,606	-%
Treasury	1,177,201	1,245,664	1,312,753	1,245,415	-5.1%
Accounting	2,378,802	2,343,094	2,572,714	1,958,992	-23.9%
Risk Management	365,622	370,986	403,171	465,052	15.3%
Procurement & Contracting	1,152,247	1,200,692	1,256,976	1,237,959	-1.5%
Finance Total	5,073,872	5,160,436	5,545,614	5,586,024	0.7%
Human Resources					
Human Resources	1,188,905	1,269,509	1,282,504	1,252,220	-2.4%
Human Resources Total	1,188,905	1,269,509	1,282,504	1,252,220	-2.4%
Interagency Information Technology					
Interagency Information Technology	8,208,658	9,626,945	9,632,265	10,096,898	4.8%
Interagency Information Technology Total	8,208,658	9,626,945	9,632,265	10,096,898	4.8%
Planning & Permitting					
Planning & Development Review	2,323,021	2,391,103	2,553,124	2,727,819	6.8%
Permits & Inspections	3,264,813	3,478,470	3,767,755	4,276,614	13.5%
Environmental Sustainability	161,201	-	-	-	-%
Watersheds - NPDES	969,159	-	-	-	-%
Planning & Permitting Total	6,718,194	5,869,573	6,320,879	7,004,433	10.8%
Emergency Management					
Emergency Communications	7,125,488	7,833,398	8,657,930	9,824,491	13.5%
Emergency Preparedness	374,863	497,449	518,019	677,185	30.7%
Emergency Management	272,541	228,260	399,009	437,445	9.6%
Emergency Management Total	7,772,892	8,559,107	9,574,958	10,939,121	14.2%
Fire & Rescue Services					
Fire/Rescue Services	677,682	623,045	670,637	683,345	1.9%
Fire/Rescue Technical Services	1,051,443	1,275,895	1,429,504	1,494,453	4.5%
Fire/Rescue Professional Services	1,158,134	933,784	1,003,159	1,219,270	21.5%
Fire & EMS Operations	42,599,447	44,670,929	45,341,413	51,482,054	13.5%
Ambulance Billing	733,538	595,531	583,914	652,263	11.7%

FY2020 Adopted Budget
Departmental Expense Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Fire Marshall	559,767	588,665	612,904	626,952	2.3%
Fire & Rescue Services Total	46,780,011	48,687,849	49,641,531	56,158,337	13.1%
Volunteer Fire/Rescue Services					
Volunteer Fire Companies	3,655,532	4,434,318	4,261,359	4,529,257	6.3%
Fire Teams	408,727	516,028	597,142	638,703	7.0%
Volunteer Fire & Rescue	2,843,376	2,660,992	3,601,771	2,970,629	-17.5%
Amoss Fire Funds	559,252	566,348	580,000	580,000	-%
Volunteer Fire/Rescue Services Total	7,466,887	8,177,686	9,040,272	8,718,589	-3.6%
Animal Control					
Animal Control	1,979,663	2,176,628	2,169,758	2,249,146	3.7%
Animal Control Total	1,979,663	2,176,628	2,169,758	2,249,146	3.7%
Citizen Services					
Scott Key Ctr Day Program	1,660,199	1,706,608	1,812,025	1,859,498	2.6%
Scott Key Ctr Supported Employ	1,418,707	1,406,815	1,626,030	1,669,651	2.7%
Citizens Services Administration	379,059	450,582	471,076	652,292	38.5%
Aging	826,312	1,051,587	-	-	-%
Family Partnership	297,140	347,986	419,884	422,920	0.7%
Housing	562,376	614,563	698,620	703,233	0.7%
Office for Children & Family	97,180	288,373	266,073	301,696	13.4%
Child Advocacy Center	328,890	341,181	366,460	373,718	2.0%
Human Relations	142,135	142,918	150,366	191,504	27.4%
Human Relations Commission	3,965	1,471	4,770	4,770	-%
Citizen Services Total	5,715,963	6,352,084	5,815,304	6,179,282	6.3%
Senior Services					
Senior Services	-	-	1,840,807	1,960,633	6.5%
Senior Services Total	-	-	1,840,807	1,960,633	6.5%
Health Services					
Health Administration	137,242	91,303	129,215	130,219	0.8%
School Health Program	13,394	47	10,000	10,000	-%
Mental Health Program	421,225	421,533	421,533	421,533	-%
Substance Abuse-Detention Center	132,572	132,572	132,572	132,572	-%
Health Core Services	2,184,705	2,064,846	2,027,497	2,027,497	-%
Developmental Center	3,291,657	3,456,697	3,846,676	3,878,391	0.8%
Health Services Total	6,180,795	6,166,998	6,567,493	6,600,212	0.5%

FY2020 Adopted Budget
Departmental Expense Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
Parks & Recreation					
Parks & Recreation	6,613,535	7,063,973	7,718,847	8,631,094	11.8%
Building Security	213,004	260,268	277,873	267,857	-3.6%
Custodial Services	1,699,165	1,883,921	2,177,881	2,158,296	-0.9%
Parks & Recreation Total	8,525,704	9,208,162	10,174,601	11,057,247	8.7%
Public Works					
Public Works Administration	230,091	1,033,707	1,113,996	1,170,079	5.0%
Highway Operations	14,900,711	17,268,682	16,619,267	16,418,253	-1.2%
Transportation Engineering	1,671,507	1,736,235	1,903,627	1,992,580	4.7%
Construction Management	1,386,290	957,291	1,211,368	1,099,763	-9.2%
Facility Maintenance	8,150,303	8,347,719	8,480,026	8,515,751	0.4%
Public Works Total	26,338,902	29,343,634	29,328,284	29,196,426	-0.4%
Transit Services					
Transit	43,335	111,613	124,754	199,250	59.7%
Transit Services Total	43,335	111,613	124,754	199,250	59.7%
Board of Education					
Board of Education	257,432,727	271,000,288	284,145,549	295,576,851	4.0%
Board of Education Total	257,432,727	271,000,288	284,145,549	295,576,851	4.0%
Frederick Community College					
Frederick Community College	15,806,893	16,567,453	17,878,027	18,957,156	6.0%
Frederick Community College Total	15,806,893	16,567,453	17,878,027	18,957,156	6.0%
Frederick County Public Libraries					
Library	10,494,879	11,354,110	12,307,213	11,956,987	-2.8%
Frederick County Public Libraries Total	10,494,879	11,354,110	12,307,213	11,956,987	-2.8%
Independent Agencies					
Social Services- Federal	270,560	493,664	507,580	472,795	-6.9%
Social Services- State	34,071	40,017	53,244	54,584	2.5%
Board of Elections	1,535,718	1,522,451	1,949,354	2,017,092	3.5%
Liquor Commission	453,297	462,289	508,275	475,222	-6.5%
Interagency Internal Audit	472,978	401,063	364,418	392,376	7.7%
Cooperative Extension Service	360,262	381,734	396,762	403,951	1.8%
Weed Control	273,247	284,457	260,250	264,359	1.6%
Soil Conservation	114,782	110,987	109,335	109,335	-%

FY2020 Adopted Budget
Departmental Expense Budgets

General Fund

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
MD Dept Assessment & Taxation	809,966	848,028	876,118	876,118	-%
Independent Agencies Total	4,324,881	4,544,690	5,025,336	5,065,832	0.8%
Non-Departmental					
County Non-Departmental	164,842	209,090	160,457	223,531	39.3%
Personnel Non-Departmental	303,500	305,449	1,071,500	942,700	-12.0%
Finance Non-Departmental	374,537	268,381	416,364	418,364	0.5%
Risk Management Non-Departmental	1,261,432	1,169,042	1,569,289	1,701,856	8.4%
Debt Service	41,215,501	40,533,525	42,000,000	43,680,000	4.0%
Contingencies	(228,734)	(3,441,186)	195,477	694,758	255.4%
Transfer to Other Funds	17,279,904	16,249,551	18,282,680	19,840,235	8.5%
Transfer to Grant Funds	5,656,261	5,729,743	6,358,062	7,789,113	22.5%
Transfer to Third Party	98,334	-	-	-	-%
Transfer to Other Govts	4,282,192	4,529,429	4,739,916	4,981,493	5.1%
Non-Departmental Total	70,407,769	65,553,024	74,793,745	80,272,050	7.3%
Grant in Aid / Non County					
Non County Agencies	96,000	102,000	153,958	276,680	79.7%
Commission for Women	5,435	6,909	9,196	9,196	-%
Community Partnership Grant	483,125	825,000	950,000	950,000	-%
Grant in Aid / Non County Total	584,560	933,909	1,113,154	1,235,876	11.0%
TOTAL	549,618,054	573,415,838	608,633,166	637,747,020	4.8%
Full-Time Equivalents	1,636.13	1,704.90	1,724.59	1,842.22	6.8%

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**SPECIAL REVENUE FUNDS -
OPERATING**

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FY2020 Adopted Budget

Fund Budgets

Agricultural Preservation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Other Taxes	4,096,003	5,299,150	5,305,228	5,745,751	8.3%
State Funding	6,190,216	2,584,538	3,000,000	3,000,000	-%
Investment Earnings	(1,518,094)	(344,324)	1,271,000	398,808	-68.6%
Miscellaneous Revenue	654,752	1,316,784	1,929,491	2,929,521	51.8%
Budgeted Fund Balance	-	-	(243,892)	294,787	-220.9%
Other Financing Sources	2,224,911	2,880,886	1,949,624	3,451,795	77.0%
Total	11,647,788	11,737,034	13,211,451	15,820,662	19.7%
EXPENDITURES					
Salaries - Regular Employees	124,817	107,018	132,890	137,913	3.8%
Benefits	69,682	62,058	74,260	70,180	-5.5%
Professional & Technical Services	4,924	16,229	20,199	20,199	-%
Other Services	5,192	3,239	9,655	9,655	-%
Supplies	750	373	750	750	-%
Miscellaneous Expense	-	-	250,000	250,000	-%
Capital	9,088,972	7,266,429	8,746,697	9,752,881	11.5%
Other Financing Uses	7,776,691	3,045,970	3,969,000	5,579,084	40.6%
Debt Costs	-	-	8,000	-	-100.0%
Total	17,071,028	10,501,316	13,211,451	15,820,662	19.7%
Full-Time Equivalent	2.00	2.00	2.00	2.00	-%

The Agricultural Land Preservation office administers a variety of local, state, and federal land preservation programs focused on protecting agricultural lands. Current programs are CREP Easement, Critical Farms, Installment Purchase, Maryland Agricultural Preservation Foundation, and Rural Legacy.

The main funding sources for the Agricultural Preservation Programs are derived from the Agricultural Transfer Tax the State levies on the sale of certain farmland, dedicated County recordation tax, and contributions from the County’s general fund. Frederick County is able to retain 75% of the transfer 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. Through legislation the County has dedicated 12.5% of recordation tax revenues toward agricultural land preservation in the county.

FY2020 Adopted Budget

Fund Budgets

Grants

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Federal Funding	16,478,670	19,502,615	17,014,223	19,004,089	11.7%
State Funding	5,840,728	5,946,695	3,874,620	4,215,990	8.8%
Fees & Charges	986,106	920,230	1,049,427	963,640	-8.2%
Investment Earnings	-	595	-	-	-%
Miscellaneous Revenue	817,559	1,020,899	459,588	403,541	-12.2%
Budgeted Fund Balance	850,452	830,095	26,112	16,437	-37.1%
Other Financing Sources	5,656,261	5,729,744	6,358,062	7,789,113	22.5%
Total	30,629,776	33,950,873	28,782,032	32,392,810	12.5%
EXPENDITURES					
Salaries - Regular Employees	9,312,950	10,275,013	8,741,884	10,861,250	24.2%
Salaries - Overtime	229,402	303,164	29,727	29,727	-%
Benefits	4,798,686	4,996,159	3,958,121	5,814,113	46.9%
Professional & Technical Services	394,106	2,513,320	175,084	187,334	7.0%
Property Services	159,225	149,041	154,350	194,600	26.1%
Repair/Maintenance	1,065,055	874,097	1,189,775	1,198,812	0.8%
Other Services	2,782,906	2,649,502	1,872,492	1,924,770	2.8%
Rental Expense	6,315,058	6,671,156	7,028,500	7,473,260	6.3%
Supplies	1,092,362	1,453,365	1,317,103	1,395,877	6.0%
Miscellaneous Expense	2,877,864	3,429,159	3,070,758	3,228,141	5.1%
Capital	1,710,675	5,518,025	2,638,520	1,727,395	-34.5%
Other Financing Uses	53,145	-	31,000	-	-100.0%
In-Kind	500,483	631,024	279,115	249,887	-10.5%
Reimbursements	(1,674,637)	(1,845,667)	(1,704,397)	(1,892,356)	11.0%
Total	29,617,280	37,617,358	28,782,032	32,392,810	12.5%
Full-Time Equivalents	147.09	192.04	169.43	192.95	13.9%

The grant fund accounts for Federal and State grant revenues and expenditures. This fund is a special revenue fund and receives revenues from Federal and State grants and expends these funds in accordance with the terms of the grants.

FY2020 Adopted Budget

Fund Budgets

Hotel Room Rental Tax

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Other Taxes	2,088,629	2,584,301	2,346,000	2,346,000	-%
Investment Earnings	898	1,896	1,000	2,500	150.0%
Miscellaneous Revenue	179,425	152,458	170,000	170,000	-%
Total	2,268,952	2,738,655	2,517,000	2,518,500	0.1%
EXPENDITURES					
Professional & Technical Services	38,366	35,614	45,451	45,451	-%
Miscellaneous Expense	2,051,123	2,550,583	2,301,549	2,303,049	0.1%
Other Financing Uses	179,425	152,458	170,000	170,000	-%
Debt Costs	37	-	-	-	-%
Total	2,268,951	2,738,655	2,517,000	2,518,500	0.1%

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.

Bill No. 16-13 which became effective October 29, 2016 set the hotel rental tax rate at 5%. This revenue stream is dedicated to the Frederick County Tourism Council via a Memorandum of Understanding (MOU) agreement. After dedicating a County administrative fee, that MOU sets aside 10% of the revenue stream to fund existing debt service, 12.5% for the Main Streets matching program, 12.5% for the Tourism Reinvestment in Promotion & Product (TRIPP) Program, 12.5% for county promotion via a Destination & Development Fund, and 62.5% for the Tourism Council's marketing & operations budget.

FY2020 Adopted Budget

Fund Budgets

Electric Lighting Districts

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Property Taxes	15,496	16,027	16,037	16,258	1.4%
Investment Earnings	60	138	-	-	-%
Budgeted Fund Balance	-	-	(1,337)	(1,958)	46.4%
Total	15,556	16,165	14,700	14,300	-2.7%
EXPENDITURES					
Property Services	14,545	14,209	14,700	14,300	-2.7%
Total	14,545	14,209	14,700	14,300	-2.7%

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

FY2020 Adopted Budget

Fund Budgets

Housing Initiatives

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Property Taxes	1,813,119	1,953,565	1,000,000	1,000,000	-%
Other Taxes	-	-	-	581,490	-%
Investment Earnings	13,923	41,215	10,650	26,000	144.1%
Miscellaneous Revenue	164,620	132,082	-	-	-%
Budgeted Fund Balance	1,383,194	861,330	1,512,500	1,411,500	-6.7%
Other Financing Sources	-	-	529,000	-	-100.0%
Total	3,374,856	2,988,192	3,052,150	3,018,990	-1.1%
EXPENDITURES					
Other Services	1,116	11,932	25,000	15,000	-40.0%
Miscellaneous Expense	2,405,542	1,786,886	3,377,150	3,003,990	-11.0%
Reimbursements	(726,261)	(898,525)	(350,000)	-	-100.0%
Total	1,680,397	900,293	3,052,150	3,018,990	-1.1%

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

The FY2019 budget provided the first ever committed stream of revenue to add stability and predictability to the fund by setting aside the equivalent of 1.5% of existing general fund recordation tax revenue. In FY2020 this revenue source is being shown as a “dedicated” revenue source and current legislation to codify this is being considered by the County Council. This new revenue, will help to begin making meaningful progress to address affordable housing issues in the County.

FY2020 Adopted Budget

Fund Budgets

Debt Service - General Government

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Federal Funding	1,247,613	1,254,053	1,197,739	1,253,675	4.7%
Investment Earnings	290,547	289,109	-	1,443,037	-%
Miscellaneous Revenue	-	2,345	-	-	-%
Budgeted Fund Balance	-	-	7,077,651	66,255,733	836.1%
Other Financing Sources	129,503,114	56,137,431	58,171,200	872,334	-98.5%
Total	131,041,274	57,682,938	66,446,590	69,824,779	5.1%
EXPENDITURES					
Debt Costs	58,261,363	58,438,459	66,446,590	69,824,779	5.1%
Total	58,261,363	58,438,459	66,446,590	69,824,779	5.1%

Established during FY17, 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.

FY2020 Adopted Budget

Fund Budgets

Economic Development Loans

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Investment Earnings	2,590	6,363	-	-	-%
Miscellaneous Revenue	166	-	-	-	-%
Budgeted Fund Balance	-	-	200	200	-%
Other Financing Sources	228,937	-	-	-	-%
Total	231,693	6,363	200	200	-%
EXPENDITURES					
Other Services	-	-	150	150	-%
Supplies	-	-	50	50	-%
Miscellaneous Expense	-	16,776	-	-	-%
Total	-	16,776	200	200	-%

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

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ENTERPRISE FUNDS

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FY2020 Adopted Budget

Fund Budgets

Comprehensive Care Facilities

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Fees & Charges	20,181,364	25,857,418	26,519,789	28,025,271	5.7%
Investment Earnings	9,458	28,805	-	-	-%
Miscellaneous Revenue	1,012,716	207,140	-	-	-%
Budgeted Fund Balance	-	-	-	(991,174)	-%
Other Financing Sources	2,999,332	-	-	-	-%
Total	24,202,870	26,093,363	26,519,789	27,034,097	1.9%
EXPENDITURES					
Professional & Technical Services	19,388	16,531	-	-	-%
Repair/Maintenance	-	10,500	-	-	-%
Other Services	19,281,685	24,331,928	-	25,472,086	-%
Miscellaneous Expense	748,612	671,566	26,519,789	722,531	-97.3%
Debt Costs	629,611	926,430	-	839,480	-%
Reimbursements	-	(97,242)	-	-	-%
Total	20,679,296	25,859,713	26,519,789	27,034,097	1.9%

The Citizens Care and Rehabilitation Center and Montevue Assisted Living Facility are Frederick County's premier skilled nursing and assisted living centers. Citizens Care and Rehabilitation Center is a 170 bed skilled nursing facility offering state of the art rehabilitative services. The Center maintains the highest possible 5 Star Rating from the Center for Medicare and Medicaid Services. Established in 1870, Montevue Assisted Living is a licensed assisted living facility offering private rooms for 75 residents. Montevue has a long history of providing excellent care to the senior citizens it serves following a mission to pursue the promotion, maintenance, and restoration of the health and well-being of its residents. Montevue offers services to both indigent and private pay residents.

FY2020 Adopted Budget

Fund Budgets

Bell Court

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Investment Earnings	2,736	(1,190)	2,300	120	-94.8%
Miscellaneous Revenue	127,729	128,367	129,000	129,570	0.4%
Budgeted Fund Balance	-	-	71,346	71,346	-%
Total	130,465	127,177	202,646	201,036	-0.8%
EXPENDITURES					
Salaries - Regular Employees	22,281	23,335	24,296	25,721	5.9%
Benefits	13,613	13,530	14,261	13,011	-8.8%
Professional & Technical Services	2,800	3,036	3,050	4,050	32.8%
Property Services	20,684	20,539	22,500	22,227	-1.2%
Repair/Maintenance	16,294	20,104	25,680	27,020	5.2%
Other Services	9,125	11,886	11,000	13,729	24.8%
Supplies	221	121	762	754	-1.0%
Miscellaneous Expense	81,178	82,682	101,097	94,524	-6.5%
Total	166,196	175,233	202,646	201,036	-0.8%
Full-Time Equivalents	0.40	0.40	0.40	0.40	-%

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.

FY2020 Adopted Budget

Fund Budgets

Solid Waste Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Federal Funding	9,902	9,557	9,284	5,416	-41.7%
Fees & Charges	25,147,395	25,905,910	23,196,000	25,838,647	11.4%
Investment Earnings	290,941	668,079	200,000	300,000	50.0%
Miscellaneous Revenue	91,506	14,594	13,440	14,500	7.9%
Budgeted Fund Balance	-	-	1,732,837	5,474,053	215.9%
Other Financing Sources	(29,145)	7,800	-	-	-%
Total	25,510,599	26,605,940	25,151,561	31,632,616	25.8%
EXPENDITURES					
Salaries - Regular Employees	1,912,311	2,017,736	2,346,252	2,394,792	2.1%
Salaries - Overtime	73,497	100,598	29,432	29,432	-%
Benefits	1,242,339	1,255,042	1,429,657	1,296,885	-9.3%
Professional & Technical Services	101,948	110,099	103,700	156,300	50.7%
Property Services	309,157	322,159	367,480	370,000	0.7%
Repair/Maintenance	384,535	525,466	764,500	548,800	-28.2%
Other Services	13,636,996	20,758,410	15,475,618	21,812,281	40.9%
Rental Expense	322	2,570	93,000	18,000	-80.6%
Supplies	132,921	234,086	226,400	254,600	12.5%
Miscellaneous Expense	1,551,629	1,672,733	1,409,818	1,809,261	28.3%
Capital	554,702	707,962	495,000	640,580	29.4%
Debt Costs	573,649	487,868	2,713,680	2,537,053	-6.5%
Reimbursements	(757,526)	(911,461)	(302,976)	(235,368)	-22.3%
Total	19,716,480	27,283,268	25,151,561	31,632,616	25.8%
Full-Time Equivalents	41.25	44.55	46.55	46.55	-%

The Solid Waste Fund is a separate self-supporting fund that 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.

The Reich's Ford Landfill 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. 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 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.

FY2020 Adopted Budget

Fund Budgets

Water & Sewer Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Federal Funding	378,251	364,816	328,603	206,781	-37.1%
State Funding	250,000	300,000	300,000	300,000	-%
Fees & Charges	33,467,047	37,598,761	34,427,214	38,245,722	11.1%
Investment Earnings	730,726	1,410,279	400,000	400,000	-%
Miscellaneous Revenue	39,605,779	15,556,154	15,808,920	15,763,880	-0.3%
Budgeted Fund Balance	-	-	11,970,458	8,015,458	-33.0%
Other Financing Sources	31,216	(269,382)	(3,191,878)	(3,028,170)	-5.1%
Total	74,463,019	54,960,628	60,043,317	59,903,671	-0.2%
EXPENDITURES					
Salaries - Regular Employees	17,013,543	17,732,854	19,097,640	19,384,772	1.5%
Salaries - Overtime	1,309	809	137,651	137,651	-%
Benefits	4,126,712	4,224,734	4,497,047	4,364,426	-2.9%
Professional & Technical Services	34,916	47,872	54,021	50,346	-6.8%
Property Services	3,826,380	3,557,282	4,214,930	3,984,793	-5.5%
Repair/Maintenance	3,641,958	3,281,707	5,180,155	5,652,943	9.1%
Other Services	2,883,506	3,295,072	3,626,407	3,667,050	1.1%
Supplies	3,078,022	3,039,433	3,778,153	4,096,461	8.4%
Miscellaneous Expense	14,759,995	17,167,491	15,245,285	15,547,700	2.0%
Capital	1,892,610	282,111	674,553	158,240	-76.5%
Other Financing Uses	57,342	166,960	889,377	722,721	-18.7%
Debt Costs	4,363,209	4,381,684	17,658,692	17,232,185	-2.4%
Reimbursements	(14,536,228)	(13,510,252)	(15,010,594)	(15,095,617)	0.6%
Total	41,143,274	43,667,757	60,043,317	59,903,671	-0.2%
Full-Time Equivalents	131.75	131.45	133.45	137.45	3.0%

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.

The Department of Water and Sewer 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.

INTERNAL SERVICE FUNDS

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FY2020 Adopted Budget

Fund Budgets

Fleet Services

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
Fees & Charges	11,975,829	12,819,705	13,451,270	13,877,010	3.2%
Investment Earnings	53,839	89,666	27,500	27,500	-%
Miscellaneous Revenue	28,073	11	-	-	-%
Budgeted Fund Balance	-	-	1,891,936	832,567	-56.0%
Other Financing Sources	1,149,687	1,775,397	1,423,717	1,264,065	-11.2%
Total	13,207,428	14,684,779	16,794,423	16,001,142	-4.7%
EXPENDITURES					
Salaries - Regular Employees	1,650,858	1,722,893	1,720,556	1,772,609	3.0%
Salaries - Overtime	2,818	8,509	5,110	5,110	-%
Benefits	949,391	977,222	1,021,529	961,310	-5.9%
Professional & Technical Services	451	395	862	400	-53.6%
Repair/Maintenance	697,520	612,448	749,729	731,365	-2.4%
Other Services	427,743	472,914	525,815	533,290	1.4%
Rental Expense	59,577	78,330	141,000	141,000	-%
Supplies	4,369,548	5,016,703	4,994,089	4,853,500	-2.8%
Miscellaneous Expense	2,106,839	2,597,541	1,675,390	2,752,801	64.3%
Capital	5,380,365	7,581,047	5,960,343	4,249,757	-28.7%
Reimbursements	(5,380,364)	(7,581,047)	-	-	-%
Total	10,264,746	11,486,955	16,794,423	16,001,142	-4.7%
Full-Time Equivalents	28.00	28.00	28.00	28.00	-%

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.

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

FY2020 Adopted Budget

Fund Budgets

Voice Services

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
Fees & Charges	1,101,191	1,204,883	1,140,000	1,140,000	-%
Investment Earnings	5,749	12,692	2,000	2,000	-%
Budgeted Fund Balance	-	-	41,851	(22,840)	-154.6%
Total	1,106,940	1,217,575	1,183,851	1,119,160	-5.5%
EXPENDITURES					
Salaries - Regular Employees	360,666	281,264	293,275	300,823	2.6%
Salaries - Overtime	644	763	-	-	-%
Benefits	183,549	148,306	151,845	147,514	-2.9%
Professional & Technical Services	206,745	203,315	269,532	230,585	-14.4%
Repair/Maintenance	11,292	10,860	12,270	12,711	3.6%
Other Services	309,515	362,558	360,220	360,220	-%
Supplies	3,086	5,570	7,219	7,219	-%
Miscellaneous Expense	101,390	82,375	89,590	60,088	-32.9%
Reimbursements	-	-	(100)	-	-100.0%
Total	1,176,887	1,095,011	1,183,851	1,119,160	-5.5%
Full-Time Equivalents	5.10	3.65	3.70	4.12	11.4%

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

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

FY2020 Adopted Budget

Fund Budgets

Worker's Compensation

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
Fees & Charges	4,928,808	3,576,300	3,502,662	3,803,361	8.6%
Investment Earnings	30,185	74,317	-	-	-%
Budgeted Fund Balance	-	-	2,096,449	471,639	-77.5%
Other Financing Sources	1,054,321	-	-	529,617	-%
Total	6,013,314	3,650,617	5,599,111	4,804,617	-14.2%
EXPENDITURES					
Professional & Technical Services	177,889	194,101	215,916	225,000	4.2%
Other Services	2,901,802	3,538,419	5,383,195	4,579,617	-14.9%
Total	3,079,691	3,732,520	5,599,111	4,804,617	-14.2%

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

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FY2020 Adopted Budget

Fund Budgets

Pension Trust

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
Investment Earnings	67,814,290	58,430,205	17,000,000	23,500,000	38.2%
Miscellaneous Revenue	28,099,864	29,780,505	30,436,071	26,336,638	-13.5%
Budgeted Fund Balance	-	-	(23,165,377)	(21,939,862)	-5.3%
Total	95,914,154	88,210,710	24,270,694	27,896,776	14.9%
EXPENDITURES					
Salaries - Regular Employees	86,060	61,925	123,109	81,386	-33.9%
Salaries - Overtime	9,936	11,784	-	-	-%
Benefits	19,735,465	21,351,560	20,748,485	25,155,300	21.2%
Professional & Technical Services	118,545	1,460,301	1,553,000	2,601,990	67.5%
Other Services	2,157,912	1,667,340	1,741,100	48,100	-97.2%
Supplies	98,163	19,543	105,000	10,000	-90.5%
Miscellaneous Expense	-	5,368	-	-	-%
Total	22,206,081	24,577,821	24,270,694	27,896,776	14.9%
Full-Time Equivalents	1.00	1.00	1.00	1.00	-%

The Frederick County Employees Retirement Plan was established in 1993. All full-time and permanent part-time employees of the county hired on or after July 1, 1993 and current employees who elected transfer into the plan on that date are members of the plan. Uniformed employees are required to contribute 9% of their base pay and non-uniformed employees are required to contribute 6% of their base pay.

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FY2020 Adopted Budget

Fund Budgets

Other Post Employment Benefits Trust

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
Investment Earnings	13,806,925	11,728,324	1,500,000	9,501,200	533.4%
Miscellaneous Revenue	11,973,850	12,503,291	13,469,000	14,113,408	4.8%
Budgeted Fund Balance	-	-	(7,245,500)	(15,762,608)	117.6%
Total	25,780,775	24,231,615	7,723,500	7,852,000	1.7%
EXPENDITURES					
Benefits	7,629,440	7,898,036	7,600,000	7,770,000	2.2%
Professional & Technical Services	6,115	37,623	26,000	68,000	161.5%
Other Services	45,736	49,217	97,500	14,000	-85.6%
Total	7,681,291	7,984,876	7,723,500	7,852,000	1.7%

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

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FY2020 Adopted Budget

Fund Budgets

Length of Service Award Program Trust

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
Investment Earnings	-	22,696	-	147,100	-%
Miscellaneous Revenue	1,005,468	1,240,968	1,460,000	1,187,046	-18.7%
Budgeted Fund Balance	-	-	(253,900)	(514,916)	102.8%
Total	1,005,468	1,263,664	1,206,100	819,230	-32.1%
EXPENDITURES					
Non-Employee Compensation	743,860	719,161	1,200,000	799,000	-33.4%
Professional & Technical Services	-	623	100	20,180	20,080.0%
Other Services	-	18,274	6,000	50	-99.2%
Total	743,860	738,058	1,206,100	819,230	-32.1%

The Length of Service Awards Program (LOSAP) is a voluntary program funded by Frederick County and administered by the Frederick County Volunteer Fire and Rescue Association (FCVFRA). Volunteer Fire and Rescue personnel in Frederick County enrolled in LOSAP are eligible to receive certain financial benefits based on years of qualified service.

Beginning in FY2017, the County's expense for this program was required to change from a cash pay-as-you-go basis to an actuarially determined expense. With this change came the creation of a Trust Fund established by the County, which is reported here. The LOSAP Trust Fund holds assets for investment to pay future costs and is used to measure and report on the liability resulting from the promise to pay future benefits.

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CAPITAL PROJECTS FUND

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**FY2020 Adopted Budget
Fund Budgets**

Capital Projects

	Adopted 2020
	<u>2020</u>
REVENUES	
General Fund	20,003,295
General Fund Bonds/Leases	59,887,217
Recordation Tax	6,200,745
Recordation Tax Bonds	3,346,317
Impact Fees	12,141,324
Impact Fee Bonds	4,196,000
School Construction Fees	3,000,000
Water & Sewer Fees	10,392,627
Enterprise Fund Bonds/Loans	2,854,673
Grants	25,378,387
Developer Contribution	22,960,000
Cash - Forward Fund State	16,022,985
Other	185,000
Total	<u>186,568,570</u>
EXPENDITURES	
GENERAL GOVERNMENT	
PSTF Parking	446,900
Hayward Road Fire Station	29,328
Fire Rescue portable radio replacement and enhancement	(700,000)
DFRS Mobile Data Terminal Replacement	381,500
Fire Apparatus and Vehicle Replacement	654,654
ADC Medical Unit	2,233,613
ADC Control Center Modernization	205,500
Sheriff Office Mobile Data Terminal Replacements	232,170
Sheriff's Office Dell EMC Isilon Storage	330,574
Communications Support Vehicle	772,538
Portable Radio Replacement	700,000
Pine Avenue Maintenance Complex Renovations	642,752
Treasury Redesign	135,400
Walkersville Library	(387,000)
Point of Rocks Library Rehab	387,000
Maintenance Systemics - General	5,347,935
IIT Systemics	1,925,000
LEAPS	425,000
Enterprise GIS	131,250
Financial System	1,105,000
Land Management	1,000,000

FY2020 Adopted Budget
Fund Budgets

Capital Projects

	Adopted 2020
EAM & Fleet Mgt System	155,000
Treasury System	75,000
Video Services On-going Replacements	146,662
Total General Government	16,375,776
PARKS AND RECREATION	
Acquisition	500,000
Utica DP	2,609,443
Point of Rocks Pedestrian Bridge	35,000
Parks Systemic	931,497
Bikeways/Trails Program	246,431
South County YMCA, Indoor Pool Partnership	600,000
Total Parks and Recreation	4,922,371
WATERSHED RESTORATION AND RETROFIT	
Bennett Creek Watershed	(67,946)
Hunting Creek Watershed	(72,278)
County-Owned Stormwater Facility Retrofits	1,366,249
Double Pipe Creek Watershed Assessment	(15,520)
Reforestation Program	2,452,241
Regenerative Stormwater Conveyance Retrofits	211,748
Non-County Owned Stormwater Facility Retrofits	2,458,705
Watershed Assessments	215,000
Cloverhill Stormwater Retrofits	497,200
Total Watershed Restoration and Retrofit	7,045,399
ROADS	
Boyers Mill Road	248,200
White Rock Subdivision Improvements	421,000
Gas House Pike (from the City Limits to Boyers Mill Road)	650,000
Christopher's Crossing Widening	1,013,000
Total Roads	2,332,200
BRIDGES	
Gas House Pike Bridge	698,000
Brethren Church Rd Br	262,600
Hessong Bridge Road Bridge (F15-01)	240,400
Hoovers Mill Road Bridge over Owens Creek	1,134,200
Hornets Nest Road Bridge	41,400
Stevens Road Bridge	1,311,300
Total Bridges	3,687,900

FY2020 Adopted Budget
Fund Budgets

Capital Projects

	Adopted 2020
HIGHWAYS	
Pavement Management Program	20,462,100
Highway Network Systemic	1,142,300
Sidewalk Retrofit Program	1,293,400
Sidewalk Missing Links	150,000
Road Signalization	374,000
Cloverhill Stormdrain Improvements	500,000
Roads Satellite Facilities #3	414,985
Urbana Satellite Yard	1,141,369
Total Highways	25,478,154
WATER & SEWER	
Inflow & Infiltration 1 201A-S	250,000
White Rock WWTP Replacement	400,000
Water Storage Tank 2	2,865,000
Developer-Funded Infrastructure	20,000,000
Lewistown Wastewater Treatment Plant Improvements	660,000
Lewistown Wastewater Collection System	535,000
Truck Scale at New Design Water Treatment Plant	254,000
Raw Water Intake and Pump Station Improvements	2,002,000
SHA Utility Relocations	250,000
Holly Hills SPS Replacement	505,000
Clay Street Waterline Replacement	585,000
Maintenance Building Expansion/Relocation	1,330,000
Concrete Water Tank Recoating	380,000
White Rock Wtr Line Rep	900,000
Cambridge Farms WTP UV	750,000
Inflow/Infiltr Study Ph3 201C-3	200,000
New Market West WTP Bypass	200,000
Adamstown Gravity Sewer Lines, Phase 1	3,215,600
DUSWM Maintenance Systemics - Ballenger Wastewater	364,000
DUSWM Maintenance Systemics - Small Systems Wastewater	1,160,000
DUSWM Maintenance Systemics - Water	585,000
Total Water & Sewer	37,390,600
SOLID WASTE	
DUSWM Maintenance Systemics	210,000
Yard Waste Pad Resurfacing	63,000
Rehabilitation of Reichs Ford Road Landfill Roller	555,000
Total Solid Waste	828,000

**FY2020 Adopted Budget
Fund Budgets**

Capital Projects

	Adopted 2020
FREDERICK COMMUNITY COLLEGE	
Linganore Hall (Bldg L) Renovation/Addition	897,000
Building E - Renovation/Addition	2,538,000
Annapolis Hall - Renovation	1,000,000
Technology Upgrade	300,000
Classroom Technology Upgrades	150,000
FCC Systemics	1,017,000
Total Frederick Community College	5,902,000
BOARD OF EDUCATION	
Urbana ES: Replacement	31,628,665
East County area ES: New	10,000,000
Rock Creek School: Replacement	18,500,000
Oakdale MS: Addition	13,451,216
Systemics	7,372,900
IT Equipment Replacement	500,000
Portable Classrooms FY2020	600,000
Total Board of Education	82,052,781
MUNICIPALITIES	
CITY OF FREDERICK	
Frederick Municipal Airport	153,389
Yellow Springs Rd Bridge	400,000
Total Municipalities	553,389
Total	186,568,570

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.

**FY2020 Adopted Budget
Fund Budgets**

Capital Projects - Associated Operating Costs

	Adopted 2020
<u>BY PROJECT</u>	
Myersville Library	17,355
Othello Regional Park	166,008
Point of Rocks Commons Park	17,800
Utica District Park - Ph 2	505,775
Butterfly Ridge Elementary School	64,489
Total	<u>771,427</u>
<u>BY DEPARTMENT</u>	
Custodial Services	13,125
Facility Maintenance	4,230
Parks & Recreation	689,583
School Health Program	64,489
Total	<u>771,427</u>

-Listed projects could include previously funded projects that have just become operational or have a long-term maintenance contract

-Operating costs for Board of Education projects that may be funded through the County's appropriation to the school system is not reflected

**FY2020 Adopted Budget
Fund Budgets**

Capital Projects - Future Operating Costs

	Estimated Annual
<u>BY PROJECT</u>	
Northgate Fire Station	1,890,958
Green Valley Fire Station	10,300
ADC Medical Unit	10,800
Courthouse Capacity Improvements Project	642,107
Public Safety Training Facility Maintenance Shop and Garages	19,300
Transit Facility Expansion	17,000
Pine Avenue Maintenance Complex Renovations	21,800
Middletown Library	687,198
Integrated Library System Migration	30,000
Roads Satellite Facilities #3	8,500
Urbana Satellite Yard	8,500
Othello Regional Park - Phase 2	505,830
Old National Pike District Park - Phase 2	391,453
Bikeways/Trails Program	11,786
Park Schools	679,798
Total	<u>4,935,330</u>
<u>BY DEPARTMENT</u>	
Custodial Services	828,087
Facility Maintenance	96,000
Fire/Rescue Operations	1,654,658
Fire/Rescue Services	130,000
Parks & Recreation	1,630,067
Library Operations	596,518
Total	<u>4,935,330</u>

-Operating costs are reflected in today's cost

-Operating costs for Board of Education projects that may be funded through the County's appropriation to the school system is not reflected

**SPECIAL REVENUE FUNDS -
CAPITAL**

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FY2020 Adopted Budget

Fund Budgets

Parks Acquisition/Development

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Other Taxes	3,145,386	4,596,895	4,405,228	4,845,751	10.0%
Investment Earnings	69,748	149,030	43,074	29,925	-30.5%
Budgeted Fund Balance	-	-	5,720,478	(2,266,600)	-139.6%
Total	3,215,134	4,745,925	10,168,780	2,609,076	-74.3%
EXPENDITURES					
Other Financing Uses	2,671,664	71,651	10,168,780	2,609,076	-74.3%
Debt Costs	18	-	-	-	-%
Total	2,671,682	71,651	10,168,780	2,609,076	-74.3%

This fund records the collections of recordation taxes dedicated to the acquisition and development of recreational and open space land. Funds are then transferred to the Capital Projects Fund or the Debt Service Fund to assist in this goal.

Bill No. 17-02 which became effective May 20, 2017 sets aside 12.5% of the County's recordation tax revenue for use in funding the County's acquisition and development of recreational and open space land.

FY2020 Adopted Budget

Fund Budgets

Impact Fees/School Mitigation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Fees & Charges	24,964,120	28,065,148	19,900,834	23,559,856	18.4%
Investment Earnings	236,382	538,187	340,358	899,465	164.3%
Budgeted Fund Balance	-	-	(6,967,492)	(1,946,497)	-72.1%
Total	25,200,502	28,603,335	13,273,700	22,512,824	69.6%
EXPENDITURES					
Other Financing Uses	12,892,150	33,740,526	13,272,500	22,512,824	69.6%
Debt Costs	1,187	-	1,200	-	-100.0%
Total	12,893,337	33,740,526	13,273,700	22,512,824	69.6%

This fund records the collection of impact fees and school construction fees. The funding is then used to fund capital projects by either transferring pay-go to the Capital Project Fund or by paying for debt service costs associated with bond funding.

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. Currently impact fees are collected for school and library facilities.

FY2020 Adopted Budget

Fund Budgets

School Construction

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Other Taxes	6,035,200	6,129,312	5,873,755	6,461,131	10.0%
Investment Earnings	98,111	168,292	120,791	125,692	4.1%
Budgeted Fund Balance	-	-	200,454	2,345,846	1,070.3%
Total	6,133,311	6,297,604	6,195,000	8,932,669	44.2%
EXPENDITURES					
Other Financing Uses	6,697,199	5,283,479	6,195,000	8,932,669	44.2%
Debt Costs	868	-	-	-	-%
Total	6,698,067	5,283,479	6,195,000	8,932,669	44.2%

This fund records the collections of recordation taxes dedicated to the construction of schools. Funds are then transferred to the Capital Projects Fund or the Debt Service Fund to assist in this goal.

Currently, 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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COMPONENT UNITS

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FY2020 Adopted Budget

Fund Budgets

Board of Education

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Federal	19,331,295	18,624,254	21,783,002	21,796,053	0.1%
State	266,892,495	272,386,158	278,852,168	302,334,408	8.4%
Local	247,066,477	260,826,623	272,386,838	283,465,005	4.1%
Local In-Kind	11,216,320	11,430,113	11,758,711	12,111,313	3.0%
Earnings from Investments	50,000	50,000	350,000	650,000	85.7%
Other	11,269,384	15,198,383	17,166,734	16,784,317	-2.2%
Total	555,825,971	578,515,531	602,297,453	637,141,096	5.8%
EXPENDITURES					
Administration	10,261,624	12,052,413	11,431,591	11,900,432	4.1%
Mid-Level Management	32,616,494	35,081,807	36,561,327	38,035,731	4.0%
Instructional Salaries	199,169,699	209,900,143	218,859,738	230,079,912	5.1%
Instructional Supplies	9,455,462	9,934,564	11,588,158	13,569,742	17.1%
Instruction - Other	2,537,694	2,567,195	2,662,891	3,402,098	27.8%
Special Education	58,457,950	62,374,481	68,282,567	73,259,307	7.3%
Pupil Personnel	3,334,583	3,514,965	1,922,800	2,277,351	18.4%
Health Services	7,072,822	7,296,270	7,549,147	8,010,213	6.1%
Transportation	20,620,065	21,709,227	23,051,200	23,757,268	3.1%
Operations	37,032,967	37,576,745	39,072,638	42,086,098	7.7%
Maintenance	12,058,116	12,699,684	13,179,393	13,465,609	2.2%
Fixed Charges	159,362,416	160,602,059	164,916,174	173,674,295	5.3%
Food Service	60,000	60,000	90,515	80,820	-10.7%
Community Service	1,066,734	1,111,841	890,518	1,031,532	15.8%
Capital Outlay	2,719,345	2,034,137	2,238,796	2,510,688	12.1%
Total	555,825,971	578,515,531	602,297,453	637,141,096	5.8%

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 2019-2020 school year, the Frederick County Public Schools (FCPS) will serve a projected 43,500 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, Flexible Evening High, & a Career & Technology Center. In support of its mission, FCPS has over 6,000 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 67 schools are supported by a number of central office functions, including human resources, student services, purchasing, accounting and finance, food service, transportation, maintenance, facility planning, warehouse, technical services, security and curriculum development.

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.

FY2020 Adopted Budget

Fund Budgets

Frederick Community College

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	Change %
REVENUES					
Tuition & Fees	19,075,862	19,182,651	19,324,544	19,172,897	-0.8%
State Government	12,041,932	12,691,608	13,057,717	13,873,345	6.2%
County Government	15,376,502	16,076,502	17,376,502	18,441,502	6.1%
County Gov In-Kind	474,523	484,395	501,525	515,654	2.8%
Other Income	1,365,000	810,000	895,000	792,000	-11.5%
Prior Year Balance	2,862,015	3,491,407	3,538,703	3,339,704	-5.6%
Total	51,195,834	52,736,563	54,693,991	56,135,102	2.6%
EXPENDITURES					
Instruction	24,367,505	24,768,933	25,613,998	26,248,359	2.5%
Academic Support	1,538,534	1,240,228	1,183,577	1,399,435	18.2%
Student Services	7,014,501	7,443,791	7,824,126	8,033,257	2.7%
Plant Operations	6,669,818	6,550,046	6,793,760	6,899,659	1.6%
Institutional Support	9,696,719	10,600,636	10,951,540	11,287,402	3.1%
Other	1,908,757	2,132,929	2,326,990	2,266,990	-2.6%
Total	51,195,834	52,736,563	54,693,991	56,135,102	2.6%

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. In recent years, the College has added a vibrant Student Center; revamped its Library facilities into a modern Learning Commons; expanded its STEM (Science, Technology, Engineering, and Math) laboratories and classrooms; renovated Jefferson Hall to streamline registration, financial aid, and counseling services for students; and collocated with Frederick County Workforce Services into the renovated Monroe Center to serve the workforce development needs of the entire community.

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 Executive for approval by the County Council. FCC also receives State monies and student fees; a small amount of federal funding is received for vocational-technical programs.

FY2020 Adopted Budget

Fund Budgets

Frederick County Public Libraries

	Actual 2017	Actual 2018	2019	2020	Change %
REVENUES					
State Funding	2,194,110	2,271,141	2,419,293	2,333,922	-3.5%
Federal Funding	30,770	-	-	-	-%
Fees & Charges	122,412	114,791	107,000	117,497	9.8%
Fines & Forfeitures	231,640	207,915	230,000	198,000	-13.9%
Miscellaneous Revenue	2,239,494	2,367,014	2,331,480	2,496,185	7.1%
Transfer from Primary Govt.	8,493,759	9,267,866	10,187,633	10,445,532	2.5%
Use of Prior Year Balance	-	-	599,919	440,603	-26.6%
Total	13,312,185	14,228,727	15,875,325	16,031,739	1.0%
EXPENDITURES					
Salary & Wages	6,256,114	6,487,902	7,362,127	7,673,832	4.2%
Fringe Benefits	2,879,224	3,019,787	3,411,933	3,272,598	-4.1%
Operating	4,481,182	4,650,270	5,111,265	5,095,309	-0.3%
Capital Outlay	-	132,399	-	-	-%
Recoveries	(22,244)	(158,519)	(10,000)	(10,000)	-%
Total	13,594,276	14,131,839	15,875,325	16,031,739	1.0%
Full-Time Equivalents	119.13	127.63	133.63	134.05	0.3%

Frederick County Public Libraries (FCPL) includes the C. Burr Artz Central Library in Frederick City, as well as, branch libraries in Brunswick, Emmitsburg, Middletown, Myersville, Point of Rocks, Thurmont, Walkersville, and Urbana; 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.

CONSOLIDATED FUND SUMMARY

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**FY2020 Adopted Budget
Fund Budgets**

Consolidated Fund Summary

	General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Component Units	Interfund Transfers	Total All Funds
COUNTY DIVISIONS							
County Executive	1,769,512						1,769,512
County Administration	6,227,729	2,245,397				(726,409)	7,746,717
County Council	777,836						777,836
Sheriff	49,569,692	106,274				(12,160)	49,663,806
State's Attorney	7,134,540	1,692,695				(639,462)	8,187,773
Courts	1,825,930	932,737				(68,534)	2,690,133
County Attorney	1,625,776						1,625,776
Finance	5,586,024						5,586,024
Human Resources	1,252,220						1,252,220
Interagency Information Technology	10,096,898						10,096,898
Planning & Permitting	7,261,563	15,820,662				(257,130)	22,825,095
Emergency Management	10,955,554	402,467				(16,433)	11,341,588
Fire & Rescue Services	56,901,389	2,984,935				(743,052)	59,143,272
Volunteer Fire & Rescue Services	8,718,589						8,718,589
Animal Control	2,249,146						2,249,146
Citizens Services	7,442,670	13,964,361	201,036			(1,254,192)	20,353,875
Senior Services	2,933,021	2,203,243				(972,388)	4,163,876
Health Services	7,159,475	1,385,564				(559,263)	7,985,776
Parks & Recreation	11,057,247						11,057,247
Public Works	29,196,426			16,001,142			45,197,568
Transit Services	2,996,470	9,494,327				(2,797,220)	9,693,577
Comprehensive Care Facilities			27,034,097				27,034,097
Utilities & Solid Waste Mangement			91,536,287				91,536,287
COMPONENT UNITS							
Frederick County Board of Education	295,576,851				637,141,629	(295,576,851)	637,141,629
Frederick Community College	18,957,156				56,135,102	(18,957,156)	56,135,102
Frederick County Public Library	11,956,987				16,031,739	(11,956,987)	16,031,739
INDEPENDENT AGENCIES							
Social Services	527,379						527,379
Board of Elections	2,017,092						2,017,092
Liquor License Commission	475,222						475,222
Internal Audit	392,376						392,376
Extension Service	403,951						403,951
Weed Control	264,359						264,359
Soil Conservation							
MD Dept of Assesment & Taxation	876,118						876,118
NON-DEPARTMENTAL							
Tax Equity	4,931,493						4,931,493
Community Partnership Grants	1,336,015	2,518,500					3,854,515
Transfers to:							
a. Capital Projects Fund	18,936,974	21,342,069				(18,936,974)	21,342,069
b. Fleet Services Fund	646,131					(646,131)	-
c. Voice Services Fund				1,119,160			1,119,160
d. Debt Service	43,680,000	82,537,279				(62,141,584)	64,075,695
Worker's Compensation Fund				4,804,617			4,804,617
Employee Benefits	942,700						942,700
County Non-Departmental	223,531						223,531
Finance Non-Departmental:							
Gypsy Moth Control	40,000						40,000
Deinstitutionalization DayCare	11,514						11,514
MD School for the Blind	2,000						2,000
Financial Corp. Grant	50,000						50,000
Other Finance Non-Dept	364,850						364,850
Liability insurances	1,701,856						1,701,856
Contingencies/Unallocated:							
County Contingency	300,000						300,000
Revenue Stabilization	1,000,000						1,000,000

**FY2020 Adopted Budget
Fund Budgets**

Consolidated Fund Summary

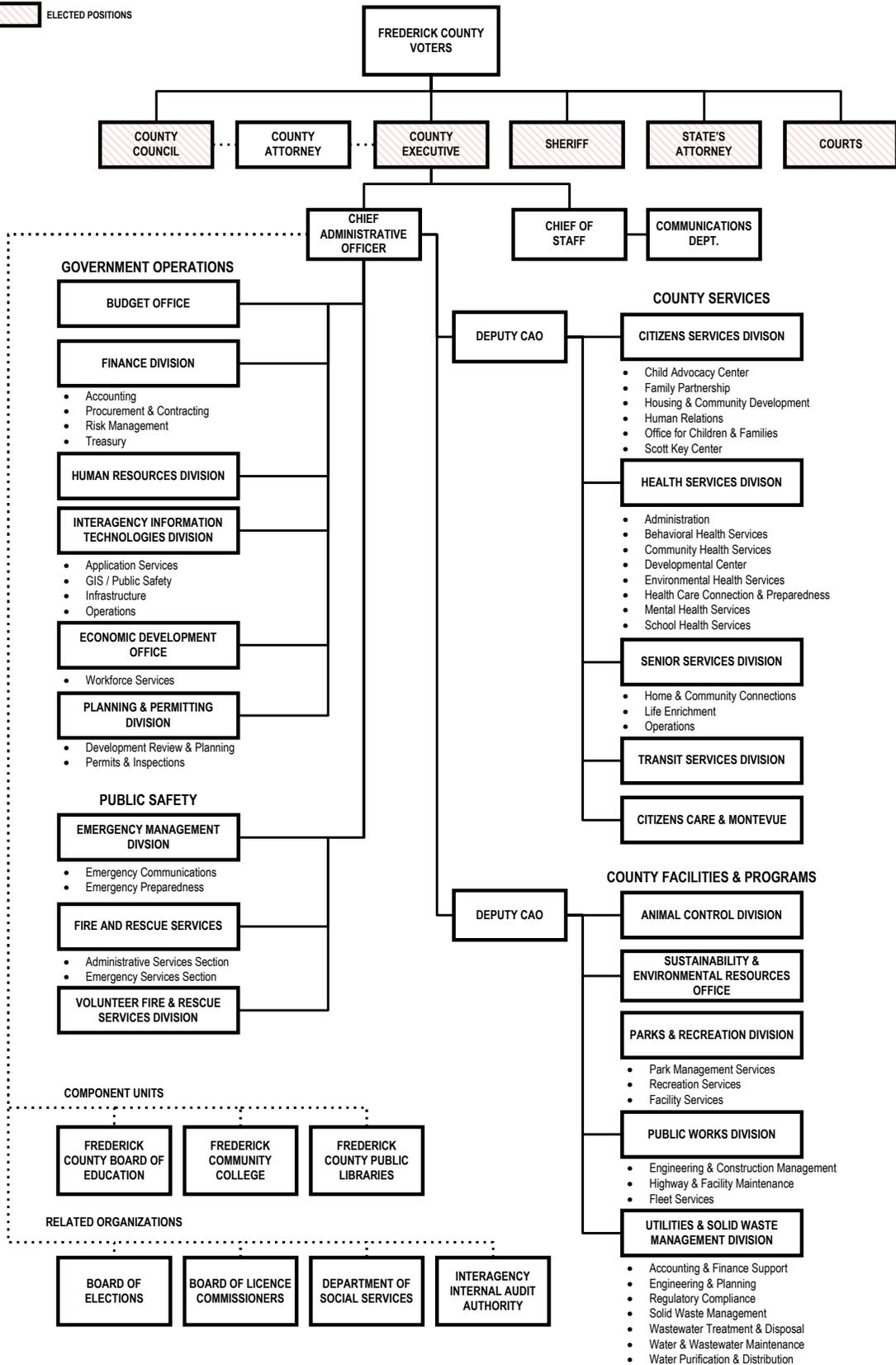
	General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Component Units	Interfund Transfers	Total All Funds
Severe Weather Reserve	1,200,000						1,200,000
Fuel Cost Reserve	549,420						549,420
Unanticipated expenditures	500,000						500,000
Indirect Cost Recovery	(2,854,662)						(2,854,662)
Lighting Districts		14,300					14,300
TOTAL	637,747,020	157,644,810	118,771,420	21,924,919	709,308,470	(416,261,926)	1,229,134,713

ORGANIZATIONAL BUDGETS

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FREDERICK COUNTY GOVERNMENT ORGANIZATIONAL CHART

 ELECTED POSITIONS



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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.

Frederick County is poised for prosperity and planning for progress. The County Executive has established a Strategic Framework to guide all County Divisions to budget for the achievement of shared goals. This framework allows the County Executive to allocate resources, measure performance and communicate positive results being generated for all county citizens.



Jan H. Gardner, County Executive

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

Strategic Priorities

Good Government

Frederick County provides open, transparent government where people can participate and make a difference. Residents are energized to shape the future of the county.

Education

Frederick County offers excellence in public education and lifelong learning opportunities ensuring a well-educated and trained workforce supporting long-term prosperity.

Jobs

Frederick County provides interesting and fulfilling jobs to ensure residents have the opportunity to work where they live.

Community Needs

Frederick County offers a high quality of life, safety and well-being for all citizens.

Seniors

Frederick County engages, empowers and equips our seniors to live their best life through Seniors First.

Growth

Frederick County preserves our rich history and valuable resources while investing in communities and infrastructure as part of a plan for future prosperity.

County Administrative Services

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 business 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 Biosciences, Computing and IIT, Hospitality and Tourism, Professional, Engineering, Scientific and Technical Services, Logistics & Distribution, Value-Added Agriculture, and Manufacturing. Partnerships with the 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 the 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 Frederick 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: apprenticeship, 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 to keep services and programs relevant to businesses, adults, and youth. Grow the number of staff who have credentials recognized in the workforce development profession.

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

Create virtual service options to expand availability of programs to the public. Review current outreach materials and social media platforms for improvement. Design and implement career service options that go beyond “normal business hours” and ensure accessibility.

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 Sustainability. The Office is updating the Comprehensive Energy Plan, conducting benchmarking community performance on sustainability goals and certifying under LEED Cities and Counties, collaborating with the Metropolitan Washington Council of Governments on regional issues related to air and water, managing grants for bus electrification and energy efficiency retrofits in County buildings and residences, managing a Property Assessed Clean Energy Loan program, and more.

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 as well as compliance with industrial discharge permits on county facilities and compliance with Total Maximum Daily Load regulations for polluted waterbodies.

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. This includes performance metrics in the LEED Cities and Communities certification, Greenhouse Gas Emissions goals and measurements with MWCOG, Comprehensive Energy Plan, Watershed Restoration Plans, Impervious Cover Restoration Plans, and Total Maximum Daily Load Restoration Plans.

Remain in compliance with NPDES MS4 permit and Industrial Discharge Permits for stormwater. Negotiate the next NPDES MS4 permit with the Maryland Department of the Environment to ensure that it does not exceed the Maximum Extent Practicable.

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

Tell the stories of Frederick County Government to engage and inform the people we serve.

The Communications Department uses internal and external media outlets to educate and inform the public. Through avenues such as social media, FCG TV programming, news releases, and public information briefings, the department informs the citizens of the County Executive’s initiatives and the work done by divisions within the Executive Branch. The Department also provides television coverage of public meetings by the County Council and numerous boards and commissions. Staff include the Video Services team and the Public Information Officer.

Strategic Goals

Share with the Community

Produce and disseminate video programming for FCG TV and social media accounts, news releases for local and regional media, and written and visual content for the County’s website. Create presentations, newsletters, and other writings about what is happening within the Executive Branch. Work with local and regional media to provide accurate, relevant information. Coordinate special recognition ceremonies and events.

Manage Information

Notify the public in advance of and during emergencies. Inform residents about the services and programs provided through Frederick County Government. Provide support to county agencies by recording employee training sessions, assisting with website management, and promoting their programs and initiatives.



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.

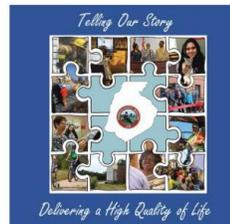
Stewardship

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.

**Fiscal 2020 Adopted Operating
and Capital Budgets**



**Jan H. Gardner,
Frederick County Executive**

**FY2020 Adopted Budget
Organizational Budgets**

County Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
County Executive	1,309,485	1,379,828	1,424,164	1,769,512
Budget	539,583	831,042	824,017	799,537
Workforce Services	2,438,639	2,713,873	2,808,860	2,839,176
Office of Economic Development	1,178,622	1,390,218	1,535,556	1,583,723
Communications	740,724	756,463	796,613	848,331
Environmental Sustainability	-	1,037,999	227,580	213,377
Watersheds - NPDES	-	2,681,125	1,792,826	1,462,573
TOTAL	6,207,053	10,790,548	9,409,616	9,516,229
Expenses by Category				
Personnel	5,165,668	6,246,982	6,796,792	7,378,659
Operating	2,211,125	5,719,004	3,863,347	3,479,808
Recoveries	(1,169,740)	(1,175,438)	(1,250,523)	(1,342,238)
TOTAL	6,207,053	10,790,548	9,409,616	9,516,229
Expenses by Fund				
General Fund	4,315,022	7,578,630	7,186,647	7,270,832
Grants	1,892,031	3,195,142	2,222,769	2,245,197
Economic Development Loans	-	16,776	200	200
TOTAL	6,207,053	10,790,548	9,409,616	9,516,229
Full-Time Equivalent	55.00	59.50	61.50	64.50

**FY2020 Adopted Budget
Organizational Budgets**

County Executive

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,241,760	1,319,601	1,342,669	1,689,921
Operating	67,725	60,227	81,495	79,591
TOTAL	1,309,485	1,379,828	1,424,164	1,769,512
Expenses by Fund				
General Fund	1,309,485	1,379,828	1,424,164	1,769,512
TOTAL	1,309,485	1,379,828	1,424,164	1,769,512
Full-time Equivalents	9.00	9.00	10.00	12.00

**FY2020 Adopted Budget
Organizational Budgets**

Budget

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	528,794	540,669	562,145	565,085
Operating	10,789	290,373	261,872	234,452
TOTAL	539,583	831,042	824,017	799,537
Expenses by Fund				
General Fund	539,583	831,042	824,017	799,537
TOTAL	539,583	831,042	824,017	799,537
Full-time Equivalents	4.00	4.00	4.00	4.00

**FY2020 Adopted Budget
Organizational Budgets**

Workforce Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,829,681	1,870,474	2,085,290	2,224,291
Operating	1,778,698	2,011,018	1,940,221	1,935,557
Recoveries	(1,169,740)	(1,167,619)	(1,216,651)	(1,320,672)
TOTAL	2,438,639	2,713,873	2,808,860	2,839,176
Expenses by Fund				
General Fund	546,608	555,033	586,091	593,979
Grants	1,892,031	2,158,840	2,222,769	2,245,197
TOTAL	2,438,639	2,713,873	2,808,860	2,839,176
Full-time Equivalents	21.00	21.00	21.00	22.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Job seekers served in all programs	-	5,000	Count
Registered job seekers employed in target industries	-	80	Percentage
Registered job seekers earned skills or credentials	-	75	Percentage
Businesses served	-	200	Count
New business prospects supported	-	20	Count
Workers trained in targeted industries	-	80	Count
Unemployed and underemployed trained in targeted industries	-	150	Count
Youth served	-	250	Percentage
Registered youth employed	-	70	Percentage
Registered youth earning skills or credentials	-	70	Percentage

Performance indicators were changed for FY2020. Therefore, the new indicators are not available for FY2019.

**FY2020 Adopted Budget
Organizational Budgets**

Office of Economic Development

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	855,553	1,002,091	1,179,381	1,227,548
Operating	323,069	388,127	356,175	356,175
TOTAL	1,178,622	1,390,218	1,535,556	1,583,723
Expenses by Fund				
General Fund	1,178,622	1,373,442	1,535,356	1,583,523
Economic Development Loans	-	16,776	200	200
TOTAL	1,178,622	1,390,218	1,535,556	1,583,723
Full-time Equivalents	9.00	11.00	11.00	11.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Business visits and assistance	400	450	Count
Jobs retained	800	590	Count
Jobs created through business retention	300	150	Count
Business attractions and prospects worked	60	40	Count
Jobs created through business attraction	300	880	Count
New business starts	15	6	Count
Small business assistance	100	225	Count
Minority business assistance	25	60	Count
Small business jobs created	45	30	Count
ROOT business events	24	70	Count

**FY2020 Adopted Budget
Organizational Budgets**

Communications

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	709,880	725,647	750,629	794,347
Operating	30,844	30,816	45,984	53,984
TOTAL	740,724	756,463	796,613	848,331
Expenses by Fund				
General Fund	740,724	756,463	796,613	848,331
TOTAL	740,724	756,463	796,613	848,331
Full-time Equivalents	7.00	7.00	7.00	7.00

**FY2020 Adopted Budget
Organizational Budgets**

Environmental Sustainability

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	-	253,625	221,586	207,383
Operating	-	784,374	5,994	5,994
TOTAL	-	1,037,999	227,580	213,377
Expenses by Fund				
General Fund	-	207,164	227,580	213,377
Grants	-	830,835	-	-
TOTAL	-	1,037,999	227,580	213,377
Full-time Equivalents	1.00	1.50	1.50	1.50

**FY2020 Adopted Budget
Organizational Budgets**

Watersheds - NPDES

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	-	534,875	655,092	670,084
Operating	-	2,154,069	1,171,606	814,055
Recoveries	-	(7,819)	(33,872)	(21,566)
TOTAL	-	2,681,125	1,792,826	1,462,573
Expenses by Fund				
General Fund	-	2,475,658	1,792,826	1,462,573
Grants	-	205,467	-	-
TOTAL	-	2,681,125	1,792,826	1,462,573
Full-time Equivalents	4.00	6.00	7.00	7.00

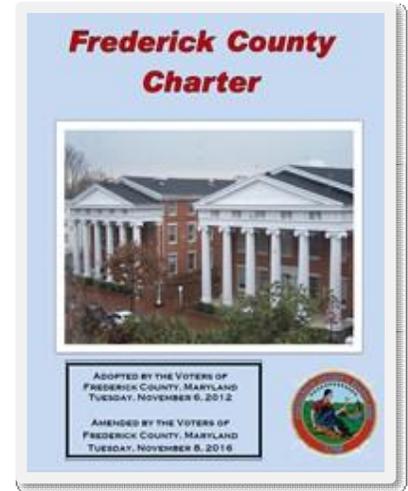
County Council

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.



Council Members Left to Right: Steve McKay, Kai Hagen, Jerry Donald, President M.C. Keegan- Ayer, Phil Dacey, Jessica Fitzwater, Vice President Michael Blue

**FY2020 Adopted Budget
Organizational Budgets**

County Council

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
County Council	664,856	712,583	813,915	777,836
TOTAL	664,856	712,583	813,915	777,836
Expenses by Category				
Personnel	610,112	671,037	710,294	674,215
Operating	54,744	41,546	103,621	103,621
TOTAL	664,856	712,583	813,915	777,836
Expenses by Fund				
General Fund	664,856	712,583	813,915	777,836
TOTAL	664,856	712,583	813,915	777,836
Full-Time Equivalent	6.00	6.00	6.00	6.00

**FY2020 Adopted Budget
Organizational Budgets**

County Council

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	610,112	671,037	710,294	674,215
Operating	54,744	41,546	103,621	103,621
TOTAL	664,856	712,583	813,915	777,836
Expenses by Fund				
General Fund	664,856	712,583	813,915	777,836
TOTAL	664,856	712,583	813,915	777,836
Full-time Equivalents	6.00	6.00	6.00	6.00

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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 and Patrol Operations.

Patrol Operations is the largest and most visible section of the Sheriff's Office being responsible for six patrol teams, Traffic Unit, the Community Deputy Program, K-9 Program, Pro-Active Criminal Enforcement team, School Resource Officer Section, SWAT, Mobile Field Force and Honor Guard.



Special Operations includes the Criminal Investigations Section, the Narcotics Investigations Section, and the Judicial Services Section. The Criminal Investigations Section consists of Person Crimes, Property Crimes, ICAC Unit (Internet Crimes Against Children), Sex Offender Registry, Crime Analysis, Victim Services, Fire Investigations Task Force, Evidence Unit, and Crisis Negotiations. The Narcotics Investigations Section is part of a HIDTA Group (High Intensity Drug Trafficking Area) sponsored by Homeland Security Investigations (HIS). The Judicial Services Section consists of the Court Security Unit and Civil Process Unit. The 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. Both sworn deputies and Constables work in the Civil Process Unit.

Administrative Services Division

This Division consists of: Personnel Services, Fiscal Services, Support Services, Technology Section, and Homeland Security.



Personnel Services is responsible for personnel related paperwork, recruiting and background investigations, records management, and the Duty Desk/Police Information Specialists. Fiscal Services handles accounting responsibilities, budget, grants administration, procurement, quartermaster services and research and strategic planning.

Support Services is responsible for crime prevention and community education 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.

CORRECTIONS BUREAU

The County Corrections Bureau is comprised of four Divisions: 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 Administrative Division entails four sections: Fiscal, Technology, Accreditation, and Training. Fiscal Services is responsible for the management of all funds to include the budget, procurement, inmate funds, inmate canteen, and medical billings. Technology is an ever changing field and this section is responsible for all computers, video surveillance, inmate telephone system, digital archiving of records, forms, electronic door control, and any other technology utilized. The Accreditation Section is responsible for monitoring compliance with local, state, and national standards and laws. This section is also responsible for inmate disciplinary and inmate records. The Training Section is responsible for our in-house academy and in-service training, as well as training from outside agencies. The Training Section also acts as the liaison with County Maintenance for the facility.



Security Division

The Security 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 Operations 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

Community Services functions include work release, home detention, pretrial services, drug and alcohol monitoring, alternative sentencing, the PADDD 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

Inmate Services 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, re-entry services, 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 provided 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.



**FY2020 Adopted Budget
Organizational Budgets**

Sheriff

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Sheriff-Administration	1,281,044	1,502,281	1,391,623	1,378,079
Court House Security	2,390,565	2,429,200	2,579,029	2,476,251
Sheriff-Law Enforcement	22,792,910	23,949,513	24,741,751	25,463,949
Community Deputy Program	13,554	(1)	-	-
School Crossing Guard	(2)	(1)	-	-
Detention Center	14,285,719	13,847,041	15,689,040	16,066,789
Work Release Center	3,957,489	3,754,825	4,075,321	4,278,738
TOTAL	44,721,279	45,482,858	48,476,764	49,663,806
Expenses by Category				
Personnel	41,830,574	41,819,900	44,277,319	45,453,424
Operating	7,559,333	8,133,135	8,254,067	8,248,581
Capital	-	-	25,000	-
Recoveries	(4,668,628)	(4,470,177)	(4,079,622)	(4,038,199)
TOTAL	44,721,279	45,482,858	48,476,764	49,663,806
Expenses by Fund				
General Fund	44,587,169	45,133,791	48,374,302	49,557,532
Grants	134,110	349,067	102,462	106,274
TOTAL	44,721,279	45,482,858	48,476,764	49,663,806
Full-Time Equivalents	408.00	421.00	421.00	422.00

**FY2020 Adopted Budget
Organizational Budgets**

Sheriff-Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,153,926	1,222,294	1,240,226	1,239,232
Operating	250,858	406,799	199,797	187,247
Recoveries	(123,740)	(126,812)	(48,400)	(48,400)
TOTAL	1,281,044	1,502,281	1,391,623	1,378,079
Expenses by Fund				
General Fund	1,146,934	1,153,214	1,289,161	1,271,805
Grants	134,110	349,067	102,462	106,274
TOTAL	1,281,044	1,502,281	1,391,623	1,378,079
Full-time Equivalents	12.00	12.00	12.00	12.00
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
Civil Process papers received	21,995	22,000	Count	

**FY2020 Adopted Budget
Organizational Budgets**

Court House Security

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,279,504	2,297,956	2,438,725	2,345,650
Operating	111,061	131,244	140,304	130,601
TOTAL	2,390,565	2,429,200	2,579,029	2,476,251
Expenses by Fund				
General Fund	2,390,565	2,429,200	2,579,029	2,476,251
TOTAL	2,390,565	2,429,200	2,579,029	2,476,251
Full-time Equivalents	24.00	25.00	25.00	25.00
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
Courthouse visitors	277,000	275,000	Count	
Prisoners handled at Courthouse	3,570	3,600	Count	

**FY2020 Adopted Budget
Organizational Budgets**

Sheriff-Law Enforcement

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	21,544,571	22,222,425	23,439,191	24,113,990
Operating	3,156,415	3,495,218	3,136,141	3,206,621
Capital	-	-	25,000	-
Recoveries	(1,908,076)	(1,768,130)	(1,858,581)	(1,856,662)
TOTAL	22,792,910	23,949,513	24,741,751	25,463,949

Expenses by Fund				
General Fund	22,792,910	23,949,513	24,741,751	25,463,949
TOTAL	22,792,910	23,949,513	24,741,751	25,463,949

Full-time Equivalents	207.50	211.50	212.00	212.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Criminal investigations handled	1,014	1,200	Count
Warrants served	485	500	Count
Calls for service	113,762	115,000	Count
Total arrests	4,046	4,200	Count
Protective and Peace Orders served	1,205	1,270	Count
Guns seized	185	190	Count
Incident reports written	8,980	9,000	Count
Traffic citations and Warnings written	49,522	51,000	Count
Sex Offenders registered	212	215	Count
Traffic collisions	1,297	1,320	Count

**FY2020 Adopted Budget
Organizational Budgets**

Community Deputy Program

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	683,251	706,003	723,092	710,335
Operating	78,548	78,500	74,378	79,329
Recoveries	(748,245)	(784,504)	(797,470)	(789,664)
TOTAL	13,554	(1)	-	-
Expenses by Fund				
General Fund	13,554	(1)	-	-
TOTAL	13,554	(1)	-	-
Full-time Equivalents	6.00	6.00	6.00	6.00

**FY2020 Adopted Budget
Organizational Budgets**

School Crossing Guard

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	222,826	1,339	-	-
Operating	10,665	233,889	234,171	256,473
Recoveries	(233,493)	(235,229)	(234,171)	(256,473)
TOTAL	(2)	(1)	-	-
Expenses by Fund				
General Fund	(2)	(1)	-	-
TOTAL	(2)	(1)	-	-
Full-time Equivalents	0.50	0.50	-	-
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
Crossing Guards	23	23	Count	
Schools with Crossing Guards	19	21	Count	

**FY2020 Adopted Budget
Organizational Budgets**

Detention Center

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	12,156,039	11,851,697	12,629,985	13,117,587
Operating	3,550,542	3,392,039	4,010,055	3,939,202
Recoveries	(1,420,862)	(1,396,695)	(951,000)	(990,000)
TOTAL	14,285,719	13,847,041	15,689,040	16,066,789

Expenses by Fund				
General Fund	14,285,719	13,847,041	15,689,040	16,066,789
TOTAL	14,285,719	13,847,041	15,689,040	16,066,789

Full-time Equivalents	118.00	126.00	126.00	127.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Average daily inmate population	310	330	Count
Prisoner intakes	2,250	2,300	Count
Court appearances	5,499	5,600	Count
Inmate sick call requests	1,598	1,650	Count
Documented log entries	643,735	650,000	Count
Central Booking intakes	3,957	4,075	Count

**FY2020 Adopted Budget
Organizational Budgets**

Work Release Center

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	3,790,457	3,518,186	3,806,100	3,926,630
Operating	401,244	395,446	459,221	449,108
Recoveries	(234,212)	(158,807)	(190,000)	(97,000)
TOTAL	3,957,489	3,754,825	4,075,321	4,278,738
Expenses by Fund				
General Fund	3,957,489	3,754,825	4,075,321	4,278,738
TOTAL	3,957,489	3,754,825	4,075,321	4,278,738
Full-time Equivalents	40.00	40.00	40.00	40.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Home Detention participants	5	7	Count
Average daily population	27	20	Count
Hours of court ordered community service	18,988	20,000	Count
Offenders participating in the Alternative Sentencing program	605	650	Count
Offenders completing the Alternative Sentencing program	467	470	Count

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Office of the State's Attorney

The State's Attorney is a constitutional office that is elected by the voters to serve as its Chief Law Enforcement official. As such, it is my goal to be a zealous advocate for justice, safeguarding our communities and citizens by holding those accountable who offend them. I am committed to the highest level of professionalism, public service and competence. My greatest success is building a staff that serves these ideals every day, in every case.



Mission Statement

The State's Attorney's Office works to protect our community through the fair and ethical pursuit of justice and the safeguarding of victim's rights. This office seeks to enhance public safety and welfare through the vigorous enforcement of criminal and civil laws in a just, honest and efficient manner.

The State's Attorney's Office will aggressively prosecute criminals and diligently protect the innocent. This office makes it a priority to protect children and other vulnerable victims who are unable to protect themselves. We are committed to fair and equal treatment of all people. The State's Attorney's Office also works within our community to prevent and deter crime and to promote public safety, now and for future generations.

Description

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, including prosecution of criminal contempt cases.

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.

**FY2020 Adopted Budget
Organizational Budgets**

State's Attorney

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
State's Attorney	7,643,128	7,787,913	8,159,251	8,187,773
TOTAL	7,643,128	7,787,913	8,159,251	8,187,773
Expenses by Category				
Personnel	7,062,280	7,177,613	7,543,207	7,545,101
Operating	581,076	610,300	616,044	642,672
Recoveries	(228)	-	-	-
TOTAL	7,643,128	7,787,913	8,159,251	8,187,773
Expenses by Fund				
General Fund	6,081,012	6,265,326	6,541,033	6,495,078
Grants	1,562,116	1,522,587	1,618,218	1,692,695
TOTAL	7,643,128	7,787,913	8,159,251	8,187,773
Full-Time Equivalents	68.00	68.00	68.00	68.00

**FY2020 Adopted Budget
Organizational Budgets**

State's Attorney

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	7,062,280	7,177,613	7,543,207	7,545,101
Operating	581,076	610,300	616,044	642,672
Recoveries	(228)	-	-	-
TOTAL	7,643,128	7,787,913	8,159,251	8,187,773
Expenses by Fund				
General Fund	6,081,012	6,265,326	6,541,033	6,495,078
Grants	1,562,116	1,522,587	1,618,218	1,692,695
TOTAL	7,643,128	7,787,913	8,159,251	8,187,773
Full-time Equivalents	68.00	68.00	68.00	68.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Circuit Court Felony cases handled	520	520	Count
Circuit Court Adult trials resulting in guilty verdicts	82	85	Percentage
Circuit Court Jury Trial Prayed cases handled	893	714	Count
Circuit Court Drug Court participants	52	55	Count
District Court Criminal cases handled	3,092	3,549	Count
District Court Motor vehicle cases and citations handled	14,244	13,426	Count
District Court Domestic Violence cases	450	460	Count
Juvenile Division cases handled	623	680	Count
Child Support Paternity established	485	490	Count
Child Support Cases enforced	2,658	2,660	Count

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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.

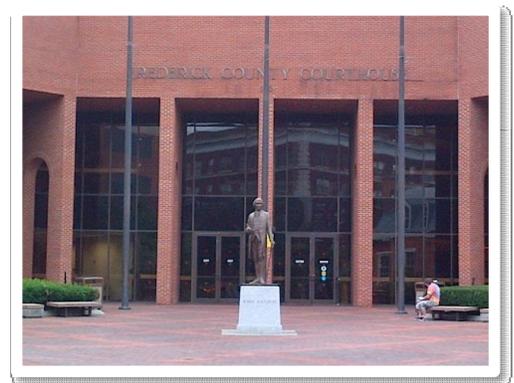
Circuit Courts generally handle more serious criminal cases, major civil cases, including juvenile and other family law cases such as divorce, custody and child support and most cases appealed from the District Court, Orphans' Court and certain administrative agencies. Circuit courts also hear domestic 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 the Circuit Court under the direct supervision of the Jury Judge. There are two types of jurors: grand jurors and petit jurors. The Grand Jury plays an important role in the criminal justice process. It evaluates the State's evidence against a person and decides whether there is probable cause for criminal charges. Petit jurors serve in both criminal and civil matters, hearing evidence from all parties to the proceedings to decide the outcome of the case based on the facts and laws presented. Both grand and petit jurors are chosen by random selection from a fair cross section of citizens residing in the county. The jury pool is created from a consolidated list of registered voters from the Board of Elections and licensed drivers or identification card holders from the Motor Vehicle Administration.

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.

**FY2020 Adopted Budget
Organizational Budgets**

Circuit Court

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Circuit Court	1,705,470	1,887,566	1,942,728	1,956,269
Jury	52,587	55,800	97,395	97,395
Circuit Court Magistrate	7,485	17,192	12,769	12,530
Family Law	353,021	419,906	395,465	584,251
TOTAL	2,118,563	2,380,464	2,448,357	2,650,445
Expenses by Category				
Personnel	1,852,481	2,037,352	2,189,498	2,354,146
Operating	524,302	575,655	533,164	565,693
Recoveries	(258,220)	(232,543)	(274,305)	(269,394)
TOTAL	2,118,563	2,380,464	2,448,357	2,650,445
Expenses by Fund				
General Fund	1,483,025	1,645,335	1,713,141	1,717,708
Grants	635,538	735,129	735,216	932,737
TOTAL	2,118,563	2,380,464	2,448,357	2,650,445
Full-Time Equivalents	19.00	24.00	23.00	24.00

**FY2020 Adopted Budget
Organizational Budgets**

Circuit Court

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,472,676	1,629,753	1,749,166	1,762,707
Operating	246,808	262,313	193,562	193,562
Recoveries	(14,014)	(4,500)	-	-
TOTAL	1,705,470	1,887,566	1,942,728	1,956,269
Expenses by Fund				
General Fund	1,422,953	1,572,343	1,602,977	1,607,783
Grants	282,517	315,223	339,751	348,486
TOTAL	1,705,470	1,887,566	1,942,728	1,956,269
Full-time Equivalents	17.00	21.00	20.00	20.00

	Estimate 2019	Budget 2020	Unit of Measure
Performance Indicators			
New case filings-Criminal, Civil, Family, and Probate	8,943	8,218	Count
In-house mediation-Family and child welfare cases	244	244	Count
Number of Jurors	4,799	3,940	Count
Events concluded by Magistrates	4,690	4,454	Count
Family support services referrals to various services	2,244	2,244	Count
Drug Treatment Court grant participants	75	80	Count

**FY2020 Adopted Budget
Organizational Budgets**

July

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	128,182	114,985	192,395	192,395
Recoveries	(75,595)	(59,185)	(95,000)	(95,000)
TOTAL	52,587	55,800	97,395	97,395
Expenses by Fund				
General Fund	52,587	55,800	97,395	97,395
TOTAL	52,587	55,800	97,395	97,395

**FY2020 Adopted Budget
Organizational Budgets**

Circuit Court Magistrate

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	176,096	186,050	192,074	186,924
Recoveries	(168,611)	(168,858)	(179,305)	(174,394)
TOTAL	7,485	17,192	12,769	12,530
Expenses by Fund				
General Fund	7,485	17,192	12,769	12,530
TOTAL	7,485	17,192	12,769	12,530
Full-time Equivalents	1.00	1.00	1.00	1.00

**FY2020 Adopted Budget
Organizational Budgets**

Family Law

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	203,709	221,549	248,258	404,515
Operating	149,312	198,357	147,207	179,736
TOTAL	353,021	419,906	395,465	584,251
Expenses by Fund				
Grants	353,021	419,906	395,465	584,251
TOTAL	353,021	419,906	395,465	584,251
Full-time Equivalents	1.00	2.00	2.00	3.00

**FY2020 Adopted Budget
Organizational Budgets**

Orphan's Court

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department					
	Orphan's Court	41,461	29,520	39,681	39,688
	TOTAL	41,461	29,520	39,681	39,688
Expenses by Category					
	Personnel	30,562	27,058	33,384	33,391
	Operating	10,899	2,462	6,297	6,297
	TOTAL	41,461	29,520	39,681	39,688
Expenses by Fund					
	General Fund	41,461	29,520	39,681	39,688
	TOTAL	41,461	29,520	39,681	39,688

**FY2020 Adopted Budget
Organizational Budgets**

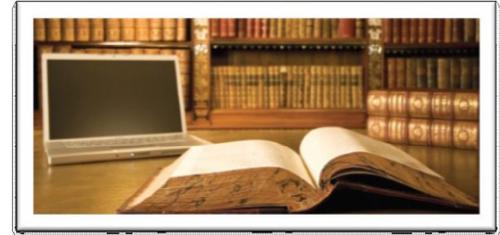
Orphan's Court

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	30,562	27,058	33,384	33,391
Operating	10,899	2,462	6,297	6,297
TOTAL	41,461	29,520	39,681	39,688
Expenses by Fund				
General Fund	41,461	29,520	39,681	39,688
TOTAL	41,461	29,520	39,681	39,688

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.



**FY2020 Adopted Budget
Organizational Budgets**

County Attorney

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
County Attorney	1,400,006	1,386,955	1,631,980	1,615,357
Ethics Commission	13	-	10,419	10,419
TOTAL	1,400,019	1,386,955	1,642,399	1,625,776
Expenses by Category				
Personnel	1,240,243	1,261,764	1,455,197	1,444,874
Operating	159,776	125,191	187,202	180,902
TOTAL	1,400,019	1,386,955	1,642,399	1,625,776
Expenses by Fund				
General Fund	1,400,019	1,386,955	1,642,399	1,625,776
TOTAL	1,400,019	1,386,955	1,642,399	1,625,776
Full-Time Equivalents	8.00	8.00	9.00	9.00

**FY2020 Adopted Budget
Organizational Budgets**

County Attorney

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,240,243	1,261,764	1,455,197	1,444,874
Operating	159,763	125,191	176,783	170,483
TOTAL	1,400,006	1,386,955	1,631,980	1,615,357
Expenses by Fund				
General Fund	1,400,006	1,386,955	1,631,980	1,615,357
TOTAL	1,400,006	1,386,955	1,631,980	1,615,357
Full-time Equivalents	8.00	8.00	9.00	9.00

**FY2020 Adopted Budget
Organizational Budgets**

Ethics Commission

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	13	-	10,419	10,419
TOTAL	13	-	10,419	10,419
Expenses by Fund				
General Fund	13	-	10,419	10,419
TOTAL	13	-	10,419	10,419

Division of Finance

The Finance Division under the direction of the Finance Director, is composed of **Finance Administration** and the departments of **Accounting, Procurement and Contracting, Treasury and Risk Management**. The Finance Director, appointed by the County Executive, is responsible for the preparation of the County's comprehensive annual financial report. 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 provide the County Executive, County Council, and taxpayers of Frederick County with accurate and timely financial information which can be effectively used in the decision making process; to protect the physical assets of the county thereby encouraging a safe environment for county employees and visitors to county facilities; to efficiently and effectively administer the property tax system and collect and safeguard the County's fiscal resources; to procure goods and services for the best value possible; and to effectively and efficiently manage the resources dedicated to the County's long-term liabilities related to debt obligations, and the pension and other postemployment plans.

Finance Administration

Finance Administration provides guidance and support to the Accounting, Procurement and Contracting, Risk Management and Treasury departments. This office provides financial support and information to the County Executive and is responsible for providing the County Council with fiscal impact notes and financial information on proposed legislation and resolutions. Finance Administration is responsible for the development of the County's fiscal policies, as well as the integration of finance-related information systems throughout County Government.

Finance Administration is also responsible for managing the timely and economic issuance of long-term financial obligations; developing and maintaining strong rating agency relations; preparing accurate and timely financing documents, including the County's Annual Information Statement; ensuring strict compliance with disclosure requirements; and coordinating bond counsel review.

Administration also plays an integral role in the formation, monitoring and payment processing of Tax Incremental Financing (TIF) and Community Development Authority (CDA) conduit debt financing.

The Finance Director serves as a committee member in the administration and management of the County's Pension, Defined Contribution Plan, Other Post Employment Benefit (OPEB) and Length of Service Awards Program (LOSAP) trusts.

Accounting Department

The Accounting Department is responsible for the analysis, interpretation, and presentation of the County's financial position and results of operations through timely, accurate, and professional financial reports.

These reports provide public assurance as to the accountability and integrity of the use of County resources; adherence to budgetary policies established by management; and compliance with Federal, State, and County mandates.



The Department prepares the Comprehensive Annual Financial Report as well as other standardized and specialized reports. This Department also provides high quality, timely service to County departments through analysis and technical assistance.

Risk Management Department

Risk Management is responsible for protecting the assets of Frederick County from unnecessary and controllable losses by providing a safe workplace for our employees and eliminating hazards to the public on County property.

The primary 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 workers' compensation.



Strategic Goals

Leverage New Technology, Create Efficiencies, Streamline Operations

Implement a new Enterprise Resource Planning (ERP) system with new modules for grant and project management, as well as integrated budget and financial reporting. Implement an integrated human resources management and payroll system as Phase 2 of the ERP project. Begin planning a third phase of the ERP project with an Enterprise Asset Management system (EAM) and a Fleet Management module. Improved financial reporting, easier access to information and streamlined operations for employees using these systems will result. Overall 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 lowest cost of 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. This will serve to decrease volatility of the Pension Plan assets value.

Maintain Regulatory Compliance

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

**FY2020 Adopted Budget
Organizational Budgets**

Finance

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Finance Administration	-	-	-	678,606
Treasury	1,177,201	1,245,664	1,312,753	1,245,415
Accounting	2,378,802	2,343,094	2,572,714	1,958,992
Risk Management	365,622	370,986	403,171	465,052
Procurement & Contracting	1,152,247	1,200,692	1,256,976	1,237,959
TOTAL	5,073,872	5,160,436	5,545,614	5,586,024
Expenses by Category				
Personnel	4,613,694	4,657,377	5,009,644	5,083,809
Operating	463,149	511,179	535,970	504,215
Recoveries	(2,971)	(8,120)	-	(2,000)
TOTAL	5,073,872	5,160,436	5,545,614	5,586,024
Expenses by Fund				
General Fund	5,073,872	5,160,436	5,545,614	5,586,024
TOTAL	5,073,872	5,160,436	5,545,614	5,586,024
Full-Time Equivalents	45.42	46.56	46.56	46.56

**FY2020 Adopted Budget
Organizational Budgets**

Finance Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	-	-	-	662,006
Operating	-	-	-	16,600
TOTAL	-	-	-	678,606
Expenses by Fund				
General Fund	-	-	-	678,606
TOTAL	-	-	-	678,606
Full-time Equivalents	-	-	-	4.00
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
Interest Rate - True Interest Cost for County GO Bonds	-	3	Percentage	

**FY2020 Adopted Budget
Organizational Budgets**

Treasury

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	819,634	856,860	921,983	928,788
Operating	357,567	388,804	390,770	316,627
TOTAL	1,177,201	1,245,664	1,312,753	1,245,415
Expenses by Fund				
General Fund	1,177,201	1,245,664	1,312,753	1,245,415
TOTAL	1,177,201	1,245,664	1,312,753	1,245,415
Full-time Equivalents	8.42	8.56	8.56	8.56
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
Property tax bills and delinquent notices sent	108,000	110,000	Count	
Liens sold at tax sale	450	450	Count	
Recordation transactions	12,000	13,000	Count	
Rate of return on investments	2	2	Percentage	

**FY2020 Adopted Budget
Organizational Budgets**

Accounting

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,307,033	2,270,223	2,480,241	1,883,969
Operating	71,769	72,871	92,473	75,023
TOTAL	2,378,802	2,343,094	2,572,714	1,958,992

Expenses by Fund				
General Fund	2,378,802	2,343,094	2,572,714	1,958,992
TOTAL	2,378,802	2,343,094	2,572,714	1,958,992

Full-time Equivalents	22.00	22.00	22.00	18.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Accounting transactions	179,831	179,831	Count
Accounts Payable checks generated	13,981	13,701	Count
ACH electronic payments submitted	10,293	10,499	Count
Number of W-2s issued	4,187	4,212	Count
Number of active grants maintained	189	199	Count

**FY2020 Adopted Budget
Organizational Budgets**

Risk Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	353,917	360,858	389,715	410,358
Operating	11,705	10,128	13,456	54,694
TOTAL	365,622	370,986	403,171	465,052

Expenses by Fund				
General Fund	365,622	370,986	403,171	465,052
TOTAL	365,622	370,986	403,171	465,052

Full-time Equivalents	3.00	4.00	4.00	4.00
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	Estimate 2019	Budget 2020	Unit of Measure
Performance Indicators			
Workers compensation claims	350	380	Count
Auto accidents	330	400	Count
3rd party liability claims (bodily injury and property damage)	62	65	Count
County property damage claims	55	25	Count
Vendor insurance compliance monitoring	1,300	800	Count
County projects with assigned insurance	700	900	Count
In-service, orientation, safety meetings	100	100	Count
Workstation ergonomic evaluations	60	70	Count
Building inspections	300	320	Count
Authorized driver program	3,600	3,700	Count

**FY2020 Adopted Budget
Organizational Budgets**

Procurement & Contracting

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,133,110	1,169,436	1,217,705	1,198,688
Operating	22,108	39,376	39,271	41,271
Recoveries	(2,971)	(8,120)	-	(2,000)
TOTAL	1,152,247	1,200,692	1,256,976	1,237,959

Expenses by Fund				
General Fund	1,152,247	1,200,692	1,256,976	1,237,959
TOTAL	1,152,247	1,200,692	1,256,976	1,237,959

Full-time Equivalents	12.00	12.00	12.00	12.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Purchase orders processed	7,950	8,050	Count
Requisitions processed	9,100	9,150	Count
Change orders processed	185	190	Count
Requests for proposals	28	30	Count
Invitations for bid	53	65	Count
Quotations	61	75	Count
Piggybacking	195	175	Count
Renewals	125	135	Count
Sole source	255	220	Count
Purchasing card statements audited	2,250	1,680	Count

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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, employee/labor employee relations, 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

Comprehensive Classification and Compensation Study

Complete a total comprehensive review of the County's Classification and Compensation System by an independent contractor/vendor. This study will be the basis to realign our compensation levels to ensure that we will be competitive in attracting and retaining employees.

Ensure Fairness, Consistency in Position Classifications

Conduct review of promotional policies and work hours. Review promotional policies and determine whether the County is 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.

Diversity Initiatives

Conduct a complete review and analysis of our recruitment and selection policies and practices to ensure we develop and promote having an inclusive/diverse workforce. Human Resources will partner with Frederick County Government leadership/directors to make improvements in areas that we determine we have an underrepresentation of groups of employees.

Recognition/Engagement

Work with management to find ways to recognize our employees for being productive and going beyond the scope of their jobs to benefit Frederick County Government; increase the level of engagement of our employees.

Better Trained Workforce

Increase training opportunities for managers. Result will be a more productive, engaged workforce working with improved efficiency. Collaborate with divisions to identify training needs and increase our use of FCG Learn to provide base level training.

Complete the INFOR Stage III Implementation

Stage III will provide an Employee/Manager platform that will allow employees and managers to make online changes to their benefits, personal information, and allow managers to initiate personnel actions in the system.

Maintain Regulatory Compliance, Minimize Risk to the County

Proactively monitor all federal, state and local employment laws to insure our operations and policies are fully compliant and our management team is well-versed. Apply higher minimum wage rate to applicable positions. Apply changes resulting from Federal Fair Labor Standards rulemaking.

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.



**FY2020 Adopted Budget
Organizational Budgets**

Human Resources

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Human Resources	1,188,905	1,269,509	1,282,504	1,252,220
Pension Trust	22,206,081	24,577,821	24,270,694	27,896,776
OPEB Trust	7,681,291	7,984,876	7,723,500	7,852,000
LOSAP Trust	743,860	738,058	1,206,100	819,230
TOTAL	31,820,137	34,570,264	34,482,798	37,820,226
Expenses by Category				
Personnel	29,325,142	31,238,368	30,867,467	34,990,275
Operating	2,494,995	3,331,896	3,615,331	2,829,951
TOTAL	31,820,137	34,570,264	34,482,798	37,820,226
Expenses by Fund				
General Fund	1,188,905	1,269,509	1,282,504	1,252,220
Pension Trust	22,206,081	24,577,821	24,270,694	27,896,776
Other Post Employment Benefits Trust	7,681,291	7,984,876	7,723,500	7,852,000
Length of Service Award Program Trust	743,860	738,058	1,206,100	819,230
TOTAL	31,820,137	34,570,264	34,482,798	37,820,226
Full-Time Equivalent	11.00	11.00	12.00	12.00

**FY2020 Adopted Budget
Organizational Budgets**

Human Resources

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,120,381	1,195,902	1,195,873	1,184,589
Operating	68,524	73,607	86,631	67,631
TOTAL	1,188,905	1,269,509	1,282,504	1,252,220
Expenses by Fund				
General Fund	1,188,905	1,269,509	1,282,504	1,252,220
TOTAL	1,188,905	1,269,509	1,282,504	1,252,220
Full-time Equivalents	10.00	10.00	11.00	11.00

**FY2020 Adopted Budget
Organizational Budgets**

Pension Trust

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	19,831,461	21,425,269	20,871,594	25,236,686
Operating	2,374,620	3,152,552	3,399,100	2,660,090
TOTAL	22,206,081	24,577,821	24,270,694	27,896,776
Expenses by Fund				
Pension Trust	22,206,081	24,577,821	24,270,694	27,896,776
TOTAL	22,206,081	24,577,821	24,270,694	27,896,776
Full-time Equivalents	1.00	1.00	1.00	1.00

**FY2020 Adopted Budget
Organizational Budgets**

OPEB Trust

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	7,629,440	7,898,036	7,600,000	7,770,000
Operating	51,851	86,840	123,500	82,000
TOTAL	7,681,291	7,984,876	7,723,500	7,852,000
Expenses by Fund				
Other Post Employment Benefits Trust	7,681,291	7,984,876	7,723,500	7,852,000
TOTAL	7,681,291	7,984,876	7,723,500	7,852,000

**FY2020 Adopted Budget
Organizational Budgets**

LOSAP Trust

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	743,860	719,161	1,200,000	799,000
Operating	-	18,897	6,100	20,230
TOTAL	743,860	738,058	1,206,100	819,230
Expenses by Fund				
Length of Service Award Program Trust	743,860	738,058	1,206,100	819,230
TOTAL	743,860	738,058	1,206,100	819,230

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Interagency Information Technology Division

The Interagency Information Technologies Division is organized into four departments: Infrastructure, Operations, Applications Services and GIS/Public Safety. Technology services provided include: Network Engineering, Telecommunications Services, Voice Services, Systems Administration, Information Security, Enterprise/Financial Applications, Desktop Support, Help Desk Services, and Badging Services.



Mission Statement

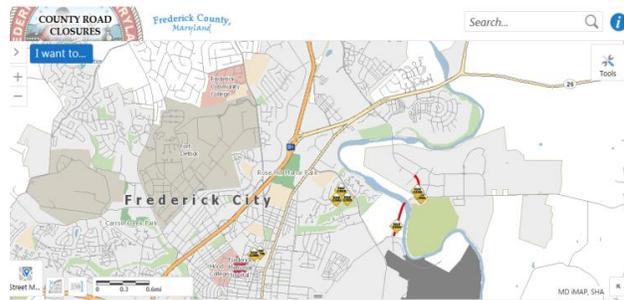
The Mission of the Interagency Information Technologies (IIT) Division is to leverage technology to facilitate the delivery of County government services in a cost-effective, timely, high-quality, and secure manner.

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

As an “interagency” provider, IIT also serves some of the IT 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.

The IIT Geographic Information Services (GIS) team provides mapping 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, the GIS team provides spatial data, mapping and addressing support, as well as cost sharing for GIS data acquisition and development.



Access provided via internet map applications for property information, schools, voting information, and crime statistics allows Frederick County to leverage its GIS into a valued public service.

Road Name	Closure Start Date	Closure End Date	Status	Direction	Lanes	Closure Type	Comments
*** GAS HOUSE PKE	Sep 10, 2018 12:00 AM	Aug 17, 2019 12:00 AM	Closed	All Directions	All	Construction	Gas House Pike n
*** MONOCACY BLVD	Sep 10, 2018 12:00 AM	Aug 31, 2019 12:00 AM	Closed	All Directions	All	Construction	Bridge Construct
*** MONOCACY BLVD	Sep 10, 2018 12:00 AM	Aug 17, 2019 12:00 AM	Closed	All Directions	1	Construction	Monocacy Blvd. R
*** RESEARCH CT	Apr 1, 2019 12:00 AM	Oct 31, 2019 12:00 AM	Limited Public Access	All Directions	All	Construction	Bush Constructi
*** EDEN DR	Apr 1, 2019 9:00 AM	Jul 31, 2019 4:00 PM	Limited Public Access	All Directions	1	Construction	Potomac Edition

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 Redundancy of FCG Network and Data Centers

Utilize fabric network design to further improve the resiliency of FCG networks, data centers, and the many applications running on this infrastructure.

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 by a bi-annual submission to the Digital Counties Survey resulting in more effective service delivery to divisions and citizens.

Effective, Functional Enterprise Applications

Complete the upgrade of critical enterprise applications: Enterprise Resource Planning (Finance/HR/Asset Management/Fleet Services) and the Land Management System upgrade. Implement a Business Intelligence solution to measure / analyze division outcomes and increase the impact of the services divisions deliver to our citizens. Rollout an electronic forms platform to include electronic signatures and improved workflow.



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.

FY2020 Adopted Budget
Organizational Budgets

Interagency Information Technology

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Interagency Information Technology	8,208,658	9,626,945	9,632,265	10,096,898
IIT Voice Services	1,176,887	1,095,011	1,183,851	1,119,160
TOTAL	9,385,545	10,721,956	10,816,116	11,216,058
Expenses by Category				
Personnel	6,647,484	6,674,553	7,477,745	7,641,290
Operating	3,950,542	5,271,423	4,452,206	4,825,760
Recoveries	(1,212,481)	(1,224,020)	(1,113,835)	(1,250,992)
TOTAL	9,385,545	10,721,956	10,816,116	11,216,058
Expenses by Fund				
General Fund	8,208,658	9,626,945	9,632,265	10,096,898
Voice Services	1,176,887	1,095,011	1,183,851	1,119,160
TOTAL	9,385,545	10,721,956	10,816,116	11,216,058
Full-Time Equivalent	61.00	63.00	64.00	67.00

**FY2020 Adopted Budget
Organizational Budgets**

Interagency Information Technology

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	6,102,625	6,244,220	7,032,625	7,192,953
Operating	3,318,514	4,606,745	3,713,375	4,154,937
Recoveries	(1,212,481)	(1,224,020)	(1,113,735)	(1,250,992)
TOTAL	8,208,658	9,626,945	9,632,265	10,096,898
Expenses by Fund				
General Fund	8,208,658	9,626,945	9,632,265	10,096,898
TOTAL	8,208,658	9,626,945	9,632,265	10,096,898
Full-time Equivalents	55.90	59.35	60.30	62.88

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
PCs, laptops, and mobile device terminals supported	3,137	3,300	Count
Leased copiers, multi-function devices, and printers supported	206	215	Count
Document libraries managed	987	990	Count
Virtual servers supported	350	410	Count
Help desk tickets	15,170	15,500	Count
Facilities connected to County network	140	150	Count
Surveillance cameras managed	959	1,150	Count
Applications supported	175	176	Count
Wireless devices managed	1,537	1,600	Count
GIS addresses assigned and reviewed	13,022	12,989	Count

**FY2020 Adopted Budget
Organizational Budgets**

IIT Voice Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	544,859	430,333	445,120	448,337
Operating	632,028	664,678	738,831	670,823
Recoveries	-	-	(100)	-
TOTAL	1,176,887	1,095,011	1,183,851	1,119,160
Expenses by Fund				
Voice Services	1,176,887	1,095,011	1,183,851	1,119,160
TOTAL	1,176,887	1,095,011	1,183,851	1,119,160
Full-time Equivalents	5.10	3.65	3.70	4.12

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Department staff are also responsible for staffing and administering the activities of a number of appointed boards and commissions having a role in the crafting, interpretation and implementation of land development and preservation efforts. In addition to the Planning Commission as noted above, staff is also responsible for the administration of the Board of Appeals, the Agricultural Preservation Advisory Board, the Agricultural Reconciliation Committee, the Historic Preservation Commission, and the Bicycle and Pedestrian Advisory Committee.

The Department also houses the land preservation office. 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% 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.



Permits and Inspections

Permits and Inspections staff provides permitting, inspection and code enforcement services to protect the health, safety, and welfare of the citizens of Frederick County. The Department is responsible for the issuance of Building Permits, Electrical and Plumbing Permits, Use and Occupancy Permits, Gaming Permits, and other related permits throughout Frederick County (excluding the City of Frederick and the Town of Mt. Airy).

The Department is also the centralized location for the collection of many fees for building, non-building

permits, and impact fees. Once a permit has been issued, field inspections are scheduled and conducted on a fixed schedule. Inspections are performed in a manner consistent with the respective ordinances and codes that may apply to each permit.

Strategic Goals

Continually Improve the County's Public Processes for Which We Are Responsible

Periodically review and initiate changes to notification procedures, web pages, social media and signage requirements to improve transparency and visibility. Promote good public process through the timely provision of location specific information on projects of importance to local communities, neighborhoods and citizens.

Adopt and Implement the Livable Frederick Master Plan

Work with the County Executive, the County Council, and the Planning Commission on the adoption and successful implementation of the Livable Frederick Master Plan.

Successfully Launch and Implement the New Land Management 'Infor' Software

In collaboration with the Division of Interagency Information Technology and all affected agencies, replace the outdated land management tool with a new software program that yields a reduced reliance on paper based reviews and document storage; improved document management and tracking; improved public interaction while providing a significantly faster service for customers.

Periodic Review and Adjustment of Fee Structure

Perform and implement periodic fee adjustments in a timely manner in concert with CPI increases. Ensure fees collected are sufficient to cover the operating budget required to pay for the plan review, permitting and inspections functions within the Division.

Improve Quality Control and Oversight of Fee Collection Procedures

The periodic review of fee collection procedures, including best management practices for requests received to reduce and waive fees, will be facilitated by the Department.

**FY2020 Adopted Budget
Organizational Budgets**

Planning & Permitting

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Planning & Development Review	3,312,473	2,391,103	2,553,124	2,727,819
Permits & Inspections	3,264,813	3,478,470	3,767,755	4,276,614
Environmental Sustainability	161,201	-	-	-
Watersheds - NPDES	1,435,103	-	-	-
Agricultural Preservation	17,071,028	10,941,800	13,211,451	15,820,662
TOTAL	25,244,618	16,811,373	19,532,330	22,825,095
Expenses by Category				
Personnel	5,941,214	5,333,767	5,926,054	6,602,080
Operating	10,214,432	4,211,177	4,859,579	6,470,134
Capital	9,088,972	7,266,429	8,746,697	9,752,881
TOTAL	25,244,618	16,811,373	19,532,330	22,825,095
Expenses by Fund				
General Fund	6,718,194	5,869,573	6,320,879	7,004,433
Agricultural Preservation	17,071,028	10,501,316	13,211,451	15,820,662
Grants	1,455,396	440,484	-	-
TOTAL	25,244,618	16,811,373	19,532,330	22,825,095
Full-Time Equivalents	52.00	57.00	57.00	65.50

**FY2020 Adopted Budget
Organizational Budgets**

Planning & Development Review

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,286,850	2,032,751	2,342,795	2,517,864
Operating	1,025,623	358,352	210,329	209,955
TOTAL	3,312,473	2,391,103	2,553,124	2,727,819
Expenses by Fund				
General Fund	2,323,021	2,391,103	2,553,124	2,727,819
Grants	989,452	-	-	-
TOTAL	3,312,473	2,391,103	2,553,124	2,727,819
Full-time Equivalents	18.00	20.00	20.00	22.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Water and Sewer Plan Amendments	8	10	Count
Zoning Map Amendments	2	1	Count
Zoning Violation complaints	123	115	Count
Board of Zoning appeals	17	21	Count
Impact Fee exemption	23	24	Count
APFO	96	99	Count
Development Review plans	342	352	Count
FRO	187	188	Count
Historic Preservation reviews	13	13	Count

**FY2020 Adopted Budget
Organizational Budgets**

Permits & Inspections

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,944,921	3,131,940	3,376,109	3,876,123
Operating	319,892	346,530	391,646	400,491
TOTAL	3,264,813	3,478,470	3,767,755	4,276,614

Expenses by Fund				
General Fund	3,264,813	3,478,470	3,767,755	4,276,614
TOTAL	3,264,813	3,478,470	3,767,755	4,276,614

Full-time Equivalents	32.00	35.00	35.00	41.50
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Plan Review: Building, Land Use, and ECS	6,569	7,020	Count
Plan Review: Life Safety and Fire	2,058	2,335	Count
Plan Review: Site and Development plans	180	192	Count
Inspections: Building, Land Use, and ECS	22,439	22,304	Count
Inspections: Trade Permits (Life Safety, Electric, and Plumbing)	38,019	36,312	Count
Inspections: Sites	181	137	Count
Processing: Building and Driveway Permits, Grading, and FRO	4,847	4,798	Count
Processing: Trade Permits (Electric, Plumbing, Fire)	9,747	9,466	Count
Processing: Use Permits (Gaming, Land Use, and Home Occ)	465	484	Count
Processing: Licenses	201	414	Count

FY2020 Adopted Budget

Organizational Budgets

Environmental Sustainability

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	157,952	-	-	-
Operating	3,249	-	-	-
TOTAL	161,201	-	-	-
Expenses by Fund				
General Fund	161,201	-	-	-
TOTAL	161,201	-	-	-

**FY2020 Adopted Budget
Organizational Budgets**

Watersheds - NPDES

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	356,992	-	-	-
Operating	1,078,111	-	-	-
TOTAL	1,435,103	-	-	-
Expenses by Fund				
General Fund	969,159	-	-	-
Grants	465,944	-	-	-
TOTAL	1,435,103	-	-	-

FY2020 Adopted Budget
Organizational Budgets

Agricultural Preservation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	194,499	169,076	207,150	208,093
Operating	7,787,557	3,506,295	4,257,604	5,859,688
Capital	9,088,972	7,266,429	8,746,697	9,752,881
TOTAL	17,071,028	10,941,800	13,211,451	15,820,662
Expenses by Fund				
Agricultural Preservation	17,071,028	10,501,316	13,211,451	15,820,662
Grants	-	440,484	-	-
TOTAL	17,071,028	10,941,800	13,211,451	15,820,662
Full-time Equivalents	2.00	2.00	2.00	2.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
IPP applications	21	30	Count
CREP projects	23	25	Count
Critical Farms applications	6	8	Count
MALPF applications	43	46	Count
Easements acquired (all programs)	25	30	Count
Applications received (all programs)	93	109	Count
Easement inspections	59	75	Count
Ag Board meetings	11	11	Count
Easement acreage total (all programs, acres protected)	61,330	64,130	Count

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Division of Emergency Management

The Division of Emergency Management is comprised of an administrative office and two operational departments. The Departments operate in accordance with policies established by the County Executive and Division Director, 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

Coordinate the emergency mitigation, preparedness, response, and recovery efforts of Frederick County Government with our municipal, county, state, federal, and private-sector partners to benefit our community residents, businesses, and visitors.

Make Connections – Solve Problems – Work Together – Be Nice

Administration

Provides guidance, coordination, and support for development, maintenance and operations of the County's shared public safety systems including: public safety/public service trunked radio system; 9-1-1 telephony system and related addressing/mapping efforts; fixed and mobile computer aided dispatch system; digital logging solutions; public warning and agency notification systems. Point of contact for developing, modifying and enacting of mutual aid agreements, and emergency action plans. Staff also works with the Maryland Emergency Numbers System Board, the Maryland Emergency Medical Services Advisory Council, the Metropolitan Washington Council of Governments, Maryland Association of Counties, Federal Communications Commission Region 20 Planning Committee, and the Federal Emergency Management Agency (FEMA) Region 3 Emergency Communications and Coordination Working Group to ensure County concerns and interests are addressed in relevant efforts.



County disaster operations are coordinated by the Division Director as a part of the emergency management function as defined in Title 14 of the Annotated Code of Maryland.



FEMA

Direction and control for this process is provided by the Division Director or designee in support of the County Executive and Chief Administrative Officer through the Maryland Emergency Management Agency (MEMA) and Governor to the Federal Emergency Management Agency. Certain communication items and other expenses are funded by FEMA via state pass-through grants. Application for disaster relief is made through the local Emergency Management office to FEMA. The County's various planning documents are continuously updated to reflect changes in local condition as well as to conform to changing State and Federal regulations.

Emergency Communications

The Department of Emergency Communications operates the County's Public Safety Answering Point, more commonly referred to as the 9-1-1 Center. The 9-1-1 Center provides around the clock service to the community for emergency and non-emergency requests for assistance. The 9-1-1 Center serves as the communications headquarters for all public safety first responders county-wide. Primary 9-1-1 answering and dispatching is conducted by County staff for all of the county's fire, rescue, and ambulance services, Frederick County Animal Control, and the Frederick County Sheriff's Office, Brunswick City Police, and the Thurmont Police Department. The Frederick Police Department, Fort Detrick Police Department, Maryland State Police Barrack B, and the Maryland State Highway Administration's Traffic Operations Center provide their own agency staff to dispatch their agency resources and partner with the County in our facilities and/or public safety systems.



Emergency Preparedness

The Department of Emergency Preparedness coordinates the emergency preparedness, response, and recovery efforts of Frederick County Government with appropriate public and private partners to mitigate the adverse impact of hazard events on the county. 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.

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 customer relationship management function with 9-1-1 to provide better non-emergency service to citizens every day and support sudden surges in emergency activity during off-peak hours.

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 and enhance 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 staff.

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.



**FY2020 Adopted Budget
Organizational Budgets**

Emergency Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Emergency Communications	8,236,990	10,855,320	8,662,930	9,829,491
Emergency Preparedness	837,132	1,072,982	899,051	1,074,652
Emergency Management	272,541	228,260	399,009	437,445
TOTAL	9,346,663	12,156,562	9,960,990	11,341,588
Expenses by Category				
Personnel	5,632,262	6,215,325	6,975,846	7,628,601
Operating	3,565,836	5,842,727	2,938,749	3,666,592
Capital	148,565	98,510	46,395	46,395
TOTAL	9,346,663	12,156,562	9,960,990	11,341,588
Expenses by Fund				
General Fund	7,772,892	8,559,107	9,574,958	10,939,121
Grants	1,573,771	3,597,455	386,032	402,467
TOTAL	9,346,663	12,156,562	9,960,990	11,341,588
Full-Time Equivalents	61.00	69.00	76.00	85.00

**FY2020 Adopted Budget
Organizational Budgets**

Emergency Communications

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	5,095,737	5,561,627	6,123,363	6,697,241
Operating	3,141,253	5,293,693	2,539,567	3,132,250
TOTAL	8,236,990	10,855,320	8,662,930	9,829,491
Expenses by Fund				
General Fund	7,125,488	7,833,398	8,657,930	9,824,491
Grants	1,111,502	3,021,922	5,000	5,000
TOTAL	8,236,990	10,855,320	8,662,930	9,829,491
Full-time Equivalents	55.00	63.00	68.00	76.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Total Phone calls	499,000	500,000	Count
Total 911 calls	101,000	105,000	Count
Total incidents input by EC personnel	385,000	393,000	Count
Weather warnings issued for Frederick County	100	100	Count
Siren activations and testing	375	375	Count

**FY2020 Adopted Budget
Organizational Budgets**

Emergency Preparedness

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	287,491	444,688	478,117	614,898
Operating	401,076	529,784	374,539	413,359
Capital	148,565	98,510	46,395	46,395
TOTAL	837,132	1,072,982	899,051	1,074,652
Expenses by Fund				
General Fund	374,863	497,449	518,019	677,185
Grants	462,269	575,533	381,032	397,467
TOTAL	837,132	1,072,982	899,051	1,074,652
Full-time Equivalents	4.00	4.00	5.00	7.00

**FY2020 Adopted Budget
Organizational Budgets**

Emergency Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	249,034	209,010	374,366	316,462
Operating	23,507	19,250	24,643	120,983
TOTAL	272,541	228,260	399,009	437,445
Expenses by Fund				
General Fund	272,541	228,260	399,009	437,445
TOTAL	272,541	228,260	399,009	437,445
Full-time Equivalents	2.00	2.00	3.00	2.00

Division of Fire and Rescue Services

The Division of Fire and Rescue Services is a combination department comprised of career employees and volunteer personnel affiliated with 25 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, 700 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.



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 25 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 700 operational and 1200 administrative volunteers.



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.

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. Build a replacement for the Green Valley Fire Station in the Rt. 80 and Rt. 75 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 diversity in both career and volunteer workforce

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

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.



**FY2020 Adopted Budget
Organizational Budgets**

Fire & Rescue Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Fire/Rescue Services	2,820,667	3,742,830	684,637	696,072
Fire/Rescue Technical Services	1,051,443	1,275,895	1,429,504	1,494,453
Fire/Rescue Professional Services	1,158,134	933,784	1,003,159	1,219,270
Fire & EMS Operations	42,599,447	44,670,929	45,341,413	54,454,262
Ambulance Billing	733,538	595,531	583,914	652,263
Fire Marshall	559,767	588,665	612,904	626,952
TOTAL	48,922,996	51,807,634	49,655,531	59,143,272
Expenses by Category				
Personnel	45,540,624	48,257,318	46,427,821	55,307,587
Operating	3,382,372	3,550,316	3,237,710	3,845,685
Recoveries	-	-	(10,000)	(10,000)
TOTAL	48,922,996	51,807,634	49,655,531	59,143,272
Expenses by Fund				
General Fund	46,780,011	48,687,849	49,641,531	56,158,337
Grants	2,142,985	3,119,785	14,000	2,984,935
TOTAL	48,922,996	51,807,634	49,655,531	59,143,272
Full-Time Equivalents	363.00	416.00	416.00	500.00

**FY2020 Adopted Budget
Organizational Budgets**

Fire/Rescue Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,492,184	3,421,412	500,785	512,220
Operating	328,483	321,418	183,852	183,852
TOTAL	2,820,667	3,742,830	684,637	696,072
Expenses by Fund				
General Fund	677,682	623,045	670,637	683,345
Grants	2,142,985	3,119,785	14,000	12,727
TOTAL	2,820,667	3,742,830	684,637	696,072
Full-time Equivalents	4.00	45.00	24.50	4.00

**FY2020 Adopted Budget
Organizational Budgets**

Fire/Rescue Technical Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	532,695	571,697	636,035	712,172
Operating	518,748	704,198	793,469	782,281
TOTAL	1,051,443	1,275,895	1,429,504	1,494,453
Expenses by Fund				
General Fund	1,051,443	1,275,895	1,429,504	1,494,453
TOTAL	1,051,443	1,275,895	1,429,504	1,494,453
Full-time Equivalents	6.00	6.00	6.00	7.00

**FY2020 Adopted Budget
Organizational Budgets**

Fire/Rescue Professional Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	974,784	843,884	924,437	990,548
Operating	183,350	89,900	78,722	228,722
TOTAL	1,158,134	933,784	1,003,159	1,219,270
Expenses by Fund				
General Fund	1,158,134	933,784	1,003,159	1,219,270
TOTAL	1,158,134	933,784	1,003,159	1,219,270
Full-time Equivalents	7.00	7.00	7.00	7.00

**FY2020 Adopted Budget
Organizational Budgets**

Fire & EMS Operations

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	40,757,903	42,603,897	43,535,305	52,202,331
Operating	1,841,544	2,067,032	1,816,108	2,261,931
Recoveries	-	-	(10,000)	(10,000)
TOTAL	42,599,447	44,670,929	45,341,413	54,454,262
Expenses by Fund				
General Fund	42,599,447	44,670,929	45,341,413	51,482,054
Grants	-	-	-	2,972,208
TOTAL	42,599,447	44,670,929	45,341,413	54,454,262
Full-time Equivalents	339.00	351.00	371.50	474.00

**FY2020 Adopted Budget
Organizational Budgets**

Ambulance Billing

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	240,922	244,673	253,342	298,351
Operating	492,616	350,858	330,572	353,912
TOTAL	733,538	595,531	583,914	652,263
Expenses by Fund				
General Fund	733,538	595,531	583,914	652,263
TOTAL	733,538	595,531	583,914	652,263
Full-time Equivalents	3.00	3.00	3.00	4.00

**FY2020 Adopted Budget
Organizational Budgets**

Fire Marshall

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	542,136	571,755	577,917	591,965
Operating	17,631	16,910	34,987	34,987
TOTAL	559,767	588,665	612,904	626,952
Expenses by Fund				
General Fund	559,767	588,665	612,904	626,952
TOTAL	559,767	588,665	612,904	626,952
Full-time Equivalents	4.00	4.00	4.00	4.00

**FY2020 Adopted Budget
Organizational Budgets**

Volunteer Fire/Rescue Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Volunteer Fire Companies	3,655,532	4,434,318	4,261,359	4,529,257
Fire Teams	408,727	516,028	597,142	638,703
Volunteer Fire & Rescue	2,843,376	2,660,992	3,601,771	3,500,246
Amoss Fire Funds	559,252	566,348	580,000	580,000
TOTAL	7,466,887	8,177,686	9,040,272	9,248,206
Expenses by Category				
Personnel	2,130,179	1,998,564	2,908,795	1,733,036
Operating	5,732,634	6,258,511	6,131,477	7,515,170
Recoveries	(395,926)	(79,389)	-	-
TOTAL	7,466,887	8,177,686	9,040,272	9,248,206
Expenses by Fund				
General Fund	7,466,887	8,177,686	9,040,272	8,718,589
Worker's Compensation	-	-	-	529,617
TOTAL	7,466,887	8,177,686	9,040,272	9,248,206
Full-Time Equivalents	3.00	3.00	3.00	4.00

**FY2020 Adopted Budget
Organizational Budgets**

Volunteer Fire Companies

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	4,051,458	4,513,707	4,261,359	4,529,257
Recoveries	(395,926)	(79,389)	-	-
TOTAL	3,655,532	4,434,318	4,261,359	4,529,257
Expenses by Fund				
General Fund	3,655,532	4,434,318	4,261,359	4,529,257
TOTAL	3,655,532	4,434,318	4,261,359	4,529,257

**FY2020 Adopted Budget
Organizational Budgets**

Fire Teams

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	408,727	516,028	597,142	638,703
	TOTAL	408,727	516,028	597,142	638,703
Expenses by Fund					
	General Fund	408,727	516,028	597,142	638,703
	TOTAL	408,727	516,028	597,142	638,703

**FY2020 Adopted Budget
Organizational Budgets**

Volunteer Fire & Rescue

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,130,179	1,998,564	2,908,795	1,733,036
Operating	713,197	662,428	692,976	1,767,210
TOTAL	2,843,376	2,660,992	3,601,771	3,500,246
Expenses by Fund				
General Fund	2,843,376	2,660,992	3,601,771	2,970,629
Worker's Compensation	-	-	-	529,617
TOTAL	2,843,376	2,660,992	3,601,771	3,500,246
Full-time Equivalents	3.00	3.00	3.00	4.00

**FY2020 Adopted Budget
Organizational Budgets**

Amoss Fire Funds

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	559,252	566,348	580,000	580,000
	TOTAL	559,252	566,348	580,000	580,000
Expenses by Fund					
	General Fund	559,252	566,348	580,000	580,000
	TOTAL	559,252	566,348	580,000	580,000

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 continue to identify ways to better use technology to increase self-service options for County residents, increases online access to frequently requested information, maintain social media outreach, ensure accurate and up-to-date online data, and update technology used by Animal Control Officers to improve response to calls for service.

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.

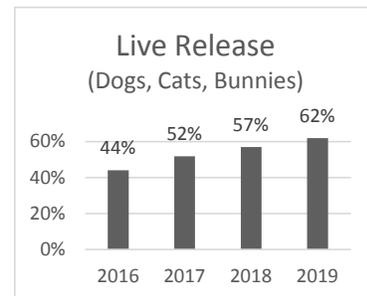
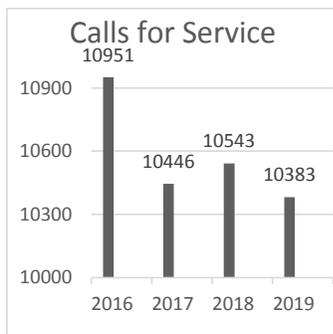
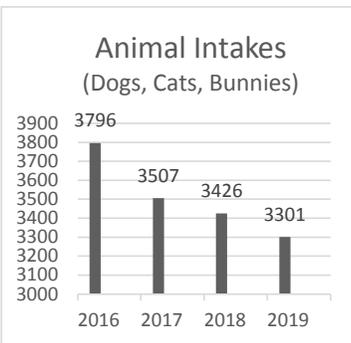
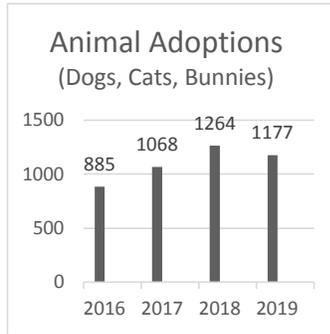


Evaluate Building Infrastructure

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 are in need of upgrading or repair to provide a safe, humane environment for shelter animals (domestic and livestock), their caretakers, and the public.

FY2020 Adopted Budget Organizational Budgets

Division of Animal Control



**FY2020 Adopted Budget
Organizational Budgets**

Animal Control

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Animal Control	2,003,693	2,208,928	2,169,758	2,249,146
TOTAL	2,003,693	2,208,928	2,169,758	2,249,146
Expenses by Category				
Personnel	1,660,288	1,754,157	1,963,744	1,960,620
Operating	408,472	514,407	326,014	388,526
Recoveries	(65,067)	(59,636)	(120,000)	(100,000)
TOTAL	2,003,693	2,208,928	2,169,758	2,249,146
Expenses by Fund				
General Fund	1,979,663	2,176,628	2,169,758	2,249,146
Grants	24,030	32,300	-	-
TOTAL	2,003,693	2,208,928	2,169,758	2,249,146
Full-Time Equivalents	25.00	27.00	27.00	28.00

FY2020 Adopted Budget
Organizational Budgets

Animal Control

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,660,288	1,754,157	1,963,744	1,960,620
Operating	408,472	514,407	326,014	388,526
Recoveries	(65,067)	(59,636)	(120,000)	(100,000)
TOTAL	2,003,693	2,208,928	2,169,758	2,249,146
Expenses by Fund				
General Fund	1,979,663	2,176,628	2,169,758	2,249,146
Grants	24,030	32,300	-	-
TOTAL	2,003,693	2,208,928	2,169,758	2,249,146
Full-time Equivalents	25.00	27.00	27.00	28.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Total Animal Intake	4,000	3,920	Count
Total Animal Outcome	3,800	3,940	Count
Cruelty cases handled	500	505	Count
Bite cases	670	737	Count
Complaints, At Large, and Loose	2,600	3,120	Count
Wildlife	800	800	Count
Total calls for service	11,700	11,800	Count
Dogs - Average number of days length of stay	31	30	Count
Cats - Average number of days length of stay	54	52	Count

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

Scott Key Center

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

The Scott Key Center provides employment training and employment opportunities for people with developmental and intellectual disabilities.

The Scott Key Center embraces 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.

Implementing innovative and creative approaches, the Scott Key Center provides customized employment through utilizing the discovery process, job development, and on-going supports for individuals in integrated competitive jobs. The entire process focuses on the individual's likes, desires, strengths, weaknesses, talents, skills, experience, and education.



Facilitating collaboration with family members, staff, community partners, and other stakeholders, the Scott Key Center is able to customize the services and supports it provides to the person. As a result, more individuals will be able to choose the supports and jobs they want to have in the 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.

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.



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
- Livability Code Enforcement

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 \$26,500 for each MPDU that would otherwise be built. The PIL rate is based on the “affordability gap” calculation as outlined in the MPDU Ordinance and is updated triennially. Developers must pay the rate in effect at the time the permits for the project are pulled, and the current rate of \$26,500 is reflected here.

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. 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

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.

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.



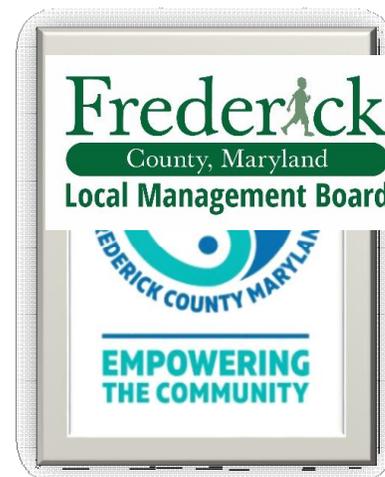
AFFORDABLE HOUSING

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, addressing youth homelessness as well as long standing priorities including; mental, dental and prenatal health, home visiting programs for first time parents and after school programs for middle school aged children.



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.



A subcommittee of the LMB, the Local Care Team (LCT) is an interagency forum for parents and service providers to seek assistance with problem solving for the individual child and family unit, as well as addressing the systemic needs of the community. The LCT strives to ensure that children and their families receive the necessary supports and resources to live in the community successfully. Through discussion, the LCT assists with the identification of potential resources to meet identified needs of the child and parents.

Strategic Goals

The Office for Children and Families partners with community-based, direct service agencies and convenes community groups to improve the “Maryland Results for Child Well-Being” for Frederick County families. Each of the following result areas are being specifically targeted through funded programs and initiatives in FY20:

- *Communities are safe for children, youth and families*
- *Families are safe and economically stable*
- *Youth will complete school*
- *Youth have opportunities for employment or career readiness*
- *Babies born healthy*
- *Healthy children*
- *Children enter school ready to learn*
- *Children are successful in school*

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 (CAC) 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 can even have their lives shortened, living 20 years fewer on average than their more protected peers. It doesn't have to be this way. Exposure to adversity in childhood is a community-wide health concern and it is preventable.

The CAC works with law enforcement agencies, the Frederick County Department of Social Services, the State's Attorney's Office, Frederick Memorial Hospital, Frederick County Public Schools, citizens and other service providers to help children and families heal past traumas, prevent future trauma from occurring, and assist in promoting life-long well-being of the children who come to us for care. Working together, we can successfully address and prevent the negative outcomes associated with maltreatment in childhood.

Strategic Goals

Trauma-Competent Services

Provide and promote effective practices which help heal past traumas, prevent further trauma exposure, and promote future well-being of children and families exposed to child maltreatment. The Child Advocacy Center is a safe place for children and their non-offending family members to access needed services including forensic interviews of children, pediatric medical examinations, counseling, and advocacy throughout the investigative and healing processes.

Collaboration

The Child Advocacy Center facilitates effective, collaborative relationships with stakeholders to address child maltreatment in Frederick County. The multidisciplinary approach minimizes re-traumatization and duplication of efforts, increases access to needed services, and enhances the quality of services available through training and professional development.

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 encourage 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.

The Frederick County Commission on Disabilities is also enthusiastically served by this Department, with the goal of providing information about programs and services in our community to people with disabilities. Our staff responds promptly to inquiries and calls for assistance, and participates in all Commission meetings, events, programs and activities.

The Human Relations Department also assists Frederick County's efforts to combat human trafficking, by reviewing, certifying and creating training modules for hotel and motel workers.

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



FY2020 Adopted Budget
Organizational Budgets

Citizens Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Scott Key Center	3,078,906	3,113,423	3,438,055	3,529,149
Citizens Services Administration	379,059	450,582	471,076	652,292
Aging	2,993,616	3,284,897	-	-
Family Partnership	1,644,427	1,777,757	2,017,446	2,109,404
Housing	9,684,164	9,365,150	11,533,834	11,933,911
Office for Children & Family	1,099,371	1,211,278	1,166,394	1,218,338
Child Advocacy Center	540,007	596,327	614,217	705,311
Human Relations	142,135	142,918	150,366	191,504
Human Relations Commission	3,965	1,471	4,770	4,770
TOTAL	19,565,650	19,943,803	19,396,158	20,344,679
Expenses by Category				
Personnel	8,668,498	9,194,291	7,442,761	7,999,621
Operating	12,037,269	12,118,131	12,543,547	12,667,212
Recoveries	(1,140,117)	(1,368,619)	(590,150)	(322,154)
TOTAL	19,565,650	19,943,803	19,396,158	20,344,679
Expenses by Fund				
General Fund	5,715,963	6,352,084	5,815,304	6,179,282
Grants	12,003,094	12,516,193	10,326,058	10,945,371
Housing Initiatives	1,680,397	900,293	3,052,150	3,018,990
Bell Court	166,196	175,233	202,646	201,036
TOTAL	19,565,650	19,943,803	19,396,158	20,344,679
Full-Time Equivalent	103.86	113.01	81.57	88.58

**FY2020 Adopted Budget
Organizational Budgets**

Scott Key Center

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,811,081	2,828,606	3,158,512	3,225,752
Operating	267,825	284,817	279,543	303,397
TOTAL	3,078,906	3,113,423	3,438,055	3,529,149

Expenses by Fund				
General Fund	3,078,906	3,113,423	3,438,055	3,529,149
TOTAL	3,078,906	3,113,423	3,438,055	3,529,149

Full-time Equivalents	33.86	34.00	37.00	39.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Transitioning youth entering Scott Key	1	4	Count
Individuals involved in the job development process	10	45	Count
Individuals participating in community integrated activities	85	100	Percentage
Individuals employed in integrated community settings	43	56	Percentage
Individuals competitively employed	7	26	Percentage
Individuals served responding to an annual survey as "satisfied" or "very satisfied" with services received	100	100	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Citizens Services Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	263,406	345,862	367,753	537,801
Operating	115,653	104,720	103,323	114,491
TOTAL	379,059	450,582	471,076	652,292
Expenses by Fund				
General Fund	379,059	450,582	471,076	652,292
TOTAL	379,059	450,582	471,076	652,292
Full-time Equivalents	3.00	4.00	3.50	5.00

**FY2020 Adopted Budget
Organizational Budgets**

Aging

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,207,514	2,350,637	-	-
Operating	911,129	1,064,992	-	-
Recoveries	(125,027)	(130,732)	-	-
TOTAL	2,993,616	3,284,897	-	-
Expenses by Fund				
General Fund	826,312	1,051,587	-	-
Grants	2,167,304	2,233,310	-	-
TOTAL	2,993,616	3,284,897	-	-
Full-time Equivalents	28.44	35.44	-	-

**FY2020 Adopted Budget
Organizational Budgets**

Family Partnership

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,685,928	1,839,142	1,929,654	2,174,894
Operating	234,330	258,394	317,792	249,786
Recoveries	(275,831)	(319,779)	(230,000)	(315,276)
TOTAL	1,644,427	1,777,757	2,017,446	2,109,404
Expenses by Fund				
General Fund	297,140	347,986	419,884	422,920
Grants	1,347,287	1,429,771	1,597,562	1,686,484
TOTAL	1,644,427	1,777,757	2,017,446	2,109,404
Full-time Equivalents	19.57	20.57	20.57	23.58

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Parents who completed formal parent education	85	87	Percentage
Participants referred to community services	70	75	Percentage
Children who have up to date immunization	96	97	Percentage
Children on track or exceeding developmental domains	90	92	Percentage
Participants demonstrating measurable progress in education	70	75	Percentage
Participants obtaining a job or internship	60	65	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Housing

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	941,578	990,095	1,090,619	1,064,662
Operating	9,469,272	9,287,377	10,800,487	10,873,249
Recoveries	(726,686)	(912,322)	(357,272)	(4,000)
TOTAL	9,684,164	9,365,150	11,533,834	11,933,911

Expenses by Fund				
General Fund	562,376	614,563	698,620	703,233
Grants	7,275,195	7,675,061	7,580,418	8,010,652
Housing Initiatives	1,680,397	900,293	3,052,150	3,018,990
Bell Court	166,196	175,233	202,646	201,036
TOTAL	9,684,164	9,365,150	11,533,834	11,933,911

Full-time Equivalents	11.00	11.00	12.00	12.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Clients served	1,615	1,799	Count
Affordable rental & ownership occupancies	702	852	Count
Units rehabilitated	46	49	Count
Clients looking to department for help with future housing needs	3,577	3,776	Count
Housing developers moving forward with projects	3	5	Count
Clients who remain in affordable, stable housing for one year or more after placement	534	544	Count
Clients who remain in affordable, stable housing for one year or more after placement	94	94	Percentage
Clients indicating their living conditions have improved	100	100	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Office for Children & Family

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	197,560	242,950	270,808	311,670
Operating	901,811	968,328	895,586	906,668
TOTAL	1,099,371	1,211,278	1,166,394	1,218,338
Expenses by Fund				
General Fund	97,180	288,373	266,073	301,696
Grants	1,002,191	922,905	900,321	916,642
TOTAL	1,099,371	1,211,278	1,166,394	1,218,338
Full-time Equivalents	2.50	2.50	3.00	3.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
People served	1,650	1,665	Count
LMB programs or strategies funded	11	11	Count
Families served indicating that the Local Care Team was helpful	100	100	Percentage
New and ongoing programs/strategies funded by meeting or exceeding standards	91	100	Percentage
Participants in Youth programs meeting at least one goal in education, employment, housing	97	80	Percentage
Services provided to improve health and wellness to families and children	482	650	Count
Families in Family Programs meeting at least one goal in health, wellness, education, employment	63	75	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Child Advocacy Center

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	421,628	455,245	478,299	497,788
Operating	126,619	144,842	138,296	209,901
Recoveries	(8,240)	(3,760)	(2,378)	(2,378)
TOTAL	540,007	596,327	614,217	705,311
Expenses by Fund				
General Fund	328,890	341,181	366,460	373,718
Grants	211,117	255,146	247,757	331,593
TOTAL	540,007	596,327	614,217	705,311
Full-time Equivalents	4.00	4.00	4.00	4.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Unduplicated clients	230	240	Count
Responding clients expressing satisfaction with services	70	85	Percentage
Responding multidisciplinary team partners expressing satisfaction with case review process	75	85	Percentage
Children presenting for forensic interviews screened for ACEs and general trauma symptoms	-	180	Count
Screened children indicating elevated ACEs and/or trauma symptoms offered treatment services	65	75	Percentage
Children participating in trauma-informed treatment demonstrating clinically significant improvement of trauma symptoms	70	80	Percentage
Elementary schools participating in trauma-informed yoga workshops	5	12	Count
Reduction in negative behavior reports in elementary school classrooms participating in trauma informed yoga practices	-	20	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Human Relations

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	139,803	141,754	147,116	187,054
Operating	2,332	1,164	3,250	4,450
TOTAL	142,135	142,918	150,366	191,504

Expenses by Fund				
General Fund	142,135	142,918	150,366	191,504
TOTAL	142,135	142,918	150,366	191,504

Full-time Equivalents	1.50	1.50	1.50	2.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Public forums hosted by the HRC	3	3	Count
Participants in each public forum	25	25	Count
Community events and programs, and designated service activities	15	15	Count
Calls for service received on discrimination issues	100	100	Count
Investigations	10	10	Count
Ssurvey responses that indicate a particular HRC event was helpful to them	80	80	Percentage
Callers with discrimination complaints whose issue was resolved following departmental protocol	90	90	Percentage
HRC members who met their requirement for community participation	80	80	Percentage
Survey respondents that indicating an increase in knowledge about discrimination	80	80	Percentage
Calls for service reporting an understanding of possible remedies for discrimination	90	90	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Human Relations Commission

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	8,298	3,497	5,270	5,270
Recoveries	(4,333)	(2,026)	(500)	(500)
TOTAL	3,965	1,471	4,770	4,770
Expenses by Fund				
General Fund	3,965	1,471	4,770	4,770
TOTAL	3,965	1,471	4,770	4,770

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Division of Senior Services

The Division of Senior Services has just completed its first full year as a stand-alone Division within Frederick County Government. During this past year, programs and services formerly managed by the Department of Aging, shifted to the Division of Senior Services. The Division has three new Departments: **Home and Community Connections, Life Enrichment Services and Operations**. This new Division is in a better position to champion the needs of Frederick County's growing senior population. By the year 2020, Frederick County will be home to more people over age 60 than school-aged children.

Mission Statement

The Senior Services Division enriches lives through community connections to services and programs.

Vision Statement

That all Frederick County residents are empowered, engaged and equipped to live their best life.

The Division 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, veterans, family members and other caregivers, and health or business professionals.



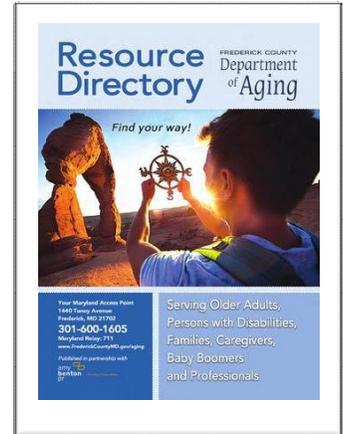
As the local Area Agency on Aging (AAA), the Division's primary purpose is to help older adults and people with disabilities live safely in their homes and communities with independence and dignity. The Division helps plan, develop, coordinate and deliver a wide range of long term services and supports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

Services available 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, and 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.
- Virtual learning center that provides useful, educational videos for people to watch as their time permits.
- Virtual senior center that enables participatory interaction with classes and activities that occur (real time) in the senior centers.



Strategic Goals

Technology

Incorporate technology enhancements in all areas including website, virtual learning center, e-store, OnBase, and data/database management, to increase communication, education, outreach and accountability.

Collaboration

Collaborate with community based organizations and businesses to provide a robust menu of resources, services and supports that assist individuals in their ability age in place.

Education

Create innovative services and programs that empower, engage and equip older adults and individuals with disabilities to lead their best life.



**FY2020 Adopted Budget
Organizational Budgets**

Senior Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Senior Services	-	-	3,895,277	4,163,876
TOTAL	-	-	3,895,277	4,163,876
Expenses by Category				
Personnel	-	-	2,976,176	3,126,240
Operating	-	-	1,013,301	1,131,836
Recoveries	-	-	(94,200)	(94,200)
TOTAL	-	-	3,895,277	4,163,876
Expenses by Fund				
General Fund	-	-	1,840,807	1,960,633
Grants	-	-	2,054,470	2,203,243
TOTAL	-	-	3,895,277	4,163,876
Full-Time Equivalents	-	-	35.44	37.44

**FY2020 Adopted Budget
Organizational Budgets**

Senior Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	-	-	2,976,176	3,126,240
Operating	-	-	1,013,301	1,131,836
Recoveries	-	-	(94,200)	(94,200)
TOTAL	-	-	3,895,277	4,163,876
Expenses by Fund				
General Fund	-	-	1,840,807	1,960,633
Grants	-	-	2,054,470	2,203,243
TOTAL	-	-	3,895,277	4,163,876
Full-time Equivalents	-	-	35.44	37.44

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.



Public Health
Prevent. Promote. Protect.

Frederick County Health Department

The Health Department performs all mandated functions as outlined in the Code of Maryland Regulations (COMAR) and also implements numerous Federal and State grant programs to address identified health needs in the community. Community partnerships are an essential component of the Health Department’s success. The Health Department is proud to be an accredited organization, a status they achieved in 2014 and have successfully maintained.



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 residents of Frederick County by providing quality preventative and early intervention health services, controlling communicable disease, enhancing the quality of life, providing school health services, treating mental health, treating and preventing substance use disorders, implementing and enforcing regulatory standards in community and environmental health, and working with the community to define and alleviate health concerns such as maternal and child health outcomes, injury prevention, and chronic diseases such as cancer.

Core Services

Core Public Health funding supports the following programs: Administration; Adult Evaluation and Review Services; Behavioral Health; Children’s Dental Health; Environmental Health: Food Control, Water Quality, Community Services, and Well & Septic programs; Maternal and Child Health; Communicable Disease Control and Prevention; and Adult Chronic Disease Health outreach, education and screening. The funding is shared by the State and the County.

School Health Program

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

The Mental Health Program provides psychological therapy services to Frederick County adults with mild to severe mental illness. The Program is proud to have been accredited for three years from the international accrediting body CARF. The clinic also provides medication management services. Frederick County partially funds this program in addition to fees collected.

Detention Center Substance Abuse Program

The substance use disorder services in the Detention Center include an intensive outpatient substance use treatment program serving an average of 24 males and 10 females. Peer support services are also available to all participants. The programs are very structured, consisting of individual and group therapy, utilizing Moral Reconciliation Therapy (MRT), an evidence based practice for the criminal justice population.



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 and their families, ages 0-21 years. Certain services are also provided for selected adults with disabilities. FCDC is funded primarily by the Frederick County Government and the Maryland State Department of Education 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 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, dental, physical therapy, occupational therapy, speech/language, special instruction, and social work services.

The Frederick County Health Department (FCHD) 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 as well as locally funded through the Frederick County Government. This local program is a collaboration of the 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 outcomes for infants and toddlers under three years of age with developmental delays and disabilities, and their families. Services may continue on an extended IFSP until entry into school following a child's 4th birthday, should they choose that option prior to their 3rd birthday and during the transition process.



Strategic Goals

Internal Collaboration

Strengthen collaboration across programs and divisions by improved employee communication and education. This health department Goal corresponds with the Key Priority for Good Government: Frederick County will operate with an open, transparent and fiscally responsible government.

Objectives in this goal include improving the state records retention policy training and compliance verification, working collaboratively with the County's Planning Office to connect the issuance of certificates of potability to the use & occupancy, and tracking outreach events.

Population Health

Use data to inform and drive public health services and improve health outcomes of Frederick County residents. This health department Goal corresponds with the Key Priority for Community Needs: Frederick County will offer a high quality of life, safety and well-being.

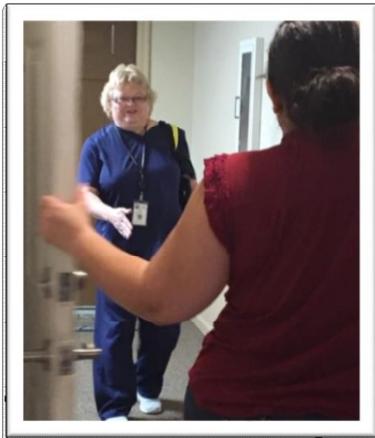
Objectives in this goal include among others, increasing HIV testing, developing a monitoring well network, increase the number of Medical Assistance and uninsured children (birth to 18) in Frederick County who are accessing dental care, improve support to vulnerable populations, increasing the percent of school children who follow up with a provider after failing hearing and vision tests, and reducing harm in populations impacted by substance use.

Social Marketing

Effectively promote FCHD’s programs and services through accurate, timely, and culturally sensitive communication. This health department Goal corresponds with the Key Priority for Community Needs: Frederick County will offer a high quality of life, safety and well-being.

Objectives in this goal include updating brochures to be in line with FCHD’s branding guidelines, developing key message lists for each program, increasing social media presence to promote programs and services, and maintaining accurate and engaging website information.

Frederick County Health Department Values



**FY2020 Adopted Budget
Organizational Budgets**

Health Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Health Administration	137,242	91,303	129,215	130,219
School Health Program	13,394	47	10,000	10,000
Mental Health Program	421,225	421,533	421,533	421,533
Substance Abuse-Detention Center	132,572	132,572	132,572	132,572
Health Core Services	2,184,705	2,064,846	2,027,497	2,027,497
Developmental Center	4,585,489	4,758,355	5,158,982	5,263,955
TOTAL	7,474,627	7,468,656	7,879,799	7,985,776
Expenses by Category				
Personnel	12,693,410	12,564,907	14,109,432	14,545,663
Operating	3,469,811	3,462,844	3,588,162	3,646,030
Recoveries	(8,688,594)	(8,559,095)	(9,817,795)	(10,205,917)
TOTAL	7,474,627	7,468,656	7,879,799	7,985,776
Expenses by Fund				
General Fund	6,180,795	6,166,998	6,567,493	6,600,212
Grants	1,293,832	1,301,658	1,312,306	1,385,564
TOTAL	7,474,627	7,468,656	7,879,799	7,985,776
Full-Time Equivalent	152.18	153.18	153.18	158.21

**FY2020 Adopted Budget
Organizational Budgets**

Health Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	137,242	91,303	129,215	130,219
Operating	-	808	-	-
Recoveries	-	(808)	-	-
TOTAL	137,242	91,303	129,215	130,219
Expenses by Fund				
General Fund	137,242	91,303	129,215	130,219
TOTAL	137,242	91,303	129,215	130,219
Full-time Equivalents	1.00	1.00	1.00	1.00

**FY2020 Adopted Budget
Organizational Budgets**

School Health Program

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	6,080,785	5,982,484	7,137,530	7,178,811
Operating	22,254	23,874	61,080	66,060
Recoveries	(6,089,645)	(6,006,311)	(7,188,610)	(7,234,871)
TOTAL	13,394	47	10,000	10,000
Expenses by Fund				
General Fund	13,394	47	10,000	10,000
TOTAL	13,394	47	10,000	10,000
Full-time Equivalents	92.54	92.54	92.54	94.37

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Students served	42,130	43,000	Count
Medications administered	94,000	94,000	Count
Treatments administered	35,000	35,000	Count
90 % return to class rate	90	90	Percentage
Health room visits	217,000	225,000	Count

**FY2020 Adopted Budget
Organizational Budgets**

Mental Health Program

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	421,225	421,533	421,533	421,533
	TOTAL	421,225	421,533	421,533	421,533
Expenses by Fund					
	General Fund	421,225	421,533	421,533	421,533
	TOTAL	421,225	421,533	421,533	421,533

		Estimate 2019	Budget 2020	Unit of Measure
Performance Indicators				
	Adult individual therapy and med management visits	2,884	3,000	Count

**FY2020 Adopted Budget
Organizational Budgets**

Substance Abuse-Detention Center

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	132,572	132,572	132,572	132,572
	TOTAL	132,572	132,572	132,572	132,572

Expenses by Fund					
	General Fund	132,572	132,572	132,572	132,572
	TOTAL	132,572	132,572	132,572	132,572

		Estimate 2019	Budget 2020	Unit of Measure
Performance Indicators				
	Goal of less than 12% of inmates re-offending or returning to the center	6	6	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Health Core Services

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	2,184,705	2,064,846	2,027,497	2,027,497
	TOTAL	2,184,705	2,064,846	2,027,497	2,027,497
Expenses by Fund					
	General Fund	2,184,705	2,064,846	2,027,497	2,027,497
	TOTAL	2,184,705	2,064,846	2,027,497	2,027,497

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Issue 20,000 vital records	24,500	24,500	Count
Food permits and licenses processed	2,916	3,000	Count
Food inspections and investigations	4,788	3,800	Count
Well and septic permits and licenses processed	1,621	1,500	Count
Well and septic inspections and investigations	2,143	1,800	Count
Community services permits and licenses processed	2,279	2,500	Count
Community services inspections and investigations	985	1,100	Count
Educate 95% of new enrollments in the Medicaid and Health Choice programs	95	95	Percentage
Evaluate 90% of eligible Detention Center inmates for Medicaid within 60 days of release	90	90	Percentage
Complete 900 TB clinic visits	900	900	Count

**FY2020 Adopted Budget
Organizational Budgets**

Developmental Center

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	6,475,383	6,491,120	6,842,687	7,236,633
Operating	709,055	819,211	945,480	998,368
Recoveries	(2,598,949)	(2,551,976)	(2,629,185)	(2,971,046)
TOTAL	4,585,489	4,758,355	5,158,982	5,263,955
Expenses by Fund				
General Fund	3,291,657	3,456,697	3,846,676	3,878,391
Grants	1,293,832	1,301,658	1,312,306	1,385,564
TOTAL	4,585,489	4,758,355	5,158,982	5,263,955
Full-time Equivalents	58.64	59.64	59.64	62.84

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Children ages 1-18 served in Dental program	3,122	3,302	Count
Goal to serve 30% self-pay families in Dental program	30	32	Percentage
Children ages 0-5 served in Infant and Toddlers program	800	820	Count
Goal 60% of children applying for I&T services eligible to receive benefits	60	60	Percentage
Services provided to Frederick County Public School (FCPS) students	22,888	24,000	Count
Students dismissed from FCPS services	152	152	Count

Division of Parks and Recreation

The Division of Parks and Recreation operates 22 parks which include features such as athletic facilities, picnic shelters, hiking trails, fishing areas, key water trail access points, 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), four synthetic turf fields (three new in 2019), two nature centers (Catocin Creek and Fountain Rock Park), and a manor house and children's museum at Rose Hill Manor Park.

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

Many visitors (in county/out of county) have used FCPR facilities and/or programs in the past year. In FY'2019 Parks received 2,224,067 visits. The Division coordinated recreation programs and activities for over 21,000 participants of all ages in 2,436 programs and summer camps; Annual Special events received participation from over 9,600 guests. Also in FY'2019, 11,132 volunteer hours were spent by dedicated individuals who volunteered by contributing their time and skills to a wide variety of programs and activities, from youth sports programming, special events, to park development and maintenance.



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.

CUSTODIAL SERVICES

The Division of Parks and Recreations 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.

Strategic Goals

Community Needs

Parks and Recreation strives to provide quality services to our citizens while at the same time meeting the demand for increased facility use. As part of this goal the Division evaluates operations and programming demand and takes initiatives to utilize various tools, such as the use of technology, innovative programming, or the Capital Improvement Plan, to identify opportunities and meet the demand for programming, access to services, and facility use.

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, MRPA Leadership Institute, etc.) as well as obtaining any professional certifications in an employee’s various fields of work. 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 and Effectiveness

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 utilizes and compares contract service options for the purpose of providing the most economical and highest quality service to the citizens of Frederick County. These services include custodial, facility maintenance, turf maintenance, snow removal and recreational programming.

Senior Initiatives

Parks and Recreation is pursuing opportunities to expand services to the growing population of seniors living in Frederick County. The Division will pursue partnerships with other Divisions and volunteer organizations as well as internally look for ways to expand the seasonal recreational program opportunities for all seniors.

Park Usage Rates: 2.4 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.

	<i>Park Usage Rates</i>			
	Park Attendance	Participant Registrations	Volunteer Hours	Turf Maint. Hours
FY2020 est.	2,350,000	22,000	10,500	7,600
FY2019	2,224,067	21,785	11,132	6,320
FY2018	2,148,846	20,897	11,860	6,373
FY2017	2,218,458	20,999	11,928	7,045
FY2016	2,083,190	19,251	8,294	8,348
FY2015	2,053,658	18,788	7,189	7,822

**FY2020 Adopted Budget
Organizational Budgets**

Parks & Recreation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Parks & Recreation	6,613,535	7,063,973	7,718,847	8,631,094
Building Security	213,004	260,268	277,873	267,857
Custodial Services	1,699,165	1,883,921	2,177,881	2,158,296
TOTAL	8,525,704	9,208,162	10,174,601	11,057,247
Expenses by Category				
Personnel	6,159,342	6,662,008	7,158,372	7,872,530
Operating	2,588,238	2,779,670	3,314,183	3,494,196
Recoveries	(221,876)	(233,516)	(297,954)	(309,479)
TOTAL	8,525,704	9,208,162	10,174,601	11,057,247
Expenses by Fund				
General Fund	8,525,704	9,208,162	10,174,601	11,057,247
TOTAL	8,525,704	9,208,162	10,174,601	11,057,247
Full-Time Equivalents	76.51	80.00	82.00	93.00

**FY2020 Adopted Budget
Organizational Budgets**

Parks & Recreation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	4,686,466	4,981,604	5,202,397	5,946,064
Operating	1,927,907	2,080,622	2,516,450	2,685,030
Recoveries	(838)	1,747	-	-
TOTAL	6,613,535	7,063,973	7,718,847	8,631,094
Expenses by Fund				
General Fund	6,613,535	7,063,973	7,718,847	8,631,094
TOTAL	6,613,535	7,063,973	7,718,847	8,631,094
Full-time Equivalents	47.51	47.00	49.00	60.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Building and shelter reservations	1,380	1,400	Count
Program registrations taken	20,577	21,000	Count
Registered youth at Camp Monocacy	1,683	1,700	Count
Developed parks	22	24	Count
Total park acres	2,099	2,496	Count
Annual in-house, contracted, and interagency acres mowed	15,141	15,167	Count
Participants attending special events	6,502	10,500	Count
Annual attendance at both nature centers	23,000	23,500	Count
Participants attending museum tours	1,228	1,300	Count
Registrants in youth sports leagues	3,439	4,000	Count

**FY2020 Adopted Budget
Organizational Budgets**

Building Security

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	205,514	253,216	268,672	256,156
Operating	7,490	7,052	9,201	11,701
TOTAL	213,004	260,268	277,873	267,857
Expenses by Fund				
General Fund	213,004	260,268	277,873	267,857
TOTAL	213,004	260,268	277,873	267,857
Full-time Equivalents	5.00	5.00	5.00	5.00

**FY2020 Adopted Budget
Organizational Budgets**

Custodial Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,267,362	1,427,188	1,687,303	1,670,310
Operating	652,841	691,996	788,532	797,465
Recoveries	(221,038)	(235,263)	(297,954)	(309,479)
TOTAL	1,699,165	1,883,921	2,177,881	2,158,296
Expenses by Fund				
General Fund	1,699,165	1,883,921	2,177,881	2,158,296
TOTAL	1,699,165	1,883,921	2,177,881	2,158,296
Full-time Equivalents	24.00	28.00	28.00	28.00

Division of Public Works

The Division of Public Works (DPW) provides services to the County through the Departments of **Engineering and Construction Management**, **Highway and Facility Maintenance**, and **Fleet Services**. Each has a unique focus, mission, and resources, but their shared goals ensure the physical assets of the County are well managed and maintained.

Mission Statement

Department of Engineering and Construction Management

The Office of Transportation Engineering administers system-wide programs to maintain and improve the County's transportation network. The Office of Project Management provides the project management services for Frederick County's capital building, park, and watershed restoration projects. Management of a project begins with initial planning and budgeting and continues through the design phase, construction phase, and one-year post-occupancy period.



Strategic Goals

Transportation Mobility and Safety

Monitor road, bridge, and traffic conditions to optimize mobility and safety for the traveling public.

Project Management Efficiency

Coordinate project-related activities with user agencies, design consultants, contractors, regulatory agencies, and other stakeholders. Establish and maintain standard specifications and design guidelines. Manage space allocation in County facilities and the use of County facilities by non-county organizations.

Mission Statement

Department of Highway and Facility Maintenance

Maintain the County's highway network, including roadways, bridges, culverts, traffic control, and safety programs. Maintain 164 buildings, located on 65 sites, with a total footprint approaching 1.5 million square feet.



Strategic Goals

Reliable Highways

Develop and perform effective ongoing maintenance for the County's road and bridge network. Oversee road crossings or borings that would impede traffic flow. Work closely with Frederick County agencies and respond to all types of accidents and inclement-weather events to ensure safe travel on all County-maintained roadways.

FY2020 Adopted Budget Organizational Budgets

Division of Public Works

Well-functioning 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 maintain the health of buildings, utilities, and technology while minimizing total systemic costs. Re-evaluate, identify, and fund in-house systemic needs at required levels. Systemic needs, priorities, and funding are examined with a holistic lens focused on sustainability.

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, and planning and response to weather-related emergency situations.



Mission Statement

Department of Fleet Services

Manage the County's fleet of 1,041 vehicles and equipment. Monitor 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, 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 the health of the Replacement Fund and appropriate rate models to support the replacement model. Assist in the development of a replacement model for agency-owned equipment (fire apparatus, mowers, etc.), including the Division of Fire and Rescue Services and the Division of Parks and Recreation.



**FY2020 Adopted Budget
Organizational Budgets**

Public Works

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Public Works Administration	230,091	1,033,707	1,113,996	1,170,079
Highway Operations	14,900,711	17,268,682	16,619,267	16,418,253
Transportation Engineering	1,671,507	1,736,235	1,903,627	1,992,580
Construction Management	1,386,290	957,291	1,211,368	1,099,763
Facility Maintenance	8,150,303	8,347,719	8,480,026	8,515,751
Fleet Services	10,264,746	11,486,955	16,794,423	16,001,142
TOTAL	36,603,648	40,830,589	46,122,707	45,197,568
Expenses by Category				
Personnel	17,375,131	18,512,594	19,363,476	19,730,786
Operating	21,760,655	25,264,616	23,760,031	24,540,261
Capital	5,794,071	8,062,953	6,260,343	4,249,757
Recoveries	(8,326,209)	(11,009,574)	(3,261,143)	(3,323,236)
TOTAL	36,603,648	40,830,589	46,122,707	45,197,568
Expenses by Fund				
General Fund	26,338,902	29,343,634	29,328,284	29,196,426
Fleet Services	10,264,746	11,486,955	16,794,423	16,001,142
TOTAL	36,603,648	40,830,589	46,122,707	45,197,568
Full-Time Equivalents	201.00	205.00	208.00	214.00

**FY2020 Adopted Budget
Organizational Budgets**

Public Works Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	228,603	1,144,192	1,219,305	1,266,731
Operating	3,685	25,523	41,931	51,400
Recoveries	(2,197)	(136,008)	(147,240)	(148,052)
TOTAL	230,091	1,033,707	1,113,996	1,170,079
Expenses by Fund				
General Fund	230,091	1,033,707	1,113,996	1,170,079
TOTAL	230,091	1,033,707	1,113,996	1,170,079
Full-time Equivalents	2.00	10.00	10.00	11.00

**FY2020 Adopted Budget
Organizational Budgets**

Highway Operations

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	7,076,721	7,649,422	7,884,274	8,226,930
Operating	7,773,344	9,365,063	8,654,219	8,399,253
Capital	413,706	481,906	300,000	-
Recoveries	(363,060)	(227,709)	(219,226)	(207,930)
TOTAL	14,900,711	17,268,682	16,619,267	16,418,253
Expenses by Fund				
General Fund	14,900,711	17,268,682	16,619,267	16,418,253
TOTAL	14,900,711	17,268,682	16,619,267	16,418,253
Full-time Equivalents	95.00	95.00	97.00	102.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Square Yardage of Bridges Cleaned/Swept	40,000	47,000	Count
Street Sweeping (lane miles)	721	800	Count
Number of sign/post installations (replace or new)	4,500	4,600	Count
Linear feet of pipe installed	5,000	5,000	Count
Roadside Mowing (miles)	4,500	4,500	Count
Trees - Take Downs	922	2,400	Count
Trees - Hand Trimming (miles)	124	124	Count
Tonnage of materials used	31,800	31,500	Count
Number of services/goods contracts in place	27	27	Count
Number of Work Request Received	3,000	3,200	Count

**FY2020 Adopted Budget
Organizational Budgets**

Transportation Engineering

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,003,263	1,911,342	2,017,569	2,181,535
Operating	382,512	610,570	516,969	514,711
Recoveries	(714,268)	(785,677)	(630,911)	(703,666)
TOTAL	1,671,507	1,736,235	1,903,627	1,992,580
Expenses by Fund				
General Fund	1,671,507	1,736,235	1,903,627	1,992,580
TOTAL	1,671,507	1,736,235	1,903,627	1,992,580
Full-time Equivalents	18.00	18.00	18.00	20.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Number of Bridges with span length over 20'	221	222	Count
Number of Bridges Repaired/Painted	6	6	Count
Number of Bridges Inspected	134	159	Count
Centerline Miles in County Road system	1,272	282	Count
Miles of roadway improved	12	15	Percentage
Total Length of Guardrails Installed/Repaired	2,000	2,200	Count
Number of Work Request Received	60	65	Count
Active CIP Projects in Design or Construction	25	26	Count
Number of service/goods contracts in place	11	11	Count

**FY2020 Adopted Budget
Organizational Budgets**

Construction Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,021,808	1,567,293	1,759,335	1,556,401
Operating	101,943	93,248	95,986	97,145
Recoveries	(737,461)	(703,250)	(643,953)	(553,783)
TOTAL	1,386,290	957,291	1,211,368	1,099,763

Expenses by Fund				
General Fund	1,386,290	957,291	1,211,368	1,099,763
TOTAL	1,386,290	957,291	1,211,368	1,099,763

Full-time Equivalents	20.00	16.00	16.00	14.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Number of Occupied Facilities Managed	61	62	Count
Number of Leases Managed	33	33	Count
Number of Buildings Maintained	166	167	Count
Number of Square Foot Maintained	1,513,635	1,520,635	Count
Active CIP Projects in Design or Construction	32	40	Count
Number of service/goods contracts in place	16	16	Count

**FY2020 Adopted Budget
Organizational Budgets**

Facility Maintenance

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	3,441,669	3,531,721	3,735,798	3,760,160
Operating	5,837,493	6,391,881	6,364,041	6,465,396
Recoveries	(1,128,859)	(1,575,883)	(1,619,813)	(1,709,805)
TOTAL	8,150,303	8,347,719	8,480,026	8,515,751
Expenses by Fund				
General Fund	8,150,303	8,347,719	8,480,026	8,515,751
TOTAL	8,150,303	8,347,719	8,480,026	8,515,751
Full-time Equivalents	38.00	38.00	39.00	39.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Work Orders - Routine, Emergency, and Preventative	4,250	4,410	Count
Air Samples Performed	8	9	Count
Number of service/goods contracts in place	26	30	Count

**FY2020 Adopted Budget
Organizational Budgets**

Fleet Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	2,603,067	2,708,624	2,747,195	2,739,029
Operating	7,661,678	8,778,331	8,086,885	9,012,356
Capital	5,380,365	7,581,047	5,960,343	4,249,757
Recoveries	(5,380,364)	(7,581,047)	-	-
TOTAL	10,264,746	11,486,955	16,794,423	16,001,142
Expenses by Fund				
Fleet Services	10,264,746	11,486,955	16,794,423	16,001,142
TOTAL	10,264,746	11,486,955	16,794,423	16,001,142
Full-time Equivalents	28.00	28.00	28.00	28.00

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Division of Transit



TransIT Services delivers more than 600,000 one-way passenger trips annually with a customer satisfaction rating of 94.2 percent. Scheduled service is offered on nine Connector Routes and seven Shuttles. TransIT-plus provides demand-response paratransit service for senior citizens, individuals with disabilities, and medical assistance recipients.

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 Shuttles operate weekdays between Frederick and Emmitsburg/Thurmont, Brunswick/Jefferson, the Point of Rocks MARC station, East Frederick, North Frederick, downtown MARC station, 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.



**FY2020 Adopted Budget
Organizational Budgets**

Transit Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Transit	6,942,992	10,919,171	10,135,255	9,693,577
TOTAL	6,942,992	10,919,171	10,135,255	9,693,577
Expenses by Category				
Personnel	4,960,744	5,118,863	5,072,442	5,539,644
Operating	1,868,046	1,949,843	3,046,768	3,100,947
Capital	528,125	4,364,156	2,592,125	1,681,000
Recoveries	(413,923)	(513,691)	(576,080)	(628,014)
TOTAL	6,942,992	10,919,171	10,135,255	9,693,577
Expenses by Fund				
General Fund	43,335	111,613	124,754	199,250
Grants	6,899,657	10,807,558	10,010,501	9,494,327
TOTAL	6,942,992	10,919,171	10,135,255	9,693,577
Full-Time Equivalent	67.75	68.75	68.75	70.75

**FY2020 Adopted Budget
Organizational Budgets**

Transit

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	4,960,744	5,118,863	5,072,442	5,539,644
Operating	1,868,046	1,949,843	3,046,768	3,100,947
Capital	528,125	4,364,156	2,592,125	1,681,000
Recoveries	(413,923)	(513,691)	(576,080)	(628,014)
TOTAL	6,942,992	10,919,171	10,135,255	9,693,577
Expenses by Fund				
General Fund	43,335	111,613	124,754	199,250
Grants	6,899,657	10,807,558	10,010,501	9,494,327
TOTAL	6,942,992	10,919,171	10,135,255	9,693,577
Full-time Equivalents	67.75	68.75	68.75	70.75

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Revenue Vehicle Miles	1,208,382	1,221,958	Currency
Revenue Vehicle Hours	87,825	86,698	Currency
Passenger Trips	594,314	602,111	Count
Passengers per day	1,970	1,991	Count
Passengers per hour	11	11	Count
Calls taken	56,593	56,593	Count
Website hits	155,109	160,575	Count
Community events	55	60	Count
Real Time Budget Arrival App hits	299,491	389,338	Count
Taxi Access Program trips	8,479	10,174	Count

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Comprehensive Care Facilities

The Citizens Care and Rehabilitation Center and Montevue Assisted Living Facility are Frederick County's premier skilled nursing and assisted living centers. Citizens Care and Rehabilitation Center is a 170 bed skilled nursing facility offering state of the art rehabilitative services. The Center maintains the highest possible 5 Star Rating from the Center for Medicare and Medicaid Services. Established in 1870, Montevue Assisted Living is a licensed assisted living facility offering private rooms for 75 residents. Montevue has a long history of providing excellent care to the senior citizens it serves following a mission to pursue the promotion, maintenance, and restoration of the health and well-being of its residents. Montevue offers services to both indigent and private pay residents.



**FY2020 Adopted Budget
Organizational Budgets**

Comprehensive Care Facilities

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Citizens Care and Rehabilitation	16,913,000	21,148,727	21,936,608	22,075,302
Montevue Assisted Living	3,766,296	4,710,986	4,583,181	4,958,795
TOTAL	20,679,296	25,859,713	26,519,789	27,034,097
Expenses by Category				
Operating	20,679,296	25,956,955	26,519,789	27,034,097
Recoveries	-	(97,242)	-	-
TOTAL	20,679,296	25,859,713	26,519,789	27,034,097
Expenses by Fund				
Comprehensive Care Facilities	20,679,296	25,859,713	26,519,789	27,034,097
TOTAL	20,679,296	25,859,713	26,519,789	27,034,097

**FY2020 Adopted Budget
Organizational Budgets**

Citizens Care and Rehabilitation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	16,913,000	21,245,969	21,936,608	22,075,302
Recoveries	-	(97,242)	-	-
TOTAL	16,913,000	21,148,727	21,936,608	22,075,302
Expenses by Fund				
Comprehensive Care Facilities	16,913,000	21,148,727	21,936,608	22,075,302
TOTAL	16,913,000	21,148,727	21,936,608	22,075,302

**FY2020 Adopted Budget
Organizational Budgets**

Montevue Assisted Living

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	3,766,296	4,710,986	4,583,181	4,958,795
	TOTAL	3,766,296	4,710,986	4,583,181	4,958,795
Expenses by Fund					
	Comprehensive Care Facilities	3,766,296	4,710,986	4,583,181	4,958,795
	TOTAL	3,766,296	4,710,986	4,583,181	4,958,795

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 within this Division provide unique services to both residential and non-residential customers.

Department of Solid Waste Management

Responsible for the safe and sanitary disposal of the County's solid waste and recycling programs that provide complimentary disposal alternatives. The Solid Waste Management facilities are open to County residents and accept all solid wastes except hazardous materials, pathological (medical) 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.

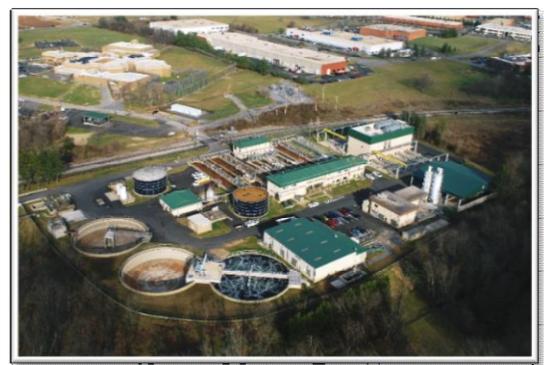


Composting Operations at the Reichs Ford Road Landfill

Management of the County's waste stream includes: monitoring the original, 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-McKinney Wastewater Treatment Plant is the County's largest wastewater treatment facility and is staffed 24 hours per day, 7 days per week.



Ballenger McKinney Wastewater Treatment Plant

This Department provides the routine daily operation of the County's ten wastewater treatment plants to ensure continual compliance with Federal Clean Water Act requirements and 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 or a ground water source from deep wells in various aquifers throughout the County.



New Design Road Water Treatment Plant

The County's primary water treatment facility, the New Design Water Treatment Plant is staffed 24 hours per day, 7 days per week. The Department's state-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. Additionally, the department staffs a Maryland State-certified water quality laboratory, which supports operations personnel by annually performing over 20,000 analyses used for both compliance and treatment process control.

Maintenance Department

Performs preventative and recurring maintenance on the County's water and sewer lines, treatment works, buildings and other related infrastructure. These activities include conducting leak detection, corrosion surveys, line locations ("Miss Utility") and related repair of more than 340 miles of water mains and over 3,100 fire hydrants; the periodic cleaning, preventative maintenance and repair of more than 400 miles of sanitary sewers; recurring maintenance of electrical and mechanical equipment maintenance at water and wastewater conveyance (pump stations) 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 original, 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 state-certified operators maintain the public water system and treatment works to be in compliance with Federal Safe Drinking Water Act requirements
- Ensure state-certified operators of each wastewater treatment plant to be 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 ensure construction of all County-owned water, sanitary sewer and solid waste infrastructure to standards that maximize reliability and longevity

Customer Service

- Provide efficient, timely installation, reading and repair of residential and non-residential (commercial) water meters
- Offer all of the Division's rate-paying customers professional, high quality customer service.



Solid Waste Recycling Services

**FY2020 Adopted Budget
Organizational Budgets**

Utilities and Solid Waste Management

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Solid Waste Operations	19,716,480	27,283,269	25,151,561	31,632,616
Solid Waste Closure	-	(1)	-	-
Water & Sewer Administration	1	-	-	-
Water & Sewer Plant Operations	41,143,272	43,521,779	59,879,464	59,765,431
Water & Sewer Operations	1	(1)	-	-
Water & Sewer Maintenance	(1)	-	-	-
Water & Sewer Regulatory Compliance	1	2	-	-
Water & Sewer Non Capital Activities	-	146,231	163,853	138,240
Miscellaneous	-	(254)	-	-
TOTAL	60,859,754	70,951,025	85,194,878	91,536,287
Expenses by Category				
Personnel	24,369,711	25,331,773	27,537,679	27,607,958
Operating	49,458,131	59,058,710	71,801,216	78,472,494
Capital	2,325,666	982,255	1,169,553	786,820
Recoveries	(15,293,754)	(14,421,713)	(15,313,570)	(15,330,985)
TOTAL	60,859,754	70,951,025	85,194,878	91,536,287
Expenses by Fund				
Solid Waste Management	19,716,480	27,283,268	25,151,561	31,632,616
Water & Sewer Management	41,143,274	43,667,757	60,043,317	59,903,671
TOTAL	60,859,754	70,951,025	85,194,878	91,536,287
Full-Time Equivalents	173.00	176.00	180.00	184.00

**FY2020 Adopted Budget
Organizational Budgets**

Solid Waste Operations

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	3,220,145	3,365,826	3,797,522	3,713,241
Operating	16,496,335	23,917,443	20,859,039	27,290,795
Capital	554,702	707,962	495,000	628,580
Recoveries	(554,702)	(707,962)	-	-
TOTAL	19,716,480	27,283,269	25,151,561	31,632,616
Expenses by Fund				
Solid Waste Management	19,716,480	27,283,269	25,151,561	31,632,616
TOTAL	19,716,480	27,283,269	25,151,561	31,632,616
Full-time Equivalents	41.15	44.45	46.45	46.45
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
MRA Recycling Points (5 Max)	5	5	Count	
Tons - Recycling	27,000	27,500	Count	
Tons - Waste	170,000	193,000	Count	
Tons - Compost	8,000	6,667	Count	

**FY2020 Adopted Budget
Organizational Budgets**

Solid Waste Closure

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	8,002	7,550	7,819	7,868
Operating	194,822	195,948	295,157	227,500
Recoveries	(202,824)	(203,499)	(302,976)	(235,368)
TOTAL	-	(1)	-	-
Expenses by Fund				
Solid Waste Management	-	(1)	-	-
TOTAL	-	(1)	-	-
Full-time Equivalents	0.10	0.10	0.10	0.10

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Administration

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,419,959	1,487,739	1,423,534	1,448,364
Operating	341,555	383,950	382,851	387,765
Recoveries	(1,761,513)	(1,871,689)	(1,806,385)	(1,836,129)
TOTAL	1	-	-	-
Expenses by Fund				
Water & Sewer Management	1	-	-	-
TOTAL	1	-	-	-
Full-time Equivalents	12.60	13.40	13.40	13.40

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Customers set up on REFT (automatic payments)	10	11	Percentage
Customers set up on paperless billing	4	5	Percentage

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Plant Operations

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	9,481,389	9,777,957	10,875,086	10,934,476
Operating	32,245,293	34,157,378	48,943,678	49,260,955
Capital	1,770,964	274,293	510,700	20,000
Recoveries	(2,354,374)	(687,849)	(450,000)	(450,000)
TOTAL	41,143,272	43,521,779	59,879,464	59,765,431
Expenses by Fund				
Water & Sewer Management	41,143,272	43,521,779	59,879,464	59,765,431
TOTAL	41,143,272	43,521,779	59,879,464	59,765,431

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Total Wastewater volume treated (million gallons)	3,438	2,700	Count
Total Water production (million gallons)	2,370	2,488	Count
Unaccounted Water loss (New Design only)	5	-	Percentage
Water Main breaks reported	56	-	Count
Bacteriological samples collected	1,720	1,800	Count
Samples present for total Coliform	5	-	Count

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Operations

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	4,475,622	4,765,020	4,964,178	5,028,768
Recoveries	(4,475,621)	(4,765,021)	(4,964,178)	(5,028,768)
TOTAL	1	(1)	-	-
Expenses by Fund				
Water & Sewer Management	1	(1)	-	-
TOTAL	1	(1)	-	-
Full-time Equivalents	54.00	53.00	53.00	55.00

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Engineering & Planning

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,511,731	1,497,401	1,580,091	1,661,792
Recoveries	(1,511,731)	(1,497,401)	(1,580,091)	(1,661,792)
Expenses by Fund				
Water & Sewer Management	-	-	-	-
Full-time Equivalents	14.00	14.00	14.00	15.00

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Maintenance

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	3,067,905	3,166,284	3,691,800	3,649,351
Operating	23,135	29,567	1,090,082	1,075,353
Recoveries	(3,091,041)	(3,195,851)	(4,781,882)	(4,724,704)
TOTAL	(1)	-	-	-
Expenses by Fund				
Water & Sewer Management	(1)	-	-	-
TOTAL	(1)	-	-	-
Full-time Equivalents	39.00	39.00	41.00	42.00

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Regulatory Compliance

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,184,958	1,263,996	1,197,649	1,164,098
Operating	156,991	228,447	230,409	230,126
Recoveries	(1,341,948)	(1,492,441)	(1,428,058)	(1,394,224)
TOTAL	1	2	-	-
Expenses by Fund				
Water & Sewer Management	1	2	-	-
TOTAL	1	2	-	-
Full-time Equivalents	12.15	12.05	12.05	12.05

**FY2020 Adopted Budget
Organizational Budgets**

Water & Sewer Non Capital Activities

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	-	146,231	-	-
Capital	-	-	163,853	138,240
TOTAL	-	146,231	163,853	138,240
Expenses by Fund				
Water & Sewer Management	-	146,231	163,853	138,240
TOTAL	-	146,231	163,853	138,240

**FY2020 Adopted Budget
Organizational Budgets**

Miscellaneous

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
Operating		-	(254)	-	-
	TOTAL	-	(254)	-	-
Expenses by Fund					
Water & Sewer Management		-	(254)	-	-
	TOTAL	-	(254)	-	-

Social Services

Vision Statement

Everything we do is to enhance our internal and external customers' experience and improve the outcomes for individuals, children, and families in becoming self-sufficient.

Mission Statement

The Mission of Frederick County Department of Social Services is to help individuals and families achieve safety, independence, and self-sufficiency through the provision of professional, fiscally responsible, quality human services in an innovative, collaborative, and customer service oriented environment.

The Frederick County Department of Social Services (FCDSS) is a State agency operating as one of twenty-four local Departments of Social Services within the Maryland Department of Human Services (DHS). The operations are managed and funded by the State of Maryland, and supported by both the federal and local governments to locally implement certain human services programs. FCDSS is part of a large network of local partners whose mission is to meet the needs of Frederick County Citizens. As such, the leadership and management teams represent the agency on multiple community organizations advisory boards and multi-disciplinary teams in order to integrate our service delivery responsibilities with others.

FCDSS assists those in need by administering a wide range of public assistance programs:

Through the Family Assistance Administration, FCDSS provides food stamps (SNAP), temporary cash assistance (TANF), and medical assistance.

Through the Child Support Division, FCDSS collects and distributes child support payments.

Through the Services Division, FCDSS investigates allegations of child abuse and neglect. When necessary and safety cannot be assured, FCDSS removes children from their families – either temporarily or for the long term – and works towards either reunification with the family, guardianship, or adoption. FCDSS also investigates allegations of abuse and neglect of vulnerable adults and provides services as needed to help them remain independent and safe. At times, the Director of FCDSS is appointed guardian of a non-competent adult and serves as the decision maker on behalf of the courts.

FCDSS brings over \$50,000,000 to Frederick County through their SNAP, TCA, grants, contracts, and wages that is spent locally.



Frederick County Department of Social Services
1888 North Market Street
Frederick, MD 21701

Board of Elections

The Board of Elections conducts county, state and federal elections. It is responsible for maintaining voter registration; selecting early voting locations and polling places; hiring and training election judges; administration of the nursing home and assisted living program; and receiving candidate filings.



The office creates and alters precincts as needed, based on the county’s ever-expanding voting population. Currently, there are over 177,000 registered voters in the County.

Every 10 years, after the U.S. Census, the Maryland General Assembly draws new congressional and legislative districts, and this office is charged with implementing those changes. This includes notifying voters of their new districts and creating the maps for these districts. Additionally, for the first time in 2021, the County will be drawing new County Council districts, as outlined in the Charter.

Mission Statement

The Frederick County Board of Elections is committed to providing all eligible citizens of the County convenient access to voter registration; to provide all registered voters accessible locations in which they may exercise their right to vote; to promote fair and equitable elections; and to maintain registration records and other election-related data accurately and in a form that is accessible to the public.

Strategic Goals

Election Security

Working with the Department of Homeland Security and the State Board of Elections, put in place the best possible election security practices to safeguard all election equipment and personnel, thus protecting the sanctity of the vote.

Conduct 2020 Elections

Recruit, hire and train all the election judges needed for the 2020 elections, especially younger judges. Implement the state’s new same-day registration program for Election Day.



Frederick County Board of Elections

Liquor Board

The Board of License Commissioners regulates and controls the sales of alcoholic beverages within Frederick County with respect and obedience to law and to foster and promote temperance. Alcoholic Beverage licenses are issued and denied according to the laws and regulations stipulated in the Alcoholic Beverages Article, Annotated Code of Maryland and Regulations set forth by the licensed Commissioners. The Board of License Commissioners are appointed by the Governor and serve a term of five years.



Mission Statement

The Frederick County Liquor Board pledges to provide constituents, businesses, customers and stakeholders with services in a friendly and courteous manner.

Strategic Goals

Educate Establishments

Our main aim is to focus on educating establishments versus violations. Education over enforcement by holding more educational classes and forums to get valuable input from licensees on what or where they would like to see improvement or movement in regulation areas.

Best Services Possible

We will be proactive, take initiative and always aim to be consistent in how we interpret and implement state policies and procedures. We will continue to simplify and improve access to information and resources and will advance a culture of honesty, clarity and trust.

Internal Audit

The Internal Audit Division performs audits of departments and functions within Frederick County Government (FCG), Frederick County Public Schools (FCPS) and Frederick Community College (FCC). To assure that the Internal Audit staff maintains independence, the Division 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. The Internal Audit Division is codified under County code Bill 18-12. Annually, FCG, FCPS and FCC divisions and departments 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.



The Internal Audit Division performs several critical functions including, among other responsibilities, authorizing the distribution of audit, attest and special project reports including findings and recommendations; appraising the adequacy of actions proposed or taken by management; approving the strategic and annual work plans; and reviewing special requests for audit, attest or special project services for inclusion in the Division’s strategic or annual work plans. The Division is also responsible for the internal investigative hotline to report fraud, waste and abuse within the county.

Mission Statement

The Internal Audit Division seeks to assist Frederick County Government, Frederick County Public Schools and Frederick Community College, citizens and management in establishing accountability, transparency, efficiency of processes, programs and services, and continuous improvement in operations by making recommendations through independent internal audit, attest and non-attest services.

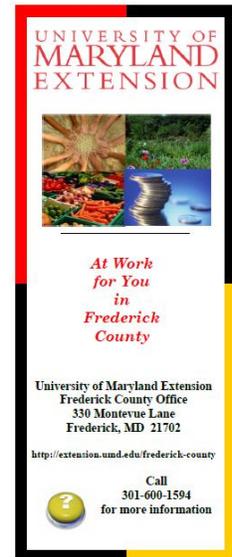
Cooperative Extension Services

The University of Maryland Extension (UME) was established by Congress in 1914. UME is an educational network, centered in the country's seventy-two land grant universities. UME provides research-based practical education to the problems of American families, agriculture, business, and industry.

In Maryland, UME operates through the University of Maryland at College Park (UMCP), and the University of Maryland Eastern Shore (UMES). UME has field offices in all twenty-three Maryland counties and Baltimore City. UME is financially supported by federal, state, and local government.

Our UME faculty and staff are professionals engaged in non-formal educational programs that address economic, environmental, technical, and social concerns of all citizens. The UME faculty and staff efforts are supported by a multitude of dedicated volunteers. Our programs are carried out in response to the needs of the people of the state. The Frederick County UME faculty provide educational programs tailored to the unique problems of their area and use a variety of educational methods such as public presentations, demonstrations, publications, computer networks, satellite down links, videos, newspapers, radio, and television spots to reach their audiences related to the following topics:

- 4-H & Youth
- Agriculture
- Environment & Natural Resources
- Food & Nutrition
- Health & Wellness
- Home Gardening
- Money



Mission Statement

The mission of the University of Maryland Extension (UME) is to contribute to the wellbeing of Maryland residents by increasing economic prosperity, improving environmental quality and enhancing quality of life.



Soil Conservation

The Catoctin / Frederick Soil Conservation Districts promote and implement a range of local, state, and federal programs including land preservation, USDA-NRCS programs including the Conservation Reserve Enhancement Program, and Maryland Agricultural Water Quality Cost-Share Program (MACS). The Districts develop soil conservation and water quality plans and provide assistance to landowners to install best management practices. Assisting livestock operations is one of our priorities along with providing assistance for the implementation of Farm Bill programs. We encourage new cooperators and livestock operations and implement the environmental provisions of the Farm Bill. The Districts also review sediment and erosion control plans for construction projects in the county and City of Frederick.



Mission Statement

Our mission is to oversee soil & water conservation in agricultural sectors & urban areas in Frederick County, Maryland by developing soil conservation and water quality plans and providing assistance to landowners to install best management practices.

The Catoctin / Frederick Soil Conservation Districts are part of The Maryland Association of Soil Conservation Districts (MASCD), which serves as the voice for Maryland's 24 soil and water conservation districts on state legislative issues. It also provides a forum for training, policy-making and the exchange of information at their annual and quarterly gatherings. The Districts promote and implement a range of local, state and federal programs including the Frederick County Land Preservation and Rural Legacy Programs, the Conservation Reserve Enhancement Program, the Maryland Agricultural Water Quality Cost-Share Program and the Water Quality Improvement Act of 1998.



Stream Buffer

Frederick County is the only county in the state with two soil conservation districts delineated by watershed boundaries. The Catoctin Soil Conservation District was established in 1939; the Frederick district started in 1944.

Some of the district's projects include animal waste storage structures, grass waterways, stream fencing and stream crossings, heavy use areas for livestock, installation of water troughs, grassed and forested stream buffers and the cover crop program that helps remove residual nutrients from the current crop year with fall plantings of small grain. Cover crops also help prevent soil erosion by eliminating bare ground from fall to spring planting.

Weed Control

The Frederick County Weed Control program is charged with aiding the Maryland Department of Agriculture in enforcing the Maryland Noxious Weed Laws. The Weed Control Program assists farmers or landowners in the battle against the designated noxious weeds Johnsongrass, shattercane and thistles. The law requires landowners to manage noxious weeds on all types of land. Johnsongrass and thistles are considered two of the more persistent and destructive weeds in Maryland since they are very difficult to eradicate. Both the seed and the root system of these weeds must be managed for effective control. Control methods include cultural, physical, mechanical, biological or chemical. MDA enters into an agreement with each of the 16 participating counties to provide technical assistance to landowners for initiating noxious weed control programs.

State Department of Assessment & Taxation

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

Non County Agencies

This funding supports non-profit organizations or causes that do not meet the criteria for the Community Partnership Grants.

Community Partnership Grants

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.

**FY2020 Adopted Budget
Organizational Budgets**

Independent Agencies

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Social Services	304,631	533,681	560,824	527,379
Board of Elections	1,535,718	1,522,451	1,949,354	2,017,092
Liquor Commission	454,017	462,289	508,275	475,222
Commission for Women	5,435	6,909	9,196	9,196
Interagency Internal Audit	472,978	401,063	364,418	392,376
Cooperative Extension Service	360,262	381,734	396,762	403,951
Soil Conservation	114,782	110,987	109,335	109,335
Weed Control	273,247	284,457	260,250	264,359
MD Dept Assessment & Taxation	809,966	848,028	876,118	876,118
Non County Agencies	96,000	102,000	153,958	276,680
Community Partnership Grant	483,125	825,000	950,000	950,000
TOTAL	4,910,161	5,478,599	6,138,490	6,301,708
Expenses by Category				
Personnel	3,906,349	3,936,029	4,235,954	4,065,541
Operating	2,295,362	2,657,564	3,038,928	3,097,818
Capital	425,356	519,662	684,978	697,988
Recoveries	(1,716,906)	(1,634,656)	(1,821,370)	(1,559,639)
TOTAL	4,910,161	5,478,599	6,138,490	6,301,708
Expenses by Fund				
General Fund	4,909,441	5,478,599	6,138,490	6,301,708
Grants	720	-	-	-
TOTAL	4,910,161	5,478,599	6,138,490	6,301,708
Full-Time Equivalent	33.00	33.00	33.00	30.00

**FY2020 Adopted Budget
Organizational Budgets**

Social Services

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	1,309,939	1,327,433	1,410,657	1,132,686
Operating	198,000	198,000	198,000	198,000
Recoveries	(1,203,308)	(991,752)	(1,047,833)	(803,307)
TOTAL	304,631	533,681	560,824	527,379
Expenses by Fund				
General Fund	304,631	533,681	560,824	527,379
TOTAL	304,631	533,681	560,824	527,379
Full-time Equivalents	18.00	18.00	18.00	15.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Items mailed	75,060	51,546	Count
Participating foster homes and residential centers	50	45	Count
Children maintained in own home	90	97	Percentage
Child Support Paternity established	108	108	Percentage
Child Support Court orders established	90	89	Percentage
Child Support Distributed	76	74	Percentage
Child Support Paying on arrears	78	76	Percentage
Adults served through litigation	7	7	Count
Children served through litigation	80	78	Count

**FY2020 Adopted Budget
Organizational Budgets**

Board of Elections

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	918,295	835,330	969,754	1,086,232
Operating	192,142	207,146	294,622	232,872
Capital	425,356	519,662	684,978	697,988
Recoveries	(75)	(39,687)	-	-
TOTAL	1,535,718	1,522,451	1,949,354	2,017,092

Expenses by Fund				
General Fund	1,535,718	1,522,451	1,949,354	2,017,092
TOTAL	1,535,718	1,522,451	1,949,354	2,017,092

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Total registered voters	177,000	185,000	Count
New voters	7,100	8,000	Count
Confirmation mailings	42,000	40,000	Count
Cancelled voters removed from rolls due to move out-of-state, etc.	7,000	2,500	Count
Petitions processed	3	1	Count
Election judges per election	900	900	Count
Polling place ballots processed	109,000	75,000	Count
Specimen ballots mailed	173,000	185,000	Count
Precincts	79	79	Count
Polling places	63	63	Count

**FY2020 Adopted Budget
Organizational Budgets**

Liquor Commission

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	418,304	432,717	438,514	408,693
Operating	38,833	35,132	70,511	67,279
Recoveries	(3,120)	(5,560)	(750)	(750)
TOTAL	454,017	462,289	508,275	475,222
Expenses by Fund				
General Fund	453,297	462,289	508,275	475,222
Grants	720	-	-	-
TOTAL	454,017	462,289	508,275	475,222
Full-time Equivalents	5.00	5.00	5.00	5.00

Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Regular licenses issued	328	337	Count
Applications and Hearings	46	52	Count
Special one day licenses	375	385	Count
Special permissions	337	337	Count
Regular inspections	6,281	3,562	Count
Special inspections	316	364	Count
Violation hearings	80	33	Count

**FY2020 Adopted Budget
Organizational Budgets**

Commission for Women

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	5,435	6,909	9,196	9,196
	TOTAL	5,435	6,909	9,196	9,196
Expenses by Fund					
	General Fund	5,435	6,909	9,196	9,196
	TOTAL	5,435	6,909	9,196	9,196

**FY2020 Adopted Budget
Organizational Budgets**

Interagency Internal Audit

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	262,472	262,037	270,142	274,759
Operating	286,244	262,946	295,326	295,326
Recoveries	(75,738)	(123,920)	(201,050)	(177,709)
TOTAL	472,978	401,063	364,418	392,376

Expenses by Fund				
General Fund	472,978	401,063	364,418	392,376
TOTAL	472,978	401,063	364,418	392,376

Full-time Equivalents	2.00	2.00	2.00	2.00
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Performance Indicators	Estimate 2019	Budget 2020	Unit of Measure
Contractor audits	6	6	Count
Full compliance with Government Auditing Standards for contractor audits	100	100	Percentage
Special project reports	4	4	Count

FY2020 Adopted Budget
Organizational Budgets

Cooperative Extension Service

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	338,603	358,488	369,623	376,812
Operating	21,659	23,246	27,139	27,139
TOTAL	360,262	381,734	396,762	403,951

Expenses by Fund				
General Fund	360,262	381,734	396,762	403,951
TOTAL	360,262	381,734	396,762	403,951

	Estimate 2019	Budget 2020	Unit of Measure
Performance Indicators			
4-H Youth Development educational contacts	5,050	5,300	Count
4-H Youth Development new volunteers trained and certified	35	40	Count
Acres with nutrient management plans	12,399	13,000	Count
Ag and Natural Resources educational and technical assistance contacts	5,000	5,200	Count
Frederick News Post print and digital consumers	55,830	53,000	Count
Family and Consumer Sciences educators trained	77	122	Count
Family and Consumer Sciences educational contacts	34,134	31,800	Count
New Master Gardeners trained	17	20	Count
Home Horticulture educational and technical assistance contacts	9,647	9,500	Count
Volunteer hours supported	43,288	42,700	Count

**FY2020 Adopted Budget
Organizational Budgets**

Weed Control

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	218,624	244,635	205,527	208,486
Operating	54,623	39,822	54,723	55,873
TOTAL	273,247	284,457	260,250	264,359
Expenses by Fund				
General Fund	273,247	284,457	260,250	264,359
TOTAL	273,247	284,457	260,250	264,359
Full-time Equivalents	1.00	1.00	1.00	1.00
Performance Indicators				
	Estimate 2019	Budget 2020	Unit of Measure	
Properties assisted with a weed management plan	525	510	Count	
Noxious weed control advisory notices sent	204	194	Count	

**FY2020 Adopted Budget
Organizational Budgets**

Soil Conservation

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	440,112	475,389	571,737	577,873
Operating	109,335	109,335	109,335	109,335
Recoveries	(434,665)	(473,737)	(571,737)	(577,873)
TOTAL	114,782	110,987	109,335	109,335
Expenses by Fund				
General Fund	114,782	110,987	109,335	109,335
TOTAL	114,782	110,987	109,335	109,335
Full-time Equivalents	7.00	7.00	7.00	7.00

**FY2020 Adopted Budget
Organizational Budgets**

MD Dept Assessment & Taxation

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	809,966	848,028	876,118	876,118
	TOTAL	809,966	848,028	876,118	876,118
Expenses by Fund					
	General Fund	809,966	848,028	876,118	876,118
	TOTAL	809,966	848,028	876,118	876,118

**FY2020 Adopted Budget
Organizational Budgets**

Non County Agencies

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	96,000	102,000	153,958	276,680
	TOTAL	96,000	102,000	153,958	276,680
Expenses by Fund					
	General Fund	96,000	102,000	153,958	276,680
	TOTAL	96,000	102,000	153,958	276,680

**FY2020 Adopted Budget
Organizational Budgets**

Community Partnership Grant

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	483,125	825,000	950,000	950,000
	TOTAL	483,125	825,000	950,000	950,000
Expenses by Fund					
	General Fund	483,125	825,000	950,000	950,000
	TOTAL	483,125	825,000	950,000	950,000

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Non-Departmental

County Non-Departmental

Included are County dues for the Maryland Association of Counties, the National Association of Counties, and the Metropolitan Washington Council of Governments.

Personnel Non-Departmental

Included is 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

Included here are licensing fees to the American Society of Composers, Authors, and Publishers, bond administration fees, and audit expenses.

Risk Management Non-Departmental

Included here is liability insurance which 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.

Contingencies

Several sources of funds are budgeted to address unanticipated expenditures. Contingencies include the county contingency fund, unanticipated expense, fuel cost reserve, severe weather contingency, and revenue stabilization.

The County Contingency Fund is used at the direction of the County Executive and/or the County Council to fund 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.

Transfer to Other Funds

Included are transfers of general fund monies to other funds for FY20, there were transfers to the Capital Projects Fund, the Agricultural Preservation Fund, and the Fleet Fund.

Transfer To Grant Funds

Included are transfers of general fund monies to the Grants Fund. These funds are used to meet grant matching requirements and to supplement the program if needed.

Transfer To Third Party

Included here is a transfer for the Continuing Care Agreement.

Transfer to Other Governments

Tax Equity

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 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.

**FY2020 Adopted Budget
Organizational Budgets**

Non-Departmental

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
County Non-Departmental	164,842	209,090	160,457	223,531
Personnel Non-Departmental	303,500	305,449	1,071,500	942,700
Finance Non-Departmental	374,537	268,381	416,364	418,364
Risk Management Non-Departmental	1,261,432	1,169,042	1,569,289	1,701,856
Debt Service	41,215,501	40,533,525	42,000,000	43,680,000
Contingencies	(228,734)	(3,441,186)	195,477	694,758
Transfer to Other Funds	17,279,904	16,249,551	18,282,680	19,840,235
Transfer to Grant Funds	5,656,261	5,729,743	6,358,062	7,789,113
Transfer to Third Party	98,334	-	-	-
Transfer to Other Govts	4,282,192	4,529,429	4,739,916	4,981,493
TOTAL	70,407,769	65,553,024	74,793,745	80,272,050
Expenses by Category				
Personnel	(13,956)	48,162	769,000	419,500
Operating	74,873,231	70,205,621	78,377,482	83,781,932
Recoveries	(4,451,506)	(4,700,759)	(4,352,737)	(3,929,382)
TOTAL	70,407,769	65,553,024	74,793,745	80,272,050
Expenses by Fund				
General Fund	70,407,769	65,553,024	74,793,745	80,272,050
TOTAL	70,407,769	65,553,024	74,793,745	80,272,050

**FY2020 Adopted Budget
Organizational Budgets**

County Non-Departmental

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	164,842	209,090	160,457	223,531
	TOTAL	164,842	209,090	160,457	223,531
Expenses by Fund					
	General Fund	164,842	209,090	160,457	223,531
	TOTAL	164,842	209,090	160,457	223,531

**FY2020 Adopted Budget
Organizational Budgets**

Personnel Non-Departmental

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Personnel	(13,956)	48,162	769,000	419,500
Operating	327,275	270,110	317,000	537,700
Recoveries	(9,819)	(12,823)	(14,500)	(14,500)
TOTAL	303,500	305,449	1,071,500	942,700
Expenses by Fund				
General Fund	303,500	305,449	1,071,500	942,700
TOTAL	303,500	305,449	1,071,500	942,700

**FY2020 Adopted Budget
Organizational Budgets**

Finance Non-Departmental

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	395,009	291,427	441,584	443,584
Recoveries	(20,472)	(23,046)	(25,220)	(25,220)
TOTAL	374,537	268,381	416,364	418,364
Expenses by Fund				
General Fund	374,537	268,381	416,364	418,364
TOTAL	374,537	268,381	416,364	418,364

**FY2020 Adopted Budget
Organizational Budgets**

Risk Management Non-Departmental

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	2,250,430	2,211,077	2,503,289	2,736,856
Recoveries	(988,998)	(1,042,035)	(934,000)	(1,035,000)
TOTAL	1,261,432	1,169,042	1,569,289	1,701,856
Expenses by Fund				
General Fund	1,261,432	1,169,042	1,569,289	1,701,856
TOTAL	1,261,432	1,169,042	1,569,289	1,701,856

**FY2020 Adopted Budget
Organizational Budgets**

Debt Service

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	41,215,501	40,533,525	42,000,000	43,680,000
	TOTAL	41,215,501	40,533,525	42,000,000	43,680,000
Expenses by Fund					
	General Fund	41,215,501	40,533,525	42,000,000	43,680,000
	TOTAL	41,215,501	40,533,525	42,000,000	43,680,000

**FY2020 Adopted Budget
Organizational Budgets**

Contingencies

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category				
Operating	3,203,483	181,669	3,574,494	3,549,420
Recoveries	(3,432,217)	(3,622,855)	(3,379,017)	(2,854,662)
TOTAL	(228,734)	(3,441,186)	195,477	694,758
Expenses by Fund				
General Fund	(228,734)	(3,441,186)	195,477	694,758
TOTAL	(228,734)	(3,441,186)	195,477	694,758

**FY2020 Adopted Budget
Organizational Budgets**

Transfer to Other Funds

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	17,279,904	16,249,551	18,282,680	19,840,235
	TOTAL	17,279,904	16,249,551	18,282,680	19,840,235
Expenses by Fund					
	General Fund	17,279,904	16,249,551	18,282,680	19,840,235
	TOTAL	17,279,904	16,249,551	18,282,680	19,840,235

**FY2020 Adopted Budget
Organizational Budgets**

Transfer to Grant Funds

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	5,656,261	5,729,743	6,358,062	7,789,113
	TOTAL	5,656,261	5,729,743	6,358,062	7,789,113
Expenses by Fund					
	General Fund	5,656,261	5,729,743	6,358,062	7,789,113
	TOTAL	5,656,261	5,729,743	6,358,062	7,789,113

**FY2020 Adopted Budget
Organizational Budgets**

Transfer to Third Party

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
Operating		98,334	-	-	-
	TOTAL	98,334	-	-	-
Expenses by Fund					
General Fund		98,334	-	-	-
	TOTAL	98,334	-	-	-

**FY2020 Adopted Budget
Organizational Budgets**

Transfer to Other Govts

		Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Category					
	Operating	4,282,192	4,529,429	4,739,916	4,981,493
	TOTAL	4,282,192	4,529,429	4,739,916	4,981,493
Expenses by Fund					
	General Fund	4,282,192	4,529,429	4,739,916	4,981,493
	TOTAL	4,282,192	4,529,429	4,739,916	4,981,493

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**FY2020 Adopted Budget
Organizational Budgets**

Unassigned

	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020
Expenses by Department				
Debt Service	42,915,424	47,907,514	54,593,293	56,809,400
School Impact Fees	17,462,585	27,676,972	17,498,497	26,949,119
Debt Service-Agricultural Preservation	7,776,691	3,045,970	3,969,000	5,579,084
Library Impact Fees	3,000,000	682,529	-	-
School Construction Fees	-	12,866,000	3,659,500	3,000,000
No Specific Dept	14,732,936	11,840,514	24,494,591	18,349,545
TOTAL	85,887,636	104,019,499	104,214,881	110,687,148
Expenses by Category				
Operating	85,887,636	104,019,499	104,214,881	110,687,148
TOTAL	85,887,636	104,019,499	104,214,881	110,687,148
Expenses by Fund				
Hotel Room Rental Tax	2,268,951	2,738,655	2,517,000	2,518,500
Electric Lighting Districts	14,545	14,209	14,700	14,300
Debt Service - General Government	58,261,363	58,438,459	66,446,590	69,824,779
Parks Acquisition/Development	2,671,682	71,651	10,168,780	2,609,076
Impact Fees/School Mitigation	12,893,337	33,740,526	13,273,700	22,512,824
School Construction	6,698,067	5,283,479	6,195,000	8,932,669
Worker's Compensation	3,079,691	3,732,520	5,599,111	4,275,000
TOTAL	85,887,636	104,019,499	104,214,881	110,687,148

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**BUDGETED POSITIONS &
FULL-TIME EQUIVALENTS (FTEs)**

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FY2020 Adopted Budget
Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
COUNTY ADMINISTRATION				
County Executive				
Administrative Analyst	2.00	2.00	2.00	2.00
Administrative Coordinator	1.00	2.00	2.00	2.00
Administrative Officer	1.00	1.00	1.00	1.00
Administrative Specialist IV	1.00	-	-	-
Chief Administrative Officer	1.00	1.00	1.00	1.00
Chief of Staff, CE	1.00	1.00	1.00	1.00
Deputy Chief Administrative Officer	-	-	1.00	2.00
Director of Education & Special Initiatives	1.00	1.00	1.00	1.00
Director, Governmental Affairs	1.00	1.00	1.00	1.00
Special Assistant to County Executive	-	-	-	1.00
	9.00	9.00	10.00	12.00
Budget				
Assistant Budget Director	1.00	1.00	1.00	1.00
Budget Analyst II	1.00	1.00	-	-
Budget Analyst III	1.00	1.00	2.00	2.00
Budget Director	1.00	1.00	1.00	1.00
	4.00	4.00	4.00	4.00
Workforce Services				
Administrative Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	2.00	2.00	1.00	1.00
Administrative Specialist V	1.00	1.00	1.00	1.00
Business Services Consultant	3.00	3.00	3.00	3.00
Coordinator, Data Mgmt, FCWS	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00
Director, FC Workforce Svcs	1.00	1.00	1.00	1.00
Employment & Training Analyst	2.00	1.00	1.00	1.00
Employment & Training Specialist	3.00	3.00	3.00	3.00
Fiscal Specialist	1.00	1.00	1.00	1.00
Program Assistant	-	1.00	2.00	2.00
Program Instructor I	1.00	1.00	1.00	1.00
Program Specialist	-	1.00	1.00	2.00
Workforce Services Manager	3.00	3.00	3.00	3.00
Workforce Training Consultant	1.00	-	-	-
	21.00	21.00	21.00	22.00
Office of Economic Development				
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Specialist III	1.00	1.00	1.00	1.00
Assistant Director, OED	1.00	1.00	1.00	1.00
Business Development Analyst	1.00	1.00	1.00	1.00
Business Developmt Specialist	3.00	5.00	5.00	5.00
Director, Economic Development	1.00	1.00	1.00	1.00
Director, Fred Tech Center (FITCI)	1.00	1.00	1.00	1.00
	9.00	11.00	11.00	11.00

FY2020 Adopted Budget
Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Communications				
Communications Director	1.00	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00	1.00
Video Producer	2.00	2.00	2.00	2.00
Video Svcs Asst Manager	1.00	1.00	1.00	1.00
Video Svcs Manager	1.00	1.00	1.00	1.00
Video Technician	1.00	1.00	1.00	1.00
	7.00	7.00	7.00	7.00
Environmental Sustainability				
Manager, Environmental Sustainability	1.00	1.00	1.00	1.00
Sustainability Program Manager	-	0.50	0.50	0.50
	1.00	1.50	1.50	1.50
Watersheds - NPDES				
Administrative Specialist IV	-	1.00	1.00	-
Administrative Specialist V	-	-	-	1.00
Engineering Tech II	-	-	1.00	1.00
Program Specialist	-	1.00	1.00	1.00
Project Manager I	-	2.00	2.00	2.00
Project Manager II	1.00	-	-	-
Project Manager III	2.00	1.00	1.00	1.00
Project Manager IV	1.00	1.00	1.00	1.00
	4.00	6.00	7.00	7.00
TOTAL COUNTY ADMINISTRATION	55.00	59.50	61.50	64.50
COUNTY COUNCIL				
Administrative Coordinator	1.00	-	-	-
Administrative Specialist V	-	1.00	1.00	1.00
Assistant County Attorney	1.00	-	-	-
Executive Assistant	2.00	3.00	3.00	3.00
Legislative Analyst	1.00	-	-	1.00
Legislative Director/Chief of Staff	1.00	1.00	1.00	1.00
Senior Legislative Analyst	-	1.00	1.00	-
TOTAL COUNTY COUNCIL	6.00	6.00	6.00	6.00
SHERIFF				
Sheriff-Administration				
Administrative Specialist III	2.00	2.00	2.00	2.00
Constable I	2.00	2.00	2.00	3.00
Constable II	4.00	4.00	4.00	3.00
Deputy Sheriff, 1st Class	2.00	2.00	2.00	2.00
Lieutenant, FCSO	1.00	1.00	1.00	1.00
Sergeant, FCSO	1.00	1.00	1.00	1.00
	12.00	12.00	12.00	12.00
Court House Security				
Corporal, FCSO	-	1.00	1.00	-
Courthouse Deputy Corporal	2.00	2.00	2.00	2.00
Courthouse Deputy I	-	-	2.00	3.00
Courthouse Deputy II	15.00	15.00	13.00	13.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Courthouse Deputy Sergeant	1.00	1.00	1.00	1.00
Deputy Sheriff	2.00	-	-	-
Deputy Sheriff, 1st Class	4.00	6.00	6.00	5.00
Sergeant, FCSO	-	-	-	1.00
	<u>24.00</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
Sheriff-Law Enforcement				
Accreditation Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	2.00
Administrative Specialist III	7.00	7.00	7.00	6.00
Administrative Specialist IV	1.00	1.00	1.00	1.00
Administrative Specialist V	1.00	2.00	2.00	2.00
Asst Public Info Spec Supervisor	-	1.00	1.00	1.00
Background Investigator	1.00	1.00	1.00	1.00
Captain, FCSO	3.00	2.00	2.00	2.00
Chief Deputy	1.00	1.00	1.00	1.00
Coordinator, Property & Purchases	1.00	1.00	1.00	1.00
Corporal, FCSO	20.50	20.50	22.00	23.00
Crime Analysis Coordinator	1.00	1.00	1.00	1.00
Crisis Support Lead	-	1.00	1.00	1.00
Data Management Specialist	2.00	2.00	2.00	1.00
Data Support Specialist	-	-	-	1.00
Deputy Sheriff	23.00	26.00	22.00	22.00
Deputy Sheriff, 1st Class	96.00	89.00	97.00	93.00
Deputy Sheriff-Lateral	-	7.00	3.00	5.00
Director, Internal Affairs	1.00	1.00	-	-
Evidence and Property Tech	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
FCSO, Coordinator Technology	1.00	1.00	1.00	1.00
FCSO, Public Info Officer	-	1.00	1.00	1.00
Financial Business Office Manager	1.00	1.00	1.00	1.00
Forensic Services Technician	1.00	1.00	1.00	-
Grants Coordinator	1.00	-	-	-
Lieutenant, FCSO	7.00	8.00	9.00	9.00
Lt. Colonel	1.00	1.00	1.00	1.00
Major, FCSO	2.00	2.00	2.00	2.00
Manager, Technology-FCSO	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Police Info Specialist I	1.00	1.00	2.00	4.00
Police Info Specialist II	5.00	5.00	4.00	3.00
Sergeant, FCSO	17.00	16.00	15.00	16.00
Sex Offender Program Coord	1.00	1.00	1.00	1.00
Supervisor, Police Info Spec	1.00	1.00	1.00	1.00
Supervisor, Records	1.00	1.00	1.00	1.00
Teamleader	1.00	1.00	1.00	1.00
Victim Witness Coordinator III	1.00	-	-	-
	<u>207.50</u>	<u>211.50</u>	<u>212.00</u>	<u>212.00</u>
Community Deputy Program				
Deputy Sheriff, 1st Class	6.00	6.00	6.00	6.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
School Crossing Guard				
Corporal, FCSO	0.50	0.50	-	-
	0.50	0.50	-	-
Detention Center				
Administrative Coordinator	2.00	2.00	2.00	2.00
Administrative Specialist III	1.00	1.00	1.00	1.00
Administrative Specialist IV	1.00	1.00	1.00	1.00
Assistant Director, Inmate Services	1.00	1.00	1.00	1.00
Captain, FCSO	2.00	2.00	2.00	2.00
Corporal, FCADC	19.00	18.00	18.00	18.00
Correctional Classification Spec I	-	-	1.00	-
Correctional Classification Spec II	5.00	5.00	4.00	6.00
Correctional Officer	9.00	19.00	20.00	12.00
Correctional Officer, FC	55.00	53.00	52.00	60.00
Corrections Records Manager	1.00	1.00	1.00	1.00
Dietary Supervisor	1.00	1.00	1.00	1.00
Director, Inmate Services	1.00	1.00	1.00	1.00
FCADC Dietary Manager	1.00	1.00	1.00	1.00
Lieutenant, FCSO	7.00	7.00	6.00	6.00
Lt. Colonel	1.00	1.00	1.00	1.00
Major, FCSO	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Personnel Assistant	1.00	1.00	1.00	1.00
Sergeant, FCADC	8.00	9.00	9.00	9.00
Technology Administrator, FCADC	-	-	1.00	1.00
	118.00	126.00	126.00	127.00
Work Release Center				
Administrative Specialist III	-	1.00	2.00	2.00
Administrative Specialist IV	2.00	2.00	1.00	1.00
Administrative Specialist V	1.00	-	-	-
Assistant Director, Community Services	1.00	1.00	1.00	1.00
Cook II - FCADC	1.00	1.00	-	-
Corporal, FCADC	4.00	4.00	4.00	4.00
Correctional Classification Spec I	1.00	1.00	-	-
Correctional Classification Spec II	5.00	5.00	6.00	6.00
Correctional Officer	1.00	3.00	4.00	2.00
Correctional Officer, FC	19.00	17.00	17.00	19.00
Director, Community Services	1.00	1.00	1.00	1.00
Lieutenant, FCSO	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Sergeant, FCADC	2.00	2.00	2.00	2.00
	40.00	40.00	40.00	40.00
TOTAL SHERIFF	408.00	421.00	421.00	422.00
STATE'S ATTORNEY				
Administrative Coordinator	1.00	1.00	1.00	-
Assistant State's Attorney I	5.00	4.00	2.00	5.00
Assistant State's Attorney II	6.00	8.00	8.00	8.00
Assistant State's Attorney III	5.00	5.00	7.00	5.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Chief Counsel	1.00	1.00	1.00	1.00
Chief Prosecutor, Child Abuse	1.00	1.00	1.00	1.00
Chief Prosecutor, Child Support	1.00	1.00	1.00	1.00
Chief Prosecutor, District Court	1.00	1.00	1.00	1.00
Chief Prosecutor, Felony Trials	1.00	1.00	1.00	1.00
Chief Prosecutor, Juvenile Division	1.00	1.00	1.00	1.00
Chief Prosecutor, Violent Crime	1.00	1.00	1.00	1.00
Community Services Specialist	1.00	1.00	1.00	1.00
Deputy State's Attorney	2.00	2.00	2.00	2.00
Executive Assistant	1.00	1.00	1.00	1.00
Forensic Scientist I	1.00	1.00	1.00	1.00
Investigator I	1.00	1.00	1.00	2.00
Investigator II	4.00	2.00	2.00	1.00
Investigator III	3.00	4.00	4.00	4.00
Legal Office Associate I	3.00	5.00	4.00	3.00
Legal Office Associate II	4.00	5.00	5.00	6.00
Legal Office Associate III	15.00	12.00	13.00	13.00
Manager, Youthful Offender Program	1.00	1.00	1.00	1.00
SAO Services Administrator	2.00	2.00	2.00	2.00
Senior Chief Investigator	1.00	1.00	1.00	1.00
Victim Witness Coordinator I	2.00	2.00	2.00	-
Victim Witness Coordinator II	1.00	-	-	2.00
Victim Witness Coordinator III	2.00	3.00	3.00	3.00
TOTAL STATE'S ATTORNEY	68.00	68.00	68.00	68.00
CIRCUIT COURT				
Circuit Court				
Administrative Aide	3.00	3.00	3.00	3.00
Administrative Assistant	2.00	2.00	2.00	2.00
Assignment Commissioner	1.00	1.00	1.00	1.00
Assistant Assignment Commissioner	1.00	1.00	1.00	1.00
Assistant Court Administrator	1.00	1.00	1.00	1.00
Circuit Court Administrator	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Family Court Evaluator	1.00	1.00	1.00	1.00
Judicial Assistant	4.00	5.00	5.00	5.00
Legal Assistant-Transcriber	-	1.00	1.00	1.00
Resource Specialist	1.00	3.00	2.00	2.00
Supervisor, Drug Treatment Court Program	1.00	1.00	1.00	1.00
	17.00	21.00	20.00	20.00
Circuit Court Magistrate				
Circuit Court Magistrate	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

FY2020 Adopted Budget
Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Family Law				
Court Case Specialist	-	1.00	1.00	1.00
Family Services Administrator	1.00	1.00	1.00	1.00
Legal Assistant	-	-	-	1.00
	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>
TOTAL CIRCUIT COURT	<u>19.00</u>	<u>24.00</u>	<u>23.00</u>	<u>24.00</u>
COUNTY ATTORNEY				
County Attorney				
Assistant County Attorney	2.00	2.00	2.00	2.00
Coordinator, Legal Office	1.00	1.00	1.00	1.00
County Attorney	1.00	1.00	1.00	1.00
Deputy County Attorney	-	-	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Sr. Assistant County Attorney	3.00	3.00	3.00	3.00
	<u>8.00</u>	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>
TOTAL COUNTY ATTORNEY	<u>8.00</u>	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>
FINANCE				
Finance Administration				
Coordinator, Finance Office	-	-	-	1.00
Deputy Director, Finance Division	-	-	-	1.00
Director, Finance Division	-	-	-	1.00
Financial Services Manager	-	-	-	1.00
	<u>-</u>	<u>-</u>	<u>-</u>	<u>4.00</u>
Treasury				
Accountant I	0.56	0.56	0.56	0.56
Collections Specialist I	-	1.00	-	1.00
Collections Specialist II	3.86	3.00	4.00	3.00
Coordinator, Finance Billing	1.00	1.00	1.00	1.00
Director, Treasury	1.00	1.00	1.00	1.00
Recordation Specialist	1.00	1.00	1.00	1.00
Treasury Manager	1.00	1.00	1.00	1.00
	<u>8.42</u>	<u>8.56</u>	<u>8.56</u>	<u>8.56</u>
Accounting				
Accountant II	2.00	2.00	3.00	3.00
Accountant III	3.00	3.00	2.00	2.00
Accounting Technician I	1.00	1.00	-	1.00
Accounting Technician II	3.00	3.00	3.00	2.00
Accounts Payable Manager	1.00	1.00	1.00	1.00
Cash Management Specialist	1.00	1.00	1.00	1.00
Coordinator, Finance Office	1.00	1.00	1.00	-
Deputy Director, Finance Division	1.00	1.00	1.00	-
Director, Accounting	1.00	1.00	1.00	1.00
Director, Finance Division	1.00	1.00	1.00	-
Financial Services Manager	1.00	1.00	1.00	-
Payroll Administrator	1.00	1.00	1.00	1.00
Payroll Analyst I	-	-	-	1.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Payroll Analyst II	2.00	2.00	2.00	1.00
Senior Accounting Technician	-	-	1.00	1.00
Teamleader	3.00	3.00	3.00	3.00
	22.00	22.00	22.00	18.00
Risk Management				
Administrative Coordinator	-	-	-	1.00
Administrative Specialist IV	-	1.00	1.00	-
Director, Risk Management	1.00	1.00	1.00	1.00
Risk Management Specialist	1.00	1.00	1.00	1.00
Safety & Loss Control Specialist	1.00	1.00	1.00	1.00
	3.00	4.00	4.00	4.00
Procurement & Contracting				
Administrative Coordinator	1.00	1.00	1.00	1.00
Director, Procurement & Contracting	1.00	1.00	1.00	1.00
Grants Contracts Specialist	1.00	1.00	-	-
Grants Manager	-	-	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Procurement Analyst I	2.00	2.00	1.00	1.00
Procurement Analyst II	-	-	2.00	2.00
Procurement Analyst III	3.00	3.00	2.00	2.00
Project Manager IV	2.00	2.00	2.00	2.00
Teamleader	1.00	1.00	1.00	1.00
	12.00	12.00	12.00	12.00
TOTAL FINANCE	45.42	46.56	46.56	46.56
HUMAN RESOURCES				
Human Resources				
Administrative Specialist IV	-	-	1.00	-
Deputy Director, Human Resources	1.00	1.00	1.00	1.00
Director, Human Resources	1.00	1.00	1.00	1.00
HR Administrator	5.50	6.50	5.50	5.50
HR Analyst	1.00	-	1.00	1.00
HR Specialist	-	-	1.00	0.75
HR Technician	1.50	1.50	0.50	1.75
	10.00	10.00	11.00	11.00
Pension Trust				
HR Administrator	0.50	0.50	0.50	0.50
HR Specialist	-	-	-	0.25
HR Technician	0.50	0.50	0.50	0.25
	1.00	1.00	1.00	1.00
TOTAL HUMAN RESOURCES	11.00	11.00	12.00	12.00
INTERAGENCY INFORMATION TECH				
Interagency Inform Technolog				
Administrative Aide	1.00	1.00	1.00	1.00
Administrative Specialist IV	-	-	-	0.75
Associate Client Services Specialist	3.00	1.00	1.60	2.43
Associate GIS Analyst	2.00	-	2.00	1.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Associate GIS Specialist	1.00	-	1.00	2.00
Associate Network Engineer	-	-	1.70	0.70
Associate Software Integrator	7.00	6.00	6.00	3.00
Associate Systems Administrator	-	-	-	1.00
Associate Telecommunications Analyst	-	0.30	0.30	-
CIO/Director, IIT Division	1.00	1.00	1.00	1.00
Chief Information Security Officer	1.00	1.00	1.00	-
Client Services Specialist	-	-	1.00	2.00
Client Services Specialist IV	3.00	1.00	-	-
Coordinator, IIT	-	-	-	1.00
Deputy Director, IIT Division	-	-	1.00	1.00
Functional Team Lead	-	5.00	5.85	5.85
GIS Analyst	1.00	1.00	-	1.00
GIS Project Manager I	1.00	-	-	-
GIS Specialist	2.00	2.00	1.00	-
Information Security Administrator	1.00	-	-	-
Information Security Analyst II	-	1.00	-	-
Information Security Analyst III	2.00	1.00	-	-
Manager, IIT Infrastructure	0.80	0.80	0.80	0.80
Manager, Software Applications	1.00	1.00	1.00	1.00
Mgr, IIT GIS & Public Safety	-	1.00	1.00	1.00
Office Manager	1.60	1.00	1.00	-
Project Manager II	1.00	1.00	-	-
Project Manager III	1.20	4.75	0.75	0.75
Project Manager IV	2.00	2.00	1.00	1.00
Senior Client Services Specialist	1.00	3.00	1.00	1.00
Senior GIS Analyst	-	-	-	1.00
Senior Network Engineer	-	-	1.00	1.00
Senior Software Integrator	-	-	1.00	4.00
Senior Systems Administrator	2.00	2.00	3.00	2.00
Software Integrator	4.00	4.00	1.00	1.00
Staff Client Services Specialist	2.00	2.60	4.00	3.00
Staff GIS Analyst	-	-	1.00	1.00
Staff GIS Specialist	3.00	4.00	4.00	4.00
Staff Infor Security Analyst	-	-	2.00	2.00
Staff Network Engineer	2.00	2.00	-	1.00
Staff Software Integrator	4.00	5.00	11.00	12.00
Staff Systems Administrator	2.00	2.00	1.00	1.00
Staff Telecommunications Analyst	-	0.30	-	0.30
Teamleader	2.00	1.00	-	-
Telecommunications Analyst	-	0.30	0.30	0.30
Telecommunications Analyst IV	0.30	0.30	-	-
	55.90	59.35	60.30	62.88
IIT Voice Services				
Administrative Specialist IV	-	-	-	0.25
Associate Client Services Specialist	-	-	0.40	0.57
Associate Network Engineer	-	-	0.30	0.30
Associate Telecommunications Analyst	-	0.70	0.70	-
Staff Client Services Specialist	-	0.40	-	-
Functional Team Lead	-	-	0.15	0.15

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Manager, IIT Infrastructure	0.20	0.20	0.20	0.20
Office Manager	0.40	-	-	-
Project Manager III	0.80	0.25	0.25	0.25
Telecommunications Analyst IV	1.70	0.70	1.00	1.00
Staff Telecommunications Analyst	-	0.70	-	0.70
Telecommunications Analyst	1.00	0.70	0.70	0.70
Telecommunications Analyst II	1.00	-	-	-
	5.10	3.65	3.70	4.12
TOTAL INTERAGENCY INFORMATION TECH	61.00	63.00	64.00	67.00
PLANNING & PERMITTING				
Planning & Development Review				
Administrative Assistant	1.00	1.00	1.00	-
Administrative Specialist IV	1.00	1.00	1.00	-
Administrative Specialist V	-	-	-	1.00
Coordinator, Planning Division	-	-	-	1.00
Development Review Tech II	-	1.00	1.00	1.00
Director, Development Review	1.00	1.00	1.00	1.00
Director, Planning	1.00	1.00	1.00	1.00
Director, Planning & Permitting Division	1.00	1.00	1.00	1.00
Engineering Manager	-	-	1.00	1.00
Inspector I, Zoning/Nuisance	-	1.00	1.00	1.00
Planner I	2.00	1.00	1.00	1.00
Planner II	2.00	3.00	3.00	3.00
Planning Support Tech	1.00	-	-	-
Prin Planr I, Dev Review	-	-	2.00	4.00
Prin Planr I, Historic Preservation	-	-	-	1.00
Prin Planr II, Comprehensive	3.00	3.00	3.00	3.00
Prin Planr II, Dev Review	3.00	3.00	-	-
Senior Planner	-	1.00	1.00	-
Traffic Engineer	1.00	1.00	1.00	1.00
Zoning Administrator	1.00	1.00	1.00	1.00
	18.00	20.00	20.00	22.00
Permits & Inspections				
Administrative Coordinator	-	-	-	1.00
Administrative Specialist V	2.00	2.00	2.00	1.00
Building Inspector I	-	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	4.00
Building Plan Reviewer Tech	1.00	1.00	1.00	1.00
Building Plans Reviewer I	2.00	1.00	1.00	1.00
Building Plans Reviewer II	2.00	3.00	3.00	3.00
Chief Building Inspector	1.00	1.00	1.00	1.00
Chief Electrical Inspector	-	-	-	1.00
Chief Environmental Inspector	1.00	1.00	1.00	1.00
Chief Plumbing Inspector	1.00	1.00	1.00	1.00
Coordinator, P/I Processing	-	1.00	1.00	1.00
Customer Service Technician I	1.00	2.00	3.00	1.00
Customer Service Technician II	1.00	1.00	1.00	3.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Deputy Director, PPD	1.00	1.00	1.00	1.00
Development Review Tech II	-	1.00	1.00	1.00
Electrical Inspector I	1.00	2.00	1.00	1.00
Electrical Inspector II	1.00	1.00	2.00	2.00
Engineering Specialist I	1.00	1.00	1.00	1.00
Engineering Specialist III	1.00	1.00	1.00	1.00
Environmental Inspector	2.00	2.00	2.00	3.00
Fire Inspector	1.00	1.00	1.00	1.50
Manager, Inspection Services	1.00	1.00	1.00	1.00
Manager, Permitting Services	1.00	1.00	1.00	1.00
Manager, Plan Review Services	1.00	1.00	1.00	1.00
Office Manager	1.00	-	-	-
Permits Technician II	2.00	1.00	-	-
Plumbing Inspector I	-	1.00	1.00	1.00
Plumbing Inspector II	2.00	2.00	2.00	2.00
Senior Customer Service Technician	2.00	1.00	1.00	3.00
	32.00	35.00	35.00	41.50
Agricultural Preservation				
Land Preservation Prgm Admin	1.00	1.00	1.00	1.00
Planner I	1.00	1.00	1.00	1.00
	2.00	2.00	2.00	2.00
TOTAL PLANNING & PERMITTING	52.00	57.00	57.00	65.50
EMERGENCY MANAGEMENT				
Emergency Communications				
Administrative Aide	1.00	1.00	1.00	-
Administrator, Emerg Comm Training	-	-	-	1.00
Administrator, Emerg Communications	3.00	3.00	3.00	3.00
Assistant Director	-	-	-	1.00
Director, Emergency Communications	1.00	1.00	1.00	1.00
Emerg Communications Spec I	7.00	4.00	12.00	15.00
Emerg Communications Spec II	16.00	14.00	9.00	13.00
Emerg Communications Spec III	17.00	27.00	28.00	29.00
Emerg Communications Spec IV	6.00	6.00	6.00	5.00
Emergency Comm Center Mgr	4.00	7.00	8.00	7.00
Personnel Assistant	-	-	-	1.00
	55.00	63.00	68.00	76.00
Emergency Preparedness				
Administrative Aide	1.00	1.00	1.00	1.00
Director, Emerg Preparedness	1.00	1.00	1.00	1.00
Grants Compliance & Training Coord	-	-	-	1.00
Grants Manager	1.00	1.00	1.00	1.00
Planner I	1.00	1.00	1.00	1.00
Planner II	-	-	1.00	2.00
	4.00	4.00	5.00	7.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Emergency Management				
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant Director	-	-	1.00	-
Director, EP&M Division	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>
TOTAL EMERGENCY MANAGEMENT	<u>61.00</u>	<u>69.00</u>	<u>76.00</u>	<u>85.00</u>
FIRE & RESCUE SERVICES				
Fire/Rescue Services				
Administrative Assistant	1.00	1.00	1.00	1.00
Director, Fire Chief, DFRS	1.00	1.00	1.00	1.00
Fire Medic 2	-	-	0.50	-
Firefighter I	-	41.00	0.50	-
Firefighter II	-	-	19.50	-
Personnel Analyst, DFRS	1.00	1.00	1.00	1.00
Personnel Assistant	1.00	1.00	1.00	1.00
	<u>4.00</u>	<u>45.00</u>	<u>24.50</u>	<u>4.00</u>
Fire/Rescue Technical Services				
Administrative Coordinator	1.00	1.00	1.00	1.00
Deputy Chief, DFRS	1.00	1.00	1.00	1.00
Equipment Technician	2.00	1.00	1.00	1.00
Fiscal Specialist	-	-	1.00	1.00
Logistics Specialist	1.00	1.00	1.00	1.00
Manager, DFRS Financial Services	1.00	-	-	-
Operations Supply Manager	-	-	-	1.00
Senior Equipment Technician	-	1.00	1.00	1.00
Senior Fiscal Manager	-	1.00	-	-
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>7.00</u>
Fire/Rescue Professional Serv				
Administrative Coordinator	1.00	1.00	1.00	1.00
Battalion Chief	-	1.00	-	-
Battalion Chief Medic	1.00	-	-	1.00
Fire Captain	1.00	1.00	1.00	1.00
Fire Captain Medic	1.00	1.00	2.00	2.00
Fire Lieutenant	-	1.00	1.00	1.00
Fire Lieutenant Medic	2.00	1.00	1.00	-
Fire Medic 3	1.00	1.00	1.00	1.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Fire & EMS Operations				
Battalion Chief	5.00	5.00	6.00	9.00
Battalion Chief Medic	3.00	3.00	3.00	3.00
Community Services Specialist	-	1.00	1.00	1.00
Deputy Chief, DFRS	1.00	1.00	1.00	1.00
Fire Captain	14.00	13.00	18.00	17.00
Fire Captain Medic	2.00	3.00	3.00	3.00
Fire Lieutenant	39.00	41.00	42.00	43.00
Fire Lieutenant Medic	6.00	6.00	7.00	8.00
Fire Medic 1	-	1.00	-	-

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Fire Medic 2	13.00	14.00	3.50	1.00
Fire Medic 3	36.00	36.00	43.00	46.00
Fire Medic Technician	3.00	3.00	3.00	4.00
Fire Public Safety Educator	1.00	-	-	-
Firefighter I	43.00	34.00	46.50	100.00
Firefighter II	1.00	22.00	43.50	79.00
Firefighter III	140.00	135.00	107.00	114.00
Firefighter Technician	32.00	33.00	44.00	45.00
	<u>339.00</u>	<u>351.00</u>	<u>371.50</u>	<u>474.00</u>
Ambulance Billing				
Coordinator, EMS Billing	1.00	1.00	1.00	1.00
EMS Billing Specialist	1.00	1.00	1.00	2.00
HIPAA Compliance Coordinator	1.00	1.00	1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>
Fire Marshall				
Battalion Chief	1.00	1.00	1.00	1.00
Fire Lieutenant	1.00	1.00	1.00	3.00
Firefighter III	2.00	2.00	2.00	-
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
TOTAL FIRE & RESCUE SERVICES	<u>363.00</u>	<u>416.00</u>	<u>416.00</u>	<u>500.00</u>
VOLUNTEER FIRE/RESCUE SERVICES				
Volunteer Fire & Rescue				
Administrative Coordinator	-	-	-	1.00
Administrative Specialist V	1.00	1.00	1.00	-
Assistant Chief, Volunteer Services	-	-	-	1.00
Director, F&R Volunteer Services	1.00	1.00	1.00	1.00
FCVFRA Volunteer Recruiter	1.00	1.00	1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>
TOTAL VOLUNTEER FIRE/RESCUE SERVICES	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>
ANIMAL CONTROL				
Administrative Specialist III	2.00	2.00	2.00	2.00
Administrative Specialist IV	1.00	1.00	1.00	1.00
Animal Care Supervisor	1.00	1.00	1.00	1.00
Animal Care Technician	2.00	2.00	2.00	2.00
Animal Control Officer	6.00	6.00	6.00	7.00
Asst Animal Care Supervisor	-	1.00	1.00	1.00
Coordinator, Volunteer Program	1.00	1.00	1.00	1.00
Director, Animal Control	1.00	1.00	1.00	1.00
Humane Educator	1.00	1.00	1.00	1.00
Kennel Attendant	1.00	1.00	1.00	1.00
Kennel Technician	7.00	8.00	8.00	8.00
Office Manager	1.00	1.00	1.00	1.00
Supervisor, Animal Control Officers	1.00	1.00	1.00	1.00
	<u>25.00</u>	<u>27.00</u>	<u>27.00</u>	<u>28.00</u>
TOTAL ANIMAL CONTROL	<u>25.00</u>	<u>27.00</u>	<u>27.00</u>	<u>28.00</u>

FY2020 Adopted Budget
Budgeted Positions and Full Time Equivalents (FTEs)

	<u>Adopted 2017</u>	<u>Adopted 2018</u>	<u>Adopted 2019</u>	<u>Adopted 2020</u>
CITIZENS SERVICES				
Scott Key Center				
Certified Nursing Assistant	-	-	-	1.00
Community Support Manager	1.00	1.00	1.00	1.00
Community Support Specialist	18.00	18.00	18.00	18.00
Day Services Manager	-	-	-	1.00
Director, Scott Key Center	1.00	1.00	1.00	1.00
Driver, Scott Key Center	8.00	8.00	8.00	8.00
Individual Support Manager	3.00	3.00	3.00	3.00
Job Development Specialist	1.00	1.00	3.00	3.00
Office Manager	1.00	1.00	1.00	1.00
Registered Nurse, FCDC & SKC	0.86	1.00	1.00	1.00
Transportation Specialist	-	-	1.00	1.00
	<u>33.86</u>	<u>34.00</u>	<u>37.00</u>	<u>39.00</u>
Citizens Services Admin				
Administrative Specialist III	1.00	1.00	1.00	1.00
Administrative Support Supervisor	1.00	1.00	1.00	1.00
Assistant Director, Citizens Services Division	-	-	-	1.00
Coordinator, Veterans Advisory Council	-	-	-	0.50
Director of Operations	-	-	-	0.50
Director, Citizens Services Division	1.00	1.00	1.00	1.00
Fiscal Manager	-	1.00	0.50	-
	<u>3.00</u>	<u>4.00</u>	<u>3.50</u>	<u>5.00</u>
Aging				
Administrative Specialist III	-	1.00	-	-
Administrative Specialist V	1.00	1.00	-	-
Case Manager	2.00	2.00	-	-
Client Services Administrator	1.00	1.00	-	-
Community Services Manager	1.00	1.00	-	-
Coordinator, Caregiver Support	0.60	0.60	-	-
Coordinator, MD Access Point	1.00	1.00	-	-
Coordinator, Volunteer Program	1.00	1.00	-	-
Delivered Meals Case Mgr	1.00	1.00	-	-
Director, Dept of Aging	1.00	1.00	-	-
Director, Home & Community Connection	-	1.00	-	-
Director, Life Enrichment	-	1.00	-	-
Division Director, Senior Services	-	1.00	-	-
Fiscal Manager	1.00	1.00	-	-
Guardianship Administrator	1.00	1.00	-	-
Home Health Aide, DoA	4.00	6.00	-	-
Intake Specialist	1.00	1.00	-	-
Meal Manager, DoA	1.00	1.00	-	-
Ombudsman	1.00	1.00	-	-
P/TCoord, Caregiver Support	0.40	0.40	-	-
Program Specialist	2.00	3.00	-	-
Senior Center Supervisor, DoA	4.00	4.00	-	-

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Social Worker	1.00	1.00	-	-
Van Driver, DoA	2.44	2.44	-	-
	28.44	35.44	-	-
Family Partnership				
Administrative Specialist IV	1.57	1.57	1.57	1.58
Child Development Supervisor	1.00	1.00	1.00	1.00
Director, Family Partnership	1.00	1.00	1.00	1.00
Family Advocate I	4.00	4.00	4.00	4.00
Family Advocate II	2.00	2.00	2.00	2.00
Family Programs Supervisor	1.00	1.00	1.00	1.00
Fiscal Manager	-	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Program Instructor II	2.00	2.00	2.00	2.00
Senior Program Instructor	-	-	-	1.00
Services Specialist I	1.00	1.00	1.00	1.00
Services Specialist II	4.00	4.00	4.00	6.00
Services Supervisor	1.00	1.00	1.00	1.00
	19.57	20.57	20.57	23.58
Housing				
Administrative Aide	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	-
Administrative Specialist IV	1.00	1.00	1.00	-
Administrative Specialist V	-	-	-	1.00
Director, Housing	1.00	1.00	1.00	1.00
Fiscal Manager	1.00	-	-	-
Housing Program Coordinator	3.00	3.00	3.00	3.00
Housing Program Manager	2.00	2.00	2.00	2.00
Inspector II, Housing	1.00	1.00	1.00	1.00
Office Manager	-	-	-	1.00
Rental Housing Specialist	-	-	1.00	1.00
Senior Fiscal Manager	-	1.00	1.00	1.00
	11.00	11.00	12.00	12.00
Office for Children & Family				
Administrative Assistant	-	-	-	0.50
Administrative Coordinator	0.50	0.50	0.50	-
Director of Operations	-	-	-	0.50
Director, Children & Families	1.00	1.00	1.00	1.00
Fiscal Manager	-	-	0.50	-
Program Coordinator	1.00	-	-	-
Program Evaluator	-	1.00	1.00	1.00
	2.50	2.50	3.00	3.00
Child Advocacy Center				
Administrative Specialist V	1.00	1.00	1.00	-
Child Advocate	1.00	1.00	1.00	1.00
Counselor, Child & Family	1.00	1.00	1.00	1.00
Director, Child Advocacy Center	1.00	1.00	1.00	1.00
Office Manager	-	-	-	1.00
	4.00	4.00	4.00	4.00

FY2020 Adopted Budget
Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Human Relations				
Administrative Coordinator	0.50	0.50	0.50	1.00
Director, Human Relations	1.00	1.00	1.00	1.00
	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>2.00</u>
TOTAL CITIZENS SERVICES	<u>103.86</u>	<u>113.01</u>	<u>81.57</u>	<u>88.58</u>
SENIOR SERVICES				
Administrative Specialist III	-	-	1.00	1.00
Administrative Specialist V	-	-	1.00	1.00
Case Manager	-	-	2.00	2.00
Client Services Administrator	-	-	1.00	1.00
Community Services Manager	-	-	1.00	1.00
Coordinator, Caregiver Support	-	-	0.60	0.60
Coordinator, MD Access Point	-	-	1.00	1.00
Coordinator, Volunteer Program	-	-	1.00	1.00
Delivered Meals Case Mgr	-	-	1.00	1.00
Director, Dept of Aging	-	-	1.00	1.00
Director, Home & Community Connection	-	-	1.00	1.00
Director, Life Enrichment	-	-	1.00	1.00
Division Director, Senior Services	-	-	1.00	1.00
Fiscal Manager	-	-	1.00	1.00
Guardianship Administrator	-	-	1.00	1.00
Home Health Aide, DoA	-	-	5.00	5.00
Intake Specialist	-	-	1.00	1.00
Meal Manager, DoA	-	-	1.00	1.00
Ombudsman	-	-	1.00	1.00
P/TCoord, Caregiver Support	-	-	0.40	0.40
Program Specialist	-	-	4.00	-
Program Specialist, Caregiver	-	-	-	1.00
Senior Center Assistant-Urbana	-	-	-	1.00
Senior Center Supervisor, DoA	-	-	4.00	4.00
Service Navigator	-	-	-	4.00
Social Worker	-	-	1.00	1.00
Van Driver, DoA	-	-	2.44	2.44
	<u>-</u>	<u>-</u>	<u>35.44</u>	<u>37.44</u>
TOTAL SENIOR SERVICES	<u>-</u>	<u>-</u>	<u>35.44</u>	<u>37.44</u>
HEALTH SERVICES				
Health Administration				
Health Svcs, Director of Admin & Finance	1.00	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
School Health Program				
Administrative Aide	1.00	1.00	1.00	1.00
Administrative Specialist III	0.92	0.92	0.92	0.92
Director, School Health	1.00	1.00	1.00	1.00
Health Room Technician I	47.25	46.38	14.00	15.75
Health Room Technician II	4.38	4.38	36.75	35.00
LPN, School Health	12.25	13.13	10.50	10.50
Registered Nurse 2, School Hlth	6.13	6.13	7.00	9.67

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Registered Nurse, School Hlth	16.87	16.87	18.62	17.70
School Health, Manager	2.75	2.75	2.75	2.83
	92.54	92.54	92.54	94.37
Developmental Center				
Administrative Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	1.00	1.00	1.00	1.00
Administrative Specialist V	1.00	1.00	1.00	1.00
Asst Mgr., Infant & Toddler Prog	1.00	1.00	1.00	1.00
Audiologist	1.00	1.00	1.00	1.00
Certified Dental Assistant	1.00	2.00	2.00	2.00
Clinical Social Worker	1.00	1.00	2.00	2.00
Data Support Specialist	1.00	1.00	1.00	1.00
Dental Assistant	1.00	1.00	1.00	1.00
Dental Hygenist	1.00	1.00	1.00	1.00
Director, FC Developmtl Center	1.00	1.00	1.00	1.00
FCDC Clinical Fellow SLP	1.00	-	-	-
Family Support Network Coord	1.00	1.00	1.00	1.00
Fiscal Manager	1.00	1.00	1.00	1.00
Infants/Todd Prog Svc Specialist	6.60	6.60	6.60	6.60
Manager, Infant & Toddler Pgm	1.00	1.00	1.00	1.00
Occup Therapist/Certified Asst	1.75	1.75	1.75	0.83
Occupational Therapist	12.92	12.92	11.92	14.64
Physical Therapist	7.88	7.88	7.88	8.91
Program Assistant	2.00	2.00	2.00	-
Program Specialist	-	-	-	2.00
Psychologist	0.50	0.50	0.50	-
Speech/Language Pathologist	6.00	7.00	7.00	8.00
Supervisor, FCDC	6.00	6.00	6.00	5.86
	58.64	59.64	59.64	62.84
TOTAL HEALTH SERVICES	152.18	153.18	153.18	158.21
PARKS & RECREATION				
Parks & Recreation				
Administrative Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist IV	4.00	4.00	4.00	4.00
Administrative Support Supervisor	1.00	1.00	1.00	1.00
Deputy Director, Parks & Recreation	1.00	1.00	1.00	1.00
Director, Parks Division	1.00	1.00	1.00	1.00
Equipment Mechanic	1.00	1.00	1.00	1.00
Marketing Specialist	1.00	1.00	1.00	1.00
Museum Manager	1.00	1.00	1.00	1.00
Park Naturalist	2.00	2.00	2.00	2.00
Park Ranger	-	-	-	2.00
Park Ranger Supervisor	1.00	1.00	-	1.00
Park Security PT	0.51	-	-	-
Park Services Coordinator	-	-	1.00	-
Parks Maintenance Leader	9.00	9.00	9.00	11.00
Parks Maintenance Supervisor	4.00	4.00	4.00	5.00
Parks Maintenance Tech I	5.00	5.00	1.00	4.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Parks Maintenance Tech II	1.00	1.00	4.00	4.00
Parks Maintenance Tech III	5.00	5.00	6.00	6.00
Parks Manager	-	-	1.00	2.00
Personnel Assistant	-	-	-	1.00
Recreation Manager	1.00	1.00	1.00	1.00
Recreation Specialist	3.00	3.00	4.00	5.00
Recreation Supervisor	3.00	3.00	3.00	3.00
Superintendent, Parks	1.00	1.00	1.00	1.00
Superintendent, Recreation	1.00	1.00	1.00	1.00
	47.51	47.00	49.00	60.00
Building Security				
Security Guard	4.00	-	-	-
Security Officer	-	4.00	-	2.00
Security Officer II	-	-	4.00	2.00
Security Supervisor	1.00	1.00	1.00	1.00
	5.00	5.00	5.00	5.00
Custodial Services				
Administrative Specialist IV	1.00	-	-	-
Administrative Specialist V	-	1.00	1.00	1.00
Custodial Services Supervisor	-	-	-	1.00
Custodian I	18.00	22.00	6.00	8.00
Custodian II	-	-	16.00	13.00
Facility Services Manager	1.00	1.00	1.00	1.00
Lead Custodian	4.00	4.00	4.00	4.00
	24.00	28.00	28.00	28.00
TOTAL PARKS & RECREATION	76.51	80.00	82.00	93.00
PUBLIC WORKS				
Public Works Administration				
Administrative Assistant	1.00	-	-	-
Administrative Coordinator	-	-	-	1.00
Administrative Specialist III	-	1.00	1.00	1.00
Administrative Specialist V	-	1.00	1.00	-
Administrative Support Supervisor	-	1.00	1.00	1.00
Contract Support Tech	-	3.00	3.00	3.00
Dept Head, Engineering & Const Mgmt	-	1.00	1.00	1.00
Dept Head, Facilities Maintenance	-	1.00	1.00	1.00
Director, Public Works Division	1.00	1.00	1.00	1.00
Special Project Manager	-	1.00	1.00	1.00
Teamleader	-	-	-	1.00
	2.00	10.00	10.00	11.00
Highway Operations				
Accounting Technician I	-	1.00	1.00	-
Accounting Technician II	-	-	-	1.00
Administrative Specialist V	1.00	1.00	1.00	1.00
Assistant Foreman, Highway	14.00	14.00	14.00	15.00
Bridge Technician I	-	-	1.00	2.00
Bridge Technician II	2.00	2.00	2.00	1.00
Equipment Operator I-DPW	8.00	7.00	6.00	5.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalent (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Equipment Operator II-DPW	2.00	4.00	7.00	7.00
Equipment Operator II/Non-CDL	1.00	1.00	-	-
Equipment Operator III-DPW	3.00	3.00	3.00	5.00
Foreman, Highway	9.00	9.00	9.00	9.00
Highway Sign Aide I	2.00	1.00	2.00	1.00
Highway Sign Aide II	-	-	-	1.00
Highway Sign Aide III	-	1.00	1.00	1.00
Laborer I, Highways	3.00	5.00	5.00	4.00
Laborer II, Highways	6.00	5.00	6.00	6.00
Laborer III, Highways	2.00	1.00	-	1.00
Maintenance Sect Spvr, Highways	2.00	2.00	2.00	2.00
Maintenance Section Specialist	1.00	-	-	-
Manager, Highway Ops	-	1.00	1.00	1.00
Office Manager	1.00	-	-	-
Sign Technician I	2.00	2.00	2.00	-
Sign Technician II	1.00	1.00	1.00	3.00
Superintendent, Highway Ops	1.00	1.00	1.00	1.00
Tree Technician I	1.00	1.00	1.00	1.00
Truck Driver I, Highway	25.00	24.00	18.00	20.00
Truck Driver II, Highway	8.00	8.00	7.00	7.00
Truck Driver III, Highway	-	-	6.00	7.00
	95.00	95.00	97.00	102.00
Transportation Engineering				
Chief, Office of Transp Eng	1.00	1.00	1.00	1.00
Dept Head, Engineering & Const Mgmt	1.00	-	-	-
Engineer I	1.00	1.00	-	1.00
Engineer II	1.00	1.00	1.00	-
Engineer III	1.00	1.00	1.00	1.00
Engineering Supervisor, Traffic & Transp	1.00	1.00	1.00	1.00
Inspector II	1.00	1.00	1.00	1.00
Inspector III	4.00	4.00	4.00	5.00
Program Manager II	1.00	1.00	1.00	1.00
Project Manager I	1.00	1.00	2.00	3.00
Project Manager II	1.00	2.00	1.00	-
Project Manager III	2.00	2.00	3.00	4.00
Senior Utility Technician	1.00	1.00	1.00	1.00
Utility Coordinator-Highways	1.00	1.00	1.00	1.00
	18.00	18.00	18.00	20.00
Construction Management				
Administrative Specialist III	1.00	-	-	-
Administrative Specialist V	1.00	-	-	-
Administrative Support Supervisor	1.00	-	-	-
Chief, Office of Project Management	1.00	1.00	1.00	1.00
Construction Manager I	1.00	1.00	1.00	1.00
Construction Manager II	1.00	1.00	1.00	1.00
Contract Support Tech	2.00	-	-	-
Facilities & Property Acquisitions Mgr	1.00	1.00	1.00	1.00
Inspector III	4.00	4.00	4.00	3.00
Maintenance Project Coordinator	1.00	1.00	1.00	1.00
Program Manager I	1.00	1.00	1.00	1.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Project Manager II	4.00	2.00	2.00	2.00
Project Manager III	-	3.00	3.00	2.00
Project Manager IV	1.00	1.00	1.00	1.00
	<u>20.00</u>	<u>16.00</u>	<u>16.00</u>	<u>14.00</u>
Facility Maintenance				
Accounting Technician I	1.00	1.00	1.00	-
Accounting Technician II	-	-	-	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist V	1.00	1.00	1.00	-
Assistant Chief, Facilities Maintenance	-	1.00	1.00	1.00
Chief, Office of Facilities Maintenance	1.00	1.00	1.00	1.00
Dept Head, Facilities Maintenance	1.00	-	-	-
Facilities Manager	2.00	1.00	1.00	1.00
Foreman, Maintenance	1.00	-	-	-
Lead Building Tech II	7.00	7.00	7.00	7.00
Lead Maintenance Technician	-	2.00	2.00	2.00
Lead, Preventive Maintenance	1.00	1.00	1.00	1.00
Lead, Renovation Crew	-	1.00	1.00	1.00
Maintenance Technician I	3.00	2.00	2.00	1.00
Maintenance Technician II	6.00	9.00	8.00	10.00
Maintenance Technician III	8.00	5.00	6.00	7.00
Maintenance Technician IV	5.00	5.00	6.00	4.00
Office Manager	-	-	-	1.00
	<u>38.00</u>	<u>38.00</u>	<u>39.00</u>	<u>39.00</u>
Fleet Services				
Administrative Assistant	-	1.00	1.00	-
Administrative Specialist IV	1.00	1.00	1.00	1.00
Assistant Director, Fleet Services	1.00	1.00	1.00	1.00
Director, Fleet Services	1.00	1.00	1.00	1.00
Fleet Services Specialist II	1.00	1.00	1.00	1.00
Fleet Services Technician	-	-	-	1.00
Inventory Specialist	2.00	2.00	1.00	1.00
Inventory Specialist II	-	-	1.00	1.00
Lead Vehicle Technician	-	-	1.00	1.00
Service Coordinator	1.00	1.00	1.00	1.00
Service Manager	3.00	3.00	3.00	3.00
Vehicle Equipment Tech I	5.00	4.00	3.00	3.00
Vehicle Equipment Tech II	2.00	2.00	1.00	1.00
Vehicle Equipment Tech III	3.00	4.00	4.00	4.00
Vehicle Equipment Tech IV	8.00	7.00	8.00	8.00
	<u>28.00</u>	<u>28.00</u>	<u>28.00</u>	<u>28.00</u>
TOTAL PUBLIC WORKS	<u>201.00</u>	<u>205.00</u>	<u>208.00</u>	<u>214.00</u>
TRANSIT SERVICES				
Administrative Assistant	1.00	1.00	1.00	-
Administrative Specialist III	2.00	2.00	2.00	-
Administrative Specialist IV	-	-	-	2.00
Assistant Director, Transit Ops	1.00	1.00	1.00	1.00
Communications Manager	-	-	-	1.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Community Relations Coordinator	1.00	1.00	1.00	-
Coordinator, Transit	-	-	-	1.00
Deputy Director, Transit	1.00	1.00	1.00	1.00
Director, Transit Division	1.00	1.00	1.00	1.00
Dispatcher, Transit	4.00	4.00	4.00	4.00
Driver-Fixed Route	29.00	29.00	29.00	29.00
Driver-Shuttle	19.75	20.75	20.75	22.75
Fiscal Manager	1.00	1.00	1.00	1.00
Operations Manager/Transit	2.00	2.00	2.00	2.00
Operations Supervisor	3.00	3.00	3.00	3.00
Transportation Planner-Transit	1.00	1.00	1.00	1.00
Utility Person	1.00	1.00	1.00	1.00
TOTAL TRANSIT SERVICES	67.75	68.75	68.75	70.75
UTILITIES AND SOLID WASTE MGMT				
Solid Waste Operations				
Administrative Specialist IV	1.00	1.00	1.00	1.00
Assistant Dept Head, SWM	1.00	1.00	1.00	1.00
Custodian I	1.00	1.00	-	-
Custodian II	-	-	1.00	1.00
Dept Head, Reg Compliance	-	0.10	0.10	0.10
Dept Head, SWM	1.00	1.00	1.00	1.00
Deputy Director, DUSWM	-	0.20	0.20	0.20
Director, Div of Util & SWM	0.40	0.40	0.40	0.40
Engineer II, SWM	0.60	0.60	0.60	0.60
Environment Technician	0.90	0.90	0.90	0.90
Environmtl Hlth & Safety Specialist	0.25	0.25	0.25	0.25
Equipment Mechanic, Solid Waste	2.00	2.00	2.00	2.00
Equipment Operator II-DUSWM	8.00	8.00	10.00	11.00
Equipment Operator III-DUSWM	2.00	2.00	2.00	1.00
Foreman, DUSWM	2.00	2.00	2.00	2.00
Laborer I, DUSWM	2.00	3.00	3.00	2.00
Laborer II, DUSWM	-	-	-	1.00
Laborer III, DUSWM	3.00	4.00	-	-
Light Equipment Operator I	-	-	5.00	5.00
Recycling Admin Specialist	1.00	1.00	1.00	1.00
Recycling Collections Inspector I	-	1.00	1.00	1.00
Recycling Manager	1.00	1.00	1.00	1.00
Recycling Program Analyst	3.00	3.00	3.00	3.00
Recycling Services Coordinator	1.00	1.00	-	-
Security Guard	3.00	3.00	3.00	3.00
Senior Weighmaster	1.00	1.00	1.00	1.00
Supervisor, Recycling Ops	1.00	1.00	1.00	1.00
Supervisor, SW Operations	1.00	1.00	1.00	1.00
Utility Support Technician III	1.00	1.00	1.00	1.00
Weighmaster	3.00	3.00	3.00	3.00
	41.15	44.45	46.45	46.45

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Solid Waste Closure				
Environment Technician	0.10	0.10	0.10	0.10
	0.10	0.10	0.10	0.10
W&S Administration				
Accountant II	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	-
Administrative Specialist III	-	1.00	1.00	1.00
Administrative Specialist V	1.00	1.00	1.00	1.00
Administrative Support Supervisor	-	-	-	1.00
Billing Manager	1.00	1.00	1.00	1.00
Collections Specialist I	1.00	1.00	1.00	-
Collections Specialist II	-	-	-	1.00
Deputy Director, DUSWM	1.00	0.80	0.80	0.80
Director, Div of Util & SWM	0.60	0.60	0.60	0.60
Sr. Utility Billing Specialist	-	1.00	1.00	1.00
Teamleader	1.00	1.00	1.00	1.00
Utility Analyst	1.00	1.00	1.00	1.00
Utility Billing Specialist I	2.00	1.00	-	-
Utility Billing Specialist II	-	1.00	2.00	1.00
Utility Billing Specialist III	1.00	-	-	1.00
Utility Support Technician III	1.00	1.00	1.00	1.00
	12.60	13.40	13.40	13.40
W&S Operations				
Administrative Specialist IV	1.00	-	-	-
Assistant Chief Operator	4.00	4.00	4.00	4.00
Chief Operator	3.00	3.00	3.00	3.00
DUSWM Trainee	2.00	-	-	-
Distribution System Op I	-	2.00	-	2.00
Distribution System Op II	-	-	2.00	2.00
Facilities Maintenance Tech IV	1.00	1.00	1.00	1.00
Sludge Disposal Eq Operator I	1.00	1.00	-	-
Sludge Disposal Eq Operator II	-	-	1.00	1.00
Superintendent, Purification/Dis	1.00	1.00	1.00	1.00
Superintendent, WW Treatmt/Disp	1.00	1.00	1.00	1.00
Wastewater Trtmt Pl Op I	4.00	1.00	-	-
Wastewater Trtmt Pl Op II	6.00	8.00	6.00	5.00
Wastewater Trtmt Pl Op III	2.00	5.00	7.00	8.00
Wastewater Trtmt Pl Op IV	4.00	3.00	3.00	3.00
Water Treatmt Pl Oper I	5.00	1.00	2.00	2.00
Water Treatmt Pl Oper II	1.00	3.00	5.00	5.00
Water Treatmt Pl Oper III	3.00	3.00	-	3.00
Water Treatmt Pl Oper IV	5.00	5.00	7.00	5.00
Wtr/Wstwtr Trainee	10.00	11.00	10.00	9.00
	54.00	53.00	53.00	55.00
W&S Engineering & Planning				
Administrative Specialist V	1.00	1.00	1.00	1.00
Construction Manager I	1.00	1.00	1.00	1.00
Dept Head, Eng & Plan	1.00	1.00	1.00	1.00
Engineer II	2.00	2.00	2.00	2.00
Engineering Manager	1.00	1.00	1.00	1.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Engineering Tech II	2.00	2.00	2.00	2.00
Inspector II	1.00	1.00	1.00	1.00
Inspector III	1.00	1.00	1.00	1.00
Land Acquisition Specialist	1.00	1.00	1.00	1.00
Project Manager II	2.00	2.00	1.00	2.00
Project Manager III	-	-	1.00	1.00
Project Manager IV	1.00	1.00	1.00	1.00
	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>15.00</u>
W&S Maintenance				
Administrative Coordinator	1.00	1.00	1.00	1.00
Assistant Dept Head, SWM	1.00	1.00	-	-
Assistant Superintendent, DUSWM	-	-	1.00	1.00
Collection Systems Inspector I	1.00	1.00	1.00	1.00
Collection Systems Inspector II	-	-	-	1.00
Custodian I	1.00	1.00	-	-
Custodian II	-	-	1.00	1.00
DUSWM Trainee	4.00	5.00	4.00	5.00
Electrical Maintenance Supervisor	1.00	1.00	1.00	1.00
Electrical Maintenance Tech I	2.00	2.00	2.00	1.00
Electrical Maintenance Tech II	-	-	-	1.00
Electrical Maintenance Tech III	3.00	3.00	1.00	1.00
Electrical Maintenance Tech IV	-	-	2.00	2.00
Electronic Instrumentation Tech II	-	-	-	1.00
Electronic Instrumentation Tech III	2.00	2.00	1.00	1.00
Electronic Instrumentation Tech IV	-	-	3.00	2.00
Facilities Maintenance Tech I	-	1.00	-	-
Facilities Maintenance Tech II	-	-	-	1.00
Facilities Maintenance Tech III	3.00	3.00	2.00	2.00
Facilities Maintenance Tech IV	1.00	1.00	2.00	1.00
Facility Maintenance Supervisor	1.00	1.00	1.00	1.00
Laborer I, DUSWM	1.00	1.00	1.00	1.00
Maintenance Job Controller	1.00	1.00	1.00	1.00
Meter Maint Supervisor, DUSWM	1.00	1.00	1.00	1.00
Meter Maintenance Tech I	1.00	1.00	1.00	-
Meter Maintenance Tech II	-	-	-	1.00
Meter Maintenance Tech III	2.00	1.00	1.00	1.00
Meter Maintenance Tech IV	1.00	1.00	1.00	1.00
Superintendent, Maintenance	1.00	1.00	1.00	1.00
Utilities Sys Maint Supervisor	1.00	1.00	1.00	1.00
Utility Location Tech II	2.00	2.00	2.00	2.00
Utility Systems Maint Tech I	5.00	1.00	-	-
Utility Systems Maint Tech II	-	3.00	5.00	4.00
Utility Systems Maint Tech III	1.00	1.00	1.00	2.00
Utility Systems Maint Tech IV	1.00	1.00	2.00	1.00
	<u>39.00</u>	<u>39.00</u>	<u>41.00</u>	<u>42.00</u>
W&S Regulatory Compliance				
Administrative Specialist III	1.00	-	-	-
Administrative Specialist IV	-	1.00	1.00	1.00
Dept Head, Reg Compliance	1.00	0.90	0.90	0.90
Engineer II, SWM	0.40	0.40	0.40	0.40

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Environmtl Hlth & Safety Specialist	0.75	0.75	0.75	0.75
Industrial/Commercial Insp. W/S	2.00	2.00	2.00	2.00
Laboratory Supervisor	1.00	1.00	1.00	1.00
Laboratory Technician	3.00	3.00	3.00	3.00
Pretreatmnt Pro/Sludge Mgmt Sp	1.00	1.00	1.00	1.00
W&S Senior Lab Technician	2.00	2.00	2.00	2.00
	<u>12.15</u>	<u>12.05</u>	<u>12.05</u>	<u>12.05</u>
TOTAL UTILITIES AND SOLID WASTE MGMT	<u>173.00</u>	<u>176.00</u>	<u>180.00</u>	<u>184.00</u>
FREDERICK CO PUBLIC LIBRARIES				
Library Operations				
Administrative Aide	2.00	2.00	2.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Specialist IV	1.00	1.00	1.00	1.00
Administrative Specialist V	1.00	-	-	-
Assistant Branch Administrator	1.00	1.00	1.00	1.00
Assistant Community Branch Administrator	-	-	1.00	1.00
Assistant Regional Branch Administrator	1.00	2.00	1.00	1.00
Associate Director, Library	2.00	2.00	2.00	2.00
Branch Administrator I	-	1.00	2.00	3.00
Branch Administrator II	4.00	4.00	4.00	4.00
Branch Administrator III	1.00	1.00	1.00	1.00
Branch Manager I-Bookmobile	2.00	2.00	2.00	2.00
Branch Manager II	1.00	1.00	1.00	-
Circulation Clerk	15.83	15.83	15.83	15.15
Clerk/Driver	1.00	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00	1.00
Community Services Specialist	1.00	-	-	-
Development Officer	1.00	1.00	1.00	1.00
Director, Library Division	1.00	1.00	1.00	1.00
FCPL Community Svcs Manager	-	1.00	1.00	1.00
FCPL Youth Services Manager	1.00	1.00	1.00	1.00
Financial Business Office Manager	1.00	1.00	1.00	1.00
Hardware Specialist	-	1.00	1.00	1.00
Info & Tech Material Manager	1.00	1.00	1.00	1.00
Librarian I	16.98	19.98	22.23	19.20
Librarian II	1.00	1.00	1.00	1.00
Library Acquisition Assistant	-	-	-	1.00
Library Associate	18.90	21.40	24.15	25.95
Library Communications Specialist	1.00	1.00	1.00	1.00
Library Specialist	9.81	9.81	8.81	9.85
Library Web Developer	1.00	1.00	1.00	1.00
Manager, Library Collections	1.00	1.00	1.00	1.00
Manager, Library Computer Systems	1.00	1.00	1.00	1.00
Materials Manager	1.91	1.91	1.91	1.95
PT Library Technician	4.41	4.41	4.41	4.50
PT Systems Technician FCPL	0.49	0.49	0.49	0.45
Personnel Analyst, Library	-	-	-	1.00

FY2020 Adopted Budget

Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Personnel Assistant	-	-	-	1.00
Processing Technician	3.00	3.00	3.00	1.00
Project Coordinator, FCPL	1.00	1.00	1.00	1.00
Senior Circulation Clerk	4.00	4.00	4.00	6.00
Shelf Management Coordinator	1.80	1.80	1.80	1.00
Supervisor, CBA Children Svcs	1.00	1.00	1.00	1.00
Supervisor, Childrens Services	3.00	4.00	5.00	5.00
Supervisor, Circ Svcs	1.00	1.00	1.00	1.00
Supervisor, Circ Svcs (Rgnl)	3.00	3.00	3.00	3.00
Systems Administrator	1.00	1.00	1.00	1.00
User Support Specialist	1.00	1.00	1.00	1.00
Virtual Branch Mgr	1.00	1.00	1.00	1.00
	<u>119.13</u>	<u>127.63</u>	<u>133.63</u>	<u>134.05</u>
TOTAL FREDERICK CO PUBLIC LIBRARIES	<u>119.13</u>	<u>127.63</u>	<u>133.63</u>	<u>134.05</u>
INDEPENDENT AGENCIES				
Social Services				
Administrative Clerk	1.00	1.00	1.00	-
Administrative Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	1.00	1.00	1.00	2.00
Administrative Specialist IV	2.00	2.00	2.00	1.00
CIS Technician	1.00	1.00	1.00	1.00
Case Aide/Technician, DSS	1.00	1.00	1.00	1.00
Case Manager	2.00	1.00	1.00	2.00
Child Support Enforcement Agent	4.00	4.00	4.00	4.00
Fiscal Clerk I	1.00	1.00	1.00	1.00
Fiscal Clerk II	1.00	1.00	1.00	1.00
Job Placement Specialist	1.00	1.00	1.00	-
Nutrition Specialist	2.00	2.00	2.00	-
Program Instructor II	-	1.00	1.00	-
Social Worker	-	-	-	1.00
	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>15.00</u>
Liquor Commission				
Administrative Specialist V	2.00	2.00	2.00	2.00
Alcohol Beverage Inspector	2.00	2.00	2.00	2.00
Liquor Board Coordinator	-	1.00	1.00	1.00
Program Evaluator	1.00	-	-	-
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Interagency Internal Audit				
Administrative Coordinator	1.00	1.00	1.00	-
Coordinator, Internal Audit	-	-	-	1.00
Director, Internal Audit	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Weed Control				
Coordinator, Weed Control	1.00	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Soil Conservation				
Administrative Specialist III	1.00	1.00	1.00	1.00

FY2020 Adopted Budget
Budgeted Positions and Full Time Equivalents (FTEs)

	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020
Assistant Soil District Manager	1.00	1.00	1.00	1.00
District Urban Technician	1.00	1.00	1.00	1.00
Nutrient Specialist	-	-	-	1.00
Office Manager	1.00	1.00	1.00	-
Soil Conservation Specialist	1.00	1.00	1.00	1.00
Soil Conservation Technician	1.00	1.00	1.00	1.00
Soil District Manager	1.00	1.00	1.00	1.00
	7.00	7.00	7.00	7.00
TOTAL INDEPENDENT AGENCIES	33.00	33.00	33.00	30.00
GRAND TOTAL	2,111.85	2,235.63	2,265.63	2,411.58

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**CAPITAL IMPROVEMENT
PROGRAM (CIP)
FY2020-2026**

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The approved six year Capital Improvement Program (CIP) for fiscal years 2020 – 2025 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.

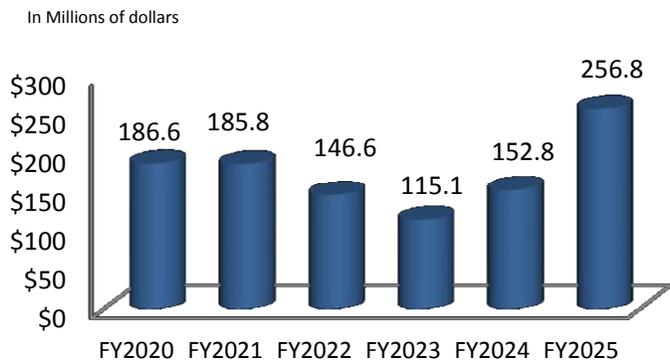
The project will also have an individual project cost totaling \$100,000 or more. Projects of less than \$100,000 will only be permitted when required for State or Federal funding; and multiple projects in a single category, totaling \$100,000 or more, will also be considered if they meet all other characteristics.

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 130 projects that totaled \$1,043,681,552.

CATEGORY	APPROVED
General Government	\$ 149,106,192
Parks & Recreation	36,829,704
Watershed Restoration	37,519,245
Transportation	166,179,004
Water and Sewer	215,233,400
Solid Waste	1,878,000
Community College	22,459,500
Board of Education	413,444,924
Municipalities	1,031,583
Total	1,043,681,552

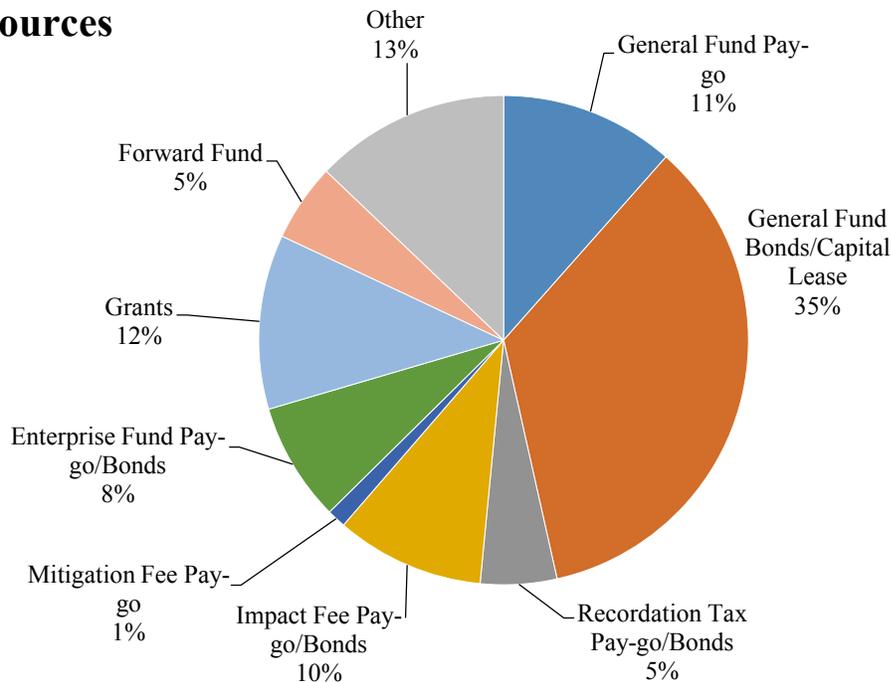


REVENUE SOURCES

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. Revenue sources are increasing, however balancing requests with available cash and “affordable” debt will continue to impact the CIP.

	ADOPTED
General Fund*	\$ 120,436,174
General Fund Bonds/Lease	364,836,200
Recordation Taxes - Parks	16,017,131
Recordation Tax Bonds - Parks	8,274,962
Recordation Taxes - Schools	17,745,590
Recordation Tax Bonds - Schools	10,500,000
Impact Fees - Library	3,200,963
Impact Fees -Schools	95,102,076
Impact Fee Bonds - Schools	4,196,000
Mitigation Fees - Schools	13,000,000
Enterprise Fund Pay-go	22,986,352
Enterprise Fund Bonds	58,916,512
Grants - State	114,145,209
Grants - Federal	6,342,800
Cash - Forward Fund State	53,493,622
Other	134,487,961
Total	\$ 1,043,681,552

Revenue Sources



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 FY 2020-2025 CIP does not have pay-go funding allocated to meet this goal for the 6-year period or any of the years individually.

With the adoption of the FY 2020 General Fund operating budget, \$18.9 million is allocated to the Capital Budget. The \$18.9 million represents 3.1% of General Fund operating revenue. Approximately \$104.6 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 \$14,132 and the library impact fee will be \$681.

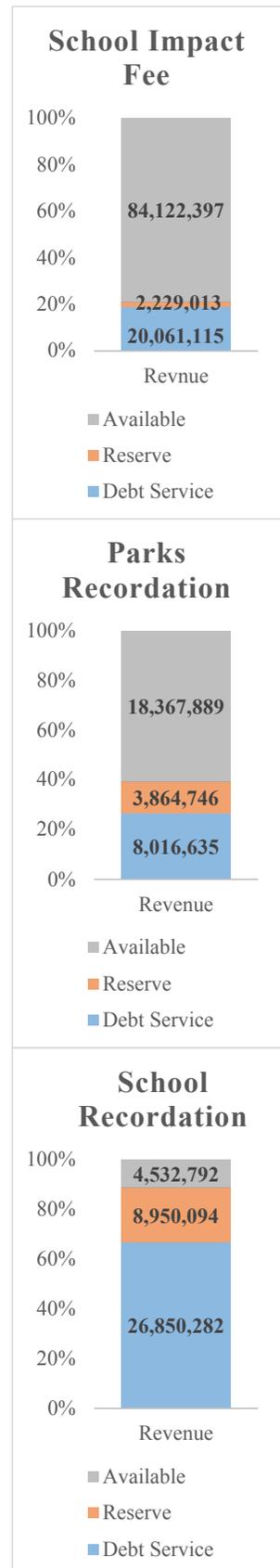
Approximately 19% of the current school impact fees collected are committed to the payment of Impact Fee Bond debt service but will decrease to approximately 2% by FY2025. Over the FY 2020-2025 period, school impact fees are projected to generate \$106.4 million. During this same period library impact fees are estimated to generate \$5.5 million. Over the six year program after taking into account previously unallocated funds from prior years, approximately \$95.8 million in pay-go is allocated for new or expanded school capital projects and \$3.2 million in pay-go is allocated for new or expanded library capital projects. **Note: Although presented here in a consolidated format, school impact fees are collected and allocated per school level and cannot be co-mingled.

As of 2000, a percentage of the proceeds from Recordation taxes have been dedicated to Parks and Recreation capital projects. For the FY 2020-2025 CIP time frame the percentage rate is set at 12.5% and is estimated to generate \$30.2 million. Of this, approximately \$8.0 million will be used to pay debt service and \$3.8 million will be held in reserve per our special revenue fund balance guideline. The FY 2020-2025 CIP allocates \$15.3 million of direct funding and \$7.6 of bonds to fund acquisition and development of recreational and open space land (after taking into account previously unallocated funds from prior years).

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 FY 2020-2025 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 after taking into account previously unallocated funds from prior years, \$17.7 million in pay-go and \$10.5 million in bonds are allocated to fund school construction.

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. 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.

State and Federal Grants are another source of CIP funding. Approximately \$120.5 million is projected to be available to fund various projects. Of this, \$114.1 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. \$23.0 million in pay-go and \$58.9 million in bonds are allocated in the FY 2020-2025 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 February 2018, 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 of 1.5%, an assessed valuation growth rate between 3.1% and 3.5%, annual revenue growth in General Fund revenues between 3.9% and 5.0%, and an interest rate of 5.00% on new debt. The Debt Affordability model projects a total six-year General Fund debt capacity of \$375.6 million for the period FY2020-2025.

	Standards	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
AFFORDABLE DEBT		93.15	51.31	51.50	55.39	60.11	64.48
GF Debt Service/ GF Revenue	9.0%	7.5%	7.6%	7.8%	8.0%	7.9%	8.2%
GF Debt/ Assessed Value	2.0%	1.3%	1.6%	1.6%	1.6%	1.6%	1.6%
GF Debt/ GF Revenue	80.0%	65.2%	80.0%	80.0%	79.4%	79.3%	79.4%
Total Debt Service/ GF Revenue	17.2%	14.6%	14.8%	13.9%	14.6%	13.8%	13.7%

Table 1 compares debt capacity available to the debt capacity needed in order to maintain the current “updated” CIP. Due to conservative FY19 estimates for general fund revenue, in particular income tax revenue, the FY20 revenue estimates saw an increase in the projections that then increased the “affordable debt.”

Table 2 compares debt capacity available to the debt capacity needed to fund the approved FY2020-2025 CIP.

NOTE: “Updated CIP” takes the current CIP (FY2019-2024) and updates the costs based on current construction costs.

Table 1

Projected General Fund Debt Affordability VERSUS
Updated CIP Projects for FY 2020-2025
(\$ millions)

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total Debt Cap
Affordable Debt	93.15	51.31	51.50	55.39	60.11	64.48	375.94
Updated Debt	53.40*	63.77*	58.52*	47.85*	55.19*	66.60*	345.33
Cumulative Excess (Deficit)	39.75	27.29	20.27	27.81	32.73	30.61	30.61

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

Table 2

Projected General Fund Debt Affordability VERSUS
Approved FY 2020-2025 CIP
(\$ millions)

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total Debt Cap
Affordable Debt	93.15	51.31	51.50	55.39	60.11	64.48	375.94
Approved Debt	59.89	69.00	56.37	47.24	58.96	73.38	364.84
Cumulative Excess (Deficit)	33.26	15.57	10.70	18.85	20.00	11.10	11.10

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

SUMMARY - ALL PROJECTS

PROJECT	6-Year **	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
General Government	149,106,192	217,082,638	25,316,467	16,375,776	26,823,325	30,718,390	23,032,384	39,851,286	12,305,031	42,659,979
Parks & Recreation	36,829,704	78,278,200	21,539,336	4,922,371	11,820,613	3,357,078	11,681,190	2,866,955	2,181,497	19,909,160
Watershed Restoration and Retrofit	37,519,245	73,229,340	15,967,470	7,045,399	6,038,846	6,037,500	6,037,500	6,180,000	6,180,000	19,742,625
Roads	20,686,700	71,338,482	30,749,582	2,332,200	10,428,800	321,400	6,046,400	806,100	751,800	19,902,200
Bridges	11,799,900	17,185,100	5,385,200	3,687,900	2,763,300	1,560,100	456,200	2,096,300	1,236,100	0
Highways	133,692,404	148,553,181	13,674,177	25,478,154	21,824,700	24,595,450	21,294,700	20,249,700	20,249,700	1,186,600
Water and Sewer	215,233,400	281,148,437	62,467,786	37,390,600	25,016,500	21,740,000	21,549,000	27,238,000	82,299,300	3,447,251
Solid Waste	1,878,000	2,678,000	800,000	828,000	210,000	210,000	210,000	210,000	210,000	0
Community College	22,459,500	36,512,242	2,841,492	5,902,000	8,477,210	4,319,290	1,017,000	1,017,000	1,727,000	11,211,250
Board of Education	413,444,924	632,812,562	73,756,936	82,052,781	72,304,276	53,682,152	23,671,891	52,200,023	129,533,801	145,610,702
Municipalities	1,031,583	1,522,132	490,549	553,389	116,569	101,250	97,042	83,333	80,000	0
Total Expense	1,043,681,552	1,560,340,314	252,988,995	186,568,570	185,824,139	146,642,610	115,093,307	152,798,697	256,754,229	263,669,767
FUNDING										
General Fund	120,436,174	183,406,955	14,463,180	20,003,295	19,318,565	18,719,140	17,932,087	22,008,324	22,454,763	48,507,601
General Fund Bonds & Capital Lease	364,836,200	603,359,786	102,537,724	59,887,217	69,004,086	56,368,033	47,240,753	58,956,611	73,379,500	135,985,862
Recordation Tax & Bonds	52,537,683	81,278,549	20,675,876	9,547,062	16,793,249	8,313,169	12,394,079	1,787,791	3,702,333	8,064,990
Impact Fee & Bonds	102,499,039	120,162,313	14,155,024	16,337,324	14,422,790	10,744,732	11,375,395	24,618,798	25,000,000	3,508,250
School Mitigation Fee	13,000,000	19,729,424	6,729,424	3,000,000	7,000,000	3,000,000	0	0	0	0
Excise Tax	0	2,073,492	2,073,492	0	0	0	0	0	0	0
Enterprise Fee & Bonds	81,902,864	96,440,014	12,619,163	13,247,300	6,313,850	1,953,675	1,762,675	6,502,055	52,123,309	1,917,987
Grants	120,488,009	154,494,338	22,835,390	25,378,387	23,116,080	23,101,341	16,647,667	15,810,367	16,434,167	11,170,939
Other	187,981,583	299,095,443	56,599,722	39,167,985	29,855,519	24,442,520	7,740,651	23,114,751	63,660,157	54,514,138
Total Funding Source	1,043,681,552	1,560,040,314	252,688,995	186,568,570	185,824,139	146,642,610	115,093,307	152,798,697	256,754,229	263,669,767

** 6-Year is the sum of FY2020 through FY2025

Project #	PUBLIC SAFETY (General Government) Project Name	Current Constr. Year	Approved Constr. Year	Notes
GG1002	PSTF Parking	2020	2020	
GG1027	Northgate Fire Station	Prior	Prior	Residual Funding due to design being delayed; Updated the project name to reflect the name of the fire station
GG1028	Green Valley Fire Station	2020	2021	Delayed 1 year - to reflect the actual timing of the project
GG1031	*Carroll Manor Fire Station		Design 2024	
GG1080	SCBA Replacement	2024/25	2024/25	
GG1082	Fire Rescue Portable Radio Replacement	Complete	Complete	Moved Funding to GG1198-Portable Radio Replacements
GG1083	Advanced Life Support Cardiac	2024/25	2024/25	
GG1085	DFRS Mobile Data Terminal	2019-2021	2019-2021	
GG1098	Fire Apparatus and Vehicle	On-going	On-going	
GG1105	Adult Detention Center Storage	Out Years	Out Years	
GG1106	ADC Medical Unit	2022	2022	Due to State participation this project was downscoped to only include the medical unit
GG1107	ADC Infrastructure Rehabilitation	2024	2024	
GG1108	*ADC Control Center Modernization		2020	
GG1153	*Courthouse Security Equipment Replacement		2022	
GG1156	Sheriff Office Mobile Data Terminal Replacements	Various	Various	Added next cycle (FY2024-26)
GG1157	*Sheriff's Office Dell EMC Isilon		2020	
GG1195	Communications Support Vehicle	2020	2020	
GG1197	Radio system capacity enhancement		Out Years	Placeholder
GG1198	Portable Radio Replacements	2022-2023	Various	Using funding from GG1082 to move forward a portion of the project

Project #	BUILDINGS AND SYSTEMICS (General Government) Project Name	Current Constr. Year	Approved Constr. Year	Notes
GG2019	Courthouse Capacity Improvements Project	2024	2024	
GG2030	Public Safety Training Facility Maintenance Shop and Garages	2024	2024	
GG2031	Montevue Campus Refueling Station	2023	2023	
GG2034	Pine Avenue Maintenance Complex	2022	2021	Moved forward 1 year
GG2037	*Treasury Redesign		2020	
GG2038	*Montevue Campus		Design 2024	
GG4199	Maintenance Systemics - General	On-going	On-going	Added additional funding

Construction Year reflects the "funding" year and not necessarily the actual year of construction

* Denotes "New" project

Project #	LIBRARY (General Government) Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
GG3005	Middletown Library	2023	2023	
GG3006	Linganore Town Center Library	Out Years	Out Years	
GG3101	*Point of Rocks Library Rehab		2020	Moved funding from Walkersville Library
GG3090	*Integrated Library System Migration		2022	

Project #	TECHNOLOGY (General Government) Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
GG5001	IIT Systemics- General	On-going	On-going	Re-aligned funding as requested
GG5005	LEAPS	On-going; 2021/22	On-going; 2021/22	Added additional funding
GG5006	Enterprise GIS	On-going	On-going	
GG5008	Financial System	On-going	On-going	Added additional funding
GG5009	Land Management	On-going; 2018/19	On-going; 2018/19	Added additional funding
GG5010	EAM & Fleet Mgt System - Software	2020	2020	Added additional funding
GG5015	Treasury System	On-going	On-going	Added additional funding
GG5080	Video Services On-going	On-going	On-going	

Project #	PARKS AND RECREATION Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
PR0001	Acquisition	On-going	On-going	
PR1023	*Othello RP Phase 2		Design 2024	
PR1026	Old National Pike DP - Ph 2	2023	2023	
PR1028	Middletown CP Development & Rehab	2021	2021	
PR1032	Utica DP - Phase 2	Prior	Prior	Residual Funding
PR1033	Rose Hill Exhibit and Storage Barn	2023	2022	Moved forward 1 year as requested
PR1035	*Point of Rocks Pedestrian Bridge		2021	
PR2000	Parks Systemic	On-going	On-going	
PR2009	Ballenger Creek Park Maintenance Area & Widrick House Rehabilitation	Study 2022	Study 2022	
PR2010	*Playground Replacement and Reconstruction		Various	Funding starts in FY2025
PR3001	Bikeways/Trails Program	Various	Various	
PR3007	River Access Master Plan	Master Plan 2021	Master Plan 2021	

Construction Year reflects the "funding" year and not necessarily the actual year of construction

* Denotes "New" project

Project #	PARKS AND RECREATION Project Name	Current Constr. Year	Approved Constr. Year	Notes
PR3501	Park Schools	Various	Various	**Added Rock Creek; Pulled out of East County (per Division)
PR8002	South County YMCA, Indoor Pool Partnership	2019-2024	2019-2024	

Project #	WATERSHED RESTORATION Project Name	Current Constr. Year	Approved Constr. Year	Notes
WR1026	County-Owned Stormwater Facility Retrofits	On-going	On-going	Re-aligned funding between projects in the Watershed Restoration category based on timing, value, etc.
WR1039	Reforestation Program	On-going	On-going	
WR1042	Stream Restorations	On-going	On-going	
WR1043	Regenerative Stormwater Conveyance Retrofits	Various	Various	
WR1044	Non-County Owned Stormwater Facility Retrofits	On-going	On-going	
WR1045	Watershed Assessments	On-going	On-going	
WR1051	*Cloverhill Stormwater Retrofits		2020/21	In conjunction with Highway project
WR1099	Watershed Systemics	On-going	On-going	Moved some funding out to designated projects

Project #	ROADS Project Name	Current Constr. Year	Approved Constr. Year	Notes
RD1052	Boyers Mill Road	Prior	Prior	Residual Funding
RD1061	Reichs Ford Road - Ph 2	Planning 2023/24	Planning 2023/24	
RD1064	Yeagertown Road	Planning 2024	Planning 2024	
RD1066	White Rock Subdivision Improvements	2021	2021	
RD1067	Gas House Pike (from the City Limits to Boyers Mill Road)	2020	2020	
RD1068	Christopher's Crossing Widening	2023	2023	

Construction Year reflects the "funding" year and not necessarily the actual year of construction

* Denotes "New" project

Project #	BRIDGES Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
BR1029	Gas House Pike Bridge	Prior	Prior	Additional funds based on recent estimates
BR1032	Brethren Church Rd Br	2022	2022	
BR1033	Hessong Bridge Road Bridge (F15-01)	2021	2021	
BR1036	Hoovers Mill Road Bridge over Owens Creek	2020	2020	
BR1037	Hornets Nest Road Bridge	2021	2021	
BR1038	Biggs Ford Road Bridge F26-04	Design 2023	Design 2023	
BR1039	*Stevens Road Bridge		2020	
BR1049	Stottlemeyer Road Bridge Deck Replacement	2024	2024	
BR1051	Replacement of Old Mill Road Bridge over Maryland Midland Railroad	2024	2024	

Project #	HIGHWAYS Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
HW1001	Pavement Management Program	On-Going	On-Going	
HW1050	Highway Network Systemic - General	On-Going	On-Going	
HW1090	Sidewalk Retrofit Program	Various	Various	
HW1095	*Sidewalk Missing Links		Various	
HW1100	Road Signalization FY09 ongoing	On-Going	On-Going	
HW1201	*Cloverhill Stormdrain Improvements		2020/21	In conjunction with Watershed project
HW3002	*Thurmont & Johnsville Satellite Facility Improvements		2022	
HW3004	Roads Satellite Facilities #3	Prior	Prior	Additional funding as requested
HW3005	Urbana Satellite Yard	Prior	Prior	Expanded scope helps with Park & Rec parking
HW3050	*Highway Operations Satellite Facility		Various	

Project #	WATER/SEWER Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
WS1001	Ballenger-McKinney WWTP Sludge Management	2024	2025	Delayed 1 year as requested by the division based on anticipated need
WS1002	Sewerage Problem Area Remediation	Out Years	Out Years	Placeholder
WS1009	Inflow & Infiltration 1 201A-S	Various	Various	Additional Funding as new areas are identified
WS1012	Linganore Interceptor 1 - Lower Reach	Out Years	Out Years	Placeholder
WS1013	Linganore Interceptor 2 - Upper Reach	Out Years	Out Years	Placeholder

Construction Year reflects the "funding" year and not necessarily the actual year of construction

* Denotes "New" project

Project #	WATER/SEWER Project Name	Current Constr. Year	Approved Constr. Year	Notes
WS1023	Water Storage Tank 2	2020	2020	Placeholder
WS1028	Developer-Funded Infrastructure	On-Going	On-Going	
WS1032	Lewistown Wastewater Treatment Plant Improvements	Prior	Prior	Additional Funding
WS1033	Lewistown Wastewater Collection System	Prior	Prior	Additional Funding
WS1055	*Adamstown Gravity Sewer Lines, Ph 1		2020	
WS1019	White Rock WWTP Replacement	Prior	Prior	Additional Funding
WS1035	Truck Scale at New Design Water Treatment Plant	2022	2021	Moved Forward 1 year as requested
WS1037	Raw Water Intake and Pump Station Improvements	Prior	2020	Additional Funding based on engineer's estimate
WS1040	SHA Utility Relocations	Various	Various	
WS1045	Holly Hills SPS Replacement	2020	2020	
WS1046	Clay Street Waterline Replacement	Prior	2020	Additional Funding based on engineer's estimate
WS1047	Maintenance Building Expansion/Relocation	2021	2021	
WS1049	Facility Residuals Disposal	2022	2022	
WS1050	Concrete Water Tank Recoating	Various	Various	
WS1051	White Rock Wtr Line Rep	Prior	2020	Additional Funding; In conjunction with RD1066
WS1052	Cambridge Farms WTP UV	Prior	Prior	Additional Funding
WS1053	Inflow/Infiltr Study Ph3 201C-S	Various	Various	Additional Funding as new areas are identified
WS1054	*New Market West WTP Bypass		2020	
WS1101	DUSWM Maintenance Systemics - Ballenger Wastewater	On-Going	On-Going	
WS1102	DUSWM Maintenance Systemics - Small Systems Wastewater	On-Going	On-Going	
WS1108	DUSWM Maintenance Systemics - Water	On-Going	On-Going	

Project #	SOLID WASTE Project Name	Current Constr. Year	Approved Constr. Year	Notes
SW1004	DUSWM Maintenance Systemics - Solid	On-Going	On-Going	
SW1005	Yard Waste Pad Resurfacing	Prior	Prior	Residual Funding in FY2020
SW1006	*Rehabilitation of Reichs Ford Road Landfill Roller-Compacted Concrete Dam		2020	

Construction Year reflects the "funding" year and not necessarily the actual year of construction

* Denotes "New" project

Project #	COMMUNITY COLLEGE Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
FC1023	*Athletic Center Addition/Renovation (Bldg D)		2025 Design	
FC2006	Linganore Hall (Bldg L) Renovation/Addition	2021	2021	Moved County Funded Equipment Forward
FC2007	Building E - Renovation/Addition	Prior	Prior	State Funding Allocated in FY2020
FC2008	*Annapolis Hall - Renovation		2020/21	
FC5007	Technology Upgrade	On-Going	On-Going	
FC5008	Classroom Technology Upgrades	On-Going	On-Going	
FC5012	FCC Systemics	On-Going	On-Going	Added Additional Funding

Project #	BOARD OF EDUCATION Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
ED1009	Waverley ES: Replacement/Addition	2022	2022	
ED1017	Urbana ES: Replacement	2020	2020	
ED1022	North Frederick City Area ES: New	Design 2023	Design 2023	Move Site Work & Construction Forward
ED1023	Butterfly Ridge ES: New	Prior	Prior	Receiving State Funding
ED1025	Liberty ES: Modernization	Design 2024	Design 2024	
ED1030	East County area ES: New	2021	2021	Move Some Funding Forward to FY2020
ED1031	*New Elementary School (placeholder)		2024	
ED1040	Rock Creek School: Replacement	2021	2021	Move Some Funding Forward to FY2020
ED1041	Brunswick HS Modernization/Addition	2025	2025	
ED1042	Middletown HS: Renovation	Study 2024	Study 2021	Moved Study Forward
ED1043	Oakdale MS: Addition	2020	2020	
ED1044	MS: Addition/Renovation (placeholder)		Study 2022	
ED5001	Systemics - Generic	On-Going	On-Going	Added Additional Funding
ED5801	IT Equipment Replacement	Various	Various	Added Additional Funding
ED7011	Portable Classrooms FY2020	On-Going	On-Going	Added Additional Funding

Project #	MUNICIPALITIES Project Name	Current Constrc. Year	Approved Constrc. Year	Notes
MP1001	Frederick Municipal Airport	Various	Various	Added Additional Funding
MP1012	Yellow Springs Rd Bridge	MOU	MOU	

Construction Year reflects the "funding" year and not necessarily the actual year of construction

* Denotes "New" project

The Capital budget makes two primary kinds of asset investment: acquisition of new assets and rehabilitation / replacement of old assets. Both types of investment have an impact on the Operating Budget.

Timely rehab or replacement can minimize operating expenses by either actually reducing a current expense or avoiding a future expense. An example of this would be the replacement of heavy duty work truck that has reached the end of its economic useful life. Continued operation of such a vehicle often results in escalating maintenance costs as parts wear out and reduced productivity while the vehicle is out of service for repairs. Similar analogies can be made for other asset classes such as buildings, roads, bridges and water and sewer systems.

The FY2020 operating budget is benefitting from prior year capital investment in asset repair and replacement and has only minimal increases in the operating budget for maintenance expense. As an expense category, the FY2020 operating budget increase in repair and maintenance expense is \$184,368, or 1.4%. This percentage increase is generally in line with inflation rates for these types of expenses.

	FY2019 Budget	FY2020 Budget	Change	
			\$	%
Repair/Maintenance Expense:	12,802,199	12,986,567	184,368	1.44%

Examples of expenses in this category include: road markings, roadway maintenance, building/grounds maintenance, equipment repair, radio maintenance, and fleet charges

The second type of operating budget impact is associated with new assets becoming operational. In FY2020 there are new costs associated with prior capital investment in parks, libraries, and health. Several park expansions will be operational for a portion of FY2020 adding \$689,583 to the FY2020 budget. Also opening is a new library in Myersville. Most of the operating costs were added in FY2019 (\$194,268) but an additional \$17,355 was added in FY2020. A school nurse and associated expenses were also included for the Butterfly Ridge Elementary School.

In the year ahead, the County will be implementing an Enterprise Asset Management (EAM) system to further improve this linkage between the operating and capital budgets.

Scheduling and budgeting for the replacement of assets when they reach the end of their economic useful life will optimize use of the limited funding available. This in turn will prevent the County from creating a backlog of deferred maintenance resulting from underfunding infrastructure re-investment.



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CIP – GENERAL GOVERNMENT

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This category includes several different areas of government, such as public safety (fire, police, and emergency management), public libraries, and the Courthouse. Below is a highlight of major projects. This can include new facilities and equipment and projects that focus on maintaining assets.

Fire/Rescue

- Fire Stations – Construction funding for a new station in the Green Valley/Monrovia area is scheduled in FY21 and a replacement station for Carroll Manor is planned to receive funding for design in FY2024
- On-going replacements of advance life support cardiac monitors, self-contained breathing apparatus, and mobile data terminals are programed as the “useful life” expires
- Apparatus and Vehicle Replacement – this project will allow the county to establish a plan to replace Fire/Rescue apparatus

Sheriff Office

- Adult Detention Center Medical Unit – will construct a 15,000 square foot addition to the Frederick County Adult Detention Center. Construction funding is scheduled in FY22 and is contingent on receiving state funding
- Adult Detention Center Rehabilitation - scheduled for construction funding in FY24 will include 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
- Mobile data terminals will continue to be replaced overtime as useful life comes to an end



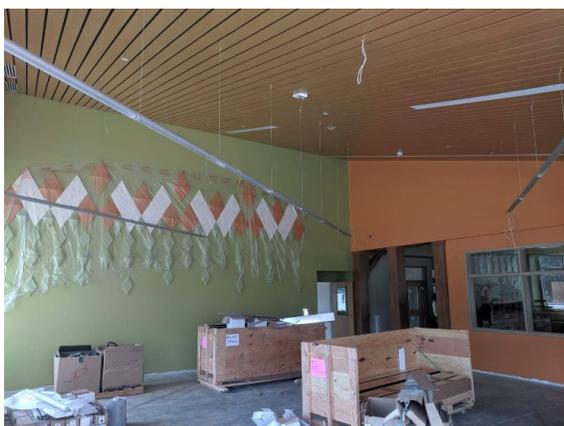
Mobile Data Terminals to be updated/replaced

Communications

- Communication Support Vehicle – will serve the communications and management needs during an incident/event for multiple county agencies. Funding is scheduled in FY20
- Portable Radio Replacements –Currently this project is being evaluated and may see a revision in the upcoming years, as the number of radios to be replaced are determined.

Library Facilities

- Middletown Library is scheduled for construction funding in FY23, contingent on contributions from the state
- A upgrade/replacement to the current library software system is funded in FY22
- Minor renovations to the Point of Rocks Library is funded in FY20



Myersville Library (construction funded in FY19)

Renovations/Relocations

- Courthouse Capacity Improvement Project – will address future needs of the court system. A feasibility study was funded in FY17 with tentative design in FY22
- Montevue Campus Refueling Station – replaces the underground tanks to upground and other improvements. Construction funding is scheduled for FY23
- PSTF Parking - expands the parking lot for the facility's employees and its visitors. Funding for construction is in FY20
- 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. Construction funding is scheduled in FY21

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 FY24

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

IT 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 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

Other Technology Projects

- LEAPS (Law Enforcement and Public Safety) – Enhancements and upgrades to various related software and programs. A major upgrade/replacement is planned for FY21 and FY22
- 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 – Completing a major upgrade in FY20 and then continued enhancements and upgrades to the software
- 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
- Video Services On-going Replacement/Upgrade – Continued enhancements and upgrades to the video related software/hardware

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

GENERAL GOVERNMENT

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Public Safety										
PSTF Parking	446,900	506,900	60,000	446,900	0	0	0	0	0	0
Northgate Fire Station	29,328	9,839,916	9,810,588	29,328	0	0	0	0	0	0
Green Valley Fire Station	6,186,232	6,813,602	627,370	0	6,186,232	0	0	0	0	0
Carroll Manor Fire Station	877,650	9,023,012	0	0	0	0	0	877,650	0	8,145,362
SCBA Replacement	4,880,148	4,880,148	0	0	0	0	0	2,440,074	2,440,074	0
Fire Rescue portable radio replacement and enhancement	(700,000)	4,440,000	5,140,000	(700,000)	0	0	0	0	0	0
Advanced Life Support Cardiac Monitors	683,221	683,221	0	0	0	0	0	390,412	292,809	0
DFRS Mobile Data Terminal	763,000	1,113,000	350,000	381,500	381,500	0	0	0	0	0
Fire Apparatus and Vehicle Replacement	5,624,073	5,624,073	0	654,654	654,654	654,654	1,220,037	1,220,037	1,220,037	0
Adult Detention Center Storage Building	0	293,281	0	0	0	0	0	0	0	293,281
ADC Medical Unit	13,144,848	13,144,848	0	2,233,613	123,883	10,787,352	0	0	0	0
ADC Infrastructure Rehabilitation	6,137,612	6,137,612	0	0	0	0	480,691	5,656,921	0	0
ADC Control Center Modernization	205,500	205,500	0	205,500	0	0	0	0	0	0
Courthouse Security Equipment	180,000	180,000	0	0	0	180,000	0	0	0	0
Sheriff's Office Mobile Data Terminal Replacements	874,340	1,292,340	213,000	232,170	232,170	0	0	205,000	205,000	205,000
Sheriff's Office Dell EMC Isilon Storage	330,574	330,574	0	330,574	0	0	0	0	0	0
Communications Support Vehicle	772,538	772,538	0	772,538	0	0	0	0	0	0
Radio system capacity enhancement	0	3,500,000	0	0	0	0	0	0	0	3,500,000
Portable Radio Replacement	3,980,000	3,980,000	0	700,000	0	1,640,000	1,640,000	0	0	0
T total: Public Safety	44,415,964	72,760,565	16,200,958	5,286,777	7,578,439	13,262,006	3,340,728	10,790,094	4,157,920	12,143,643
Other										
Courthouse Capacity Improvements	19,129,882	19,257,264	57,622	0	0	1,547,800	192,930	16,595,632	793,520	69,760
Public Safety Training Facility	4,343,565	4,343,565	0	0	0	0	341,611	4,001,954	0	0
Maintenance Shop and Garages										
Montevue Campus Refueling Station	3,580,236	3,580,236	0	0	0	363,929	3,216,307	0	0	0
Pine Avenue Maintenance Complex Renovations	3,781,841	3,781,841	0	642,752	3,139,089	0	0	0	0	0
Treasury Redesign	135,400	135,400	0	135,400	0	0	0	0	0	0
Montevue Campus Renovation and Reconfiguration	690,331	4,886,218	0	0	0	0	0	690,331	0	4,195,887
T total: Other	31,661,255	35,984,524	57,622	778,152	3,139,089	1,911,729	3,750,848	21,287,917	793,520	4,265,647

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

GENERAL GOVERNMENT

	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Library										
Walkersville Library	(387,000)	6,567,633	6,954,633	(387,000)	0	0	0	0	0	0
Middletown Library	8,589,521	8,589,521	0	0	772,492	0	7,563,558	253,471	0	0
Linganore Town Center Library	0	13,440,305	0	0	0	0	0	0	0	13,440,305
Integrated Library System Migration	415,000	415,000	0	0	0	415,000	0	0	0	0
Point of Rocks Library Rehab	387,000	387,000	0	387,000	0	0	0	0	0	0
Total: Library	9,004,521	29,399,459	6,954,633	0	772,492	415,000	7,563,558	253,471	0	13,440,305
Maintenance/Systemic										
Maintenance Systemics - General	27,982,935	40,793,319	0	5,347,935	4,527,000	4,527,000	4,527,000	4,527,000	4,527,000	12,810,384
Total: Maintenance/Systemic	27,982,935	40,793,319	0	5,347,935	4,527,000	4,527,000	4,527,000	4,527,000	4,527,000	12,810,384
Technology										
IIT Systemics- General	14,957,929	16,955,606	1,997,677	1,925,000	2,620,000	2,645,000	3,030,000	2,410,000	2,327,929	0
LEAPS	12,875,000	12,875,000	0	425,000	5,825,000	5,825,000	500,000	200,000	100,000	0
Enterprise GIS	1,732,500	1,732,500	0	131,250	0	1,443,750	52,500	52,500	52,500	0
Financial System	1,630,000	1,630,000	0	1,105,000	105,000	105,000	105,000	105,000	105,000	0
Land Management	1,367,500	1,367,500	0	1,000,000	105,000	52,500	52,500	52,500	105,000	0
EAM & Fleet Mgt System - Software	2,155,000	2,183,377	28,377	155,000	2,000,000	0	0	0	0	0
Treasury System	285,000	285,000	0	75,000	105,000	0	0	105,000	0	0
Video Services On-going Replacement/ Upgrade	1,038,588	1,115,788	77,200	146,662	46,305	531,405	110,250	67,804	136,162	0
Total: Technology	36,041,517	38,144,771	2,103,254	4,962,912	10,806,305	10,602,655	3,850,250	2,992,804	2,826,591	0
Total Expense	149,106,192	217,082,638	25,316,467	16,375,776	26,823,325	30,718,390	23,032,384	39,851,286	12,305,031	42,659,979
FUNDING										
General Fund	35,156,531	53,225,385	2,316,781	4,918,056	4,370,066	5,819,580	4,704,355	7,943,701	7,400,773	15,752,073
General Fund Bonds & Capital Lease	100,864,046	140,681,457	17,861,394	9,486,520	20,545,782	19,510,043	14,774,354	31,650,439	4,896,908	21,956,017
Impact Fee & Bonds	3,200,963	10,792,495	4,083,282	0	472,492	0	2,550,000	178,471	0	3,508,250
Enterprise Fee & Bonds	1,224,425	1,238,802	14,377	118,700	1,087,350	3,675	3,675	3,675	7,350	0
Grants	8,660,227	11,144,499	1,040,633	1,852,500	347,635	5,385,092	1,000,000	75,000	0	1,443,639
Total Funding Source	149,106,192	217,082,638	25,316,467	16,375,776	26,823,325	30,718,390	23,032,384	39,851,286	12,305,031	42,659,979



Capital Project Summary

Capital Project Number: GG1002

Activity #: C1027.1027.01

Capital Project Title: PSTF Parking

Region: Frederick

Asset Category: General Government

Est Completion Date: 12/2/2019

Asset Type: Public Safety

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

This project adds a 75-space parking lot with drive aisle to the PSTF Complex to address capacity issues experienced as a result of increased main building occupancy and visitor and trainee needs.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	50,000	50,000							
Construction	376,050		376,050						
Inspectors - County	65,400		65,400						
Project Management	15,450	10,000	5,450						
Total Cost:	506,900	60,000	446,900						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	60,000	60,000							
General Obligation Bonds	446,900		446,900						
Total Cost:	506,900	60,000	446,900						



Capital Project Summary

Capital Project Number: GG1027

Activity #: C1021.1021.01

Capital Project Title: Northgate Fire Station

Region: Frederick

Asset Category: General Government

Est Completion Date: 6/30/2021

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Active

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 full station program (five-engine-bay station and operational facilities) and as required per the site constraints. Previously named: Hayward Rd Fire Station

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	163,800	163,800							
Land	800,000	800,000							
Site Improvement - NonBldg	80,000	80,000							
Architect/Engineering	775,810	775,810							
Construction	7,758,097	7,758,097							
Construction - IIT Infrastruct	47,549	45,866	1,683						
Inspectors - County	131,040	131,040							
Project Management	31,720	31,720							
Capital - Furniture / Equipmen	0								
Capital - IIT Hardware	51,900	24,255	27,645						
Total Cost:	9,839,916	9,810,588	29,328						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	218,800	218,800							
General Obligation Bonds	9,621,116	9,591,788	29,328						
Total Cost:	9,839,916	9,810,588	29,328						



Capital Project Summary

Capital Project Number: GG1028

Activity #: C1028.1028.01

Capital Project Title: Green Valley Fire Station

Region:

Asset Category: General Government

Est Completion Date: 12/31/2021

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Active

Capital Project Description:

A proposed expansion of the existing fire station has been shown to be not feasible. The feasibility study determined that the expansion will not meet the program needs of DFRS. This request is to provide a new facility designed per the substation program (four-engine-bay station and operational facilities).

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	178,542			178,542					
Site Improvement - NonBldg	80,000	80,000							
Architect/Engineering	525,530	525,530							
Construction	5,728,284			5,728,284					
Construction - IIT Infrastruct	68,098			68,098					
Inspectors - County	142,834			142,834					
Project Management	33,743	21,840		11,903					
Capital - Furniture / Equipmen	0								
Capital - IIT Hardware	56,571			56,571					
Total Cost:	6,813,602	627,370		6,186,232					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	200,050	25,050		175,000					
General Obligation Bonds	6,613,552	602,320		6,011,232					
Total Cost:	6,813,602	627,370		6,186,232					



Capital Project Summary

Capital Project Number: GG1031

Activity #:

Capital Project Title: Carroll Manor Fire Station

Region: Adamstown

Asset Category: General Government

Est Completion Date: 6/30/2027

Asset Type: Public Safety

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The new fire/rescue station will be located at Route 85 and Adamstown Road. This is a replacement fire station for the Carroll Manor Fire Company, which has outgrown their current location in Adamstown. A recent evaluation was conducted of this fire station through Tri-data, which evaluated their current fire station as "poor" in condition. Five acres of land for this fire station is being donated by the Butz family and will be deeded to the County. This facility will be designed per the full fire station program developed by the Division of Fire and Rescue Services (Middletown Fire Station prototype, with modifications as required by site conditions). This will be a five-bay fire station with an administrative area.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	163,800								163,800
Site Improvement - NonBldg	80,000						80,000		
Architect/Engineering	775,810						775,810		
Construction	7,758,097								7,758,097
Construction - IIT Infrastruct	57,250								57,250
Inspectors - County	131,040								131,040
Project Management	32,760						21,840		10,920
Capital - IIT Hardware	24,255								24,255
Total Cost:	9,023,012						877,650		8,145,362

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	53,012						27,650		25,362
General Obligation Bonds	8,970,000						850,000		8,120,000
Total Cost:	9,023,012						877,650		8,145,362



Capital Project Summary

Capital Project Number: GG1080

Activity #:

Capital Project Title: SCBA Replacement

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2015

Capital Project Status: Active

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, as 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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - Furniture / Equipmen	4,880,148						2,440,074	2,440,074	
Total Cost:	4,880,148						2,440,074	2,440,074	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	4,477,200						2,238,600	2,238,600	
General Obligation Bonds	402,948						201,474	201,474	
Total Cost:	4,880,148						2,440,074	2,440,074	



Capital Project Summary

Capital Project Number: GG1082

Activity #: C1022.1022.01

Capital Project Title: Fire Rescue portable radio replacement and enhancement

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

Asset Category: General Government

Est Completion Date: 3/31/2019

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: In Progress

Capital Project Description:

PROJECT IS COMPLETE - Residual Funding is being moved.

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	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	3,500,000	3,500,000							
Capital - Furniture / Equipmen	940,000	1,640,000	-700,000						
Total Cost:	4,440,000	5,140,000	-700,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
General Obligation Bonds	1,640,000	1,640,000							
Proceeds - Capital Leases	2,800,000	3,500,000	-700,000						
Total Cost:	4,440,000	5,140,000	-700,000						



Capital Project Summary

Capital Project Number: GG1083

Activity #:

Capital Project Title: Advanced Life Support Cardiac Monitors

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: Active

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - Furniture / Equipmen	683,221						390,412	292,809	
Total Cost:	683,221						390,412	292,809	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	626,808						358,176	268,632	
General Obligation Bonds	56,413						32,236	24,177	
Total Cost:	683,221						390,412	292,809	



Capital Project Summary

Capital Project Number: GG1085

Activity #: C1029.1029.01

Capital Project Title: DFRS Mobile Data Terminal Replacement

Region: Countywide

Asset Category: General Government

Est Completion Date: 12/31/2020

Asset Type: Public Safety

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

This project replaces the Mobile Data Terminals (MDTs) used in the fire apparatus, ambulances, and command vehicles. These MDTs are used on a daily basis. The operating systems that current MDTs use will not work with the next CAD upgrade scheduled in FY19. Included in the cost of the computers for this project is computer hardware, software, maintenance plan, computer dock/mounts/installation. DFRS currently has approximately 172 computers in use, and additional MDTs are planned for additional vehicles, for a total of 200.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	1,113,000	350,000	381,500	381,500					
Total Cost:	1,113,000	350,000	381,500	381,500					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,113,000	350,000	381,500	381,500					
Total Cost:	1,113,000	350,000	381,500	381,500					



Capital Project Summary

Capital Project Number: GG1098

Activity #: C1033.1033.01

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: Active

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.

Prior budget is recorded in sub-projects

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Fire/Rescue Apparatus	5,624,073		654,654	654,654	654,654	1,220,037	1,220,037	1,220,037	
Total Cost:	5,624,073		654,654	654,654	654,654	1,220,037	1,220,037	1,220,037	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	2,509,700		50,600	50,600	50,600	119,300	1,119,300	1,119,300	
General Obligation Bonds	604,054		604,054						
Proceeds - Capital Leases	2,510,319			604,054	604,054	1,100,737	100,737	100,737	
Total Cost:	5,624,073		654,654	654,654	654,654	1,220,037	1,220,037	1,220,037	



Capital Project Summary

Capital Project Number: GG1105

Activity #:

Capital Project Title: Adult Detention Center Storage Building

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2016

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	11,732								11,732
Architect/Engineering	35,194								35,194
Construction	199,430								199,430
Inspectors - County	34,335								34,335
Project Management	12,590								12,590
Total Cost:	293,281								293,281

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	269,064								269,064
General Obligation Bonds	24,217								24,217
Total Cost:	293,281								293,281



Capital Project Summary

Capital Project Number: GG1106

Activity #: C1034.1034.01

Capital Project Title: ADC Medical Unit

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

This project constructs an approximately 15,000 s.f. Medical Unit addition to the Frederick County Adult Detention Center. 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. Construction will also include structural capabilities to compensate for a future, second floor, Inmate Housing Unit.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	0								
Site Improvement - NonBldg	95,270			95,270					
Architect/Engineering	2,205,000		2,205,000						
Construction	10,412,445				10,412,445				
Construction - IIT Infrastruct	0								
Inspectors - County	189,000				189,000				
Project Management	74,394		28,613	28,613	17,168				
Capital - Furniture / Equipmen	0								
Capital - IIT Hardware	168,739				168,739				
Total Cost:	13,144,848		2,233,613	123,883	10,787,352				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	6,535,227		1,102,500	47,635	5,385,092				
Trans from General Fund	110,000				110,000				
General Obligation Bonds	6,499,621		1,131,113	76,248	5,292,260				
Total Cost:	13,144,848		2,233,613	123,883	10,787,352				



Capital Project Summary

Capital Project Number: GG1107

Activity #:

Capital Project Title: ADC Infrastructure Rehabilitation

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Active

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. 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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	440,633					440,633			
Construction	5,493,600						5,493,600		
Construction - IIT Infrastruct	8,813						8,813		
Inspectors - County	148,785					11,445	137,340		
Project Management	45,781					28,613	17,168		
Total Cost:	6,137,612					480,691	5,656,921		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	20,000					20,000			
General Obligation Bonds	6,117,612					460,691	5,656,921		
Total Cost:	6,137,612					480,691	5,656,921		



Capital Project Summary

Capital Project Number: GG1108

Activity #: C1035.1035.01

Capital Project Title: ADC Control Center Modernization

Region: Frederick

Asset Category: General Government

Est Completion Date: 06/30/2020

Asset Type: Public Safety

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

This project modernizes the existing control center cabinet at the Adult Detention Center which was installed in 1984. The new control center cabinet would provide a more ergonomic work environment for officers that monitor the control center on 12 hour shifts. The modernization includes but is not limited to removal of existing wiring below the floor, and relocation of the door control computers.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	3,000		3,000						
Architect/Engineering	35,000		35,000						
Construction	126,500		126,500						
Construction - IIT Infrastruct	7,000		7,000						
Inspectors - County	20,000		20,000						
Project Management	14,000		14,000						
Total Cost:	205,500		205,500						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	42,000		42,000						
General Obligation Bonds	163,500		163,500						
Total Cost:	205,500		205,500						



Capital Project Summary

Capital Project Number: GG1153

Activity #:

Capital Project Title: Courthouse Security Equipment Replacement

Region: Frederick

Asset Category: General Government

Est Completion Date: 12/1/2021

Asset Type: Public Safety

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This project replaces aged Frederick County Courthouse equipment required to screen people and parcels for weapons and contraband: two x-ray machines at the facility's entrances; one x-ray machine in the B-wing corridor; three walk-through metal detectors. The cost includes removal and disposal of the existing x-ray machines, the disposal of which is regulated through the Maryland Department of the Environment.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	180,000				180,000				
Total Cost:	180,000				180,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	180,000				180,000				
Total Cost:	180,000				180,000				



Capital Project Summary

Capital Project Number: GG1156

Activity #: C1031.1031.01

Capital Project Title: Sheriff Office Mobile Data Terminal Replacements

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The Sheriff's Office Law Enforcement Bureau requires periodic replacement of its Mobile Data Terminals (MDTs), which are used daily by patrol personnel, to ensure secure and efficient operations. This project replaces 180 MDTs over a three-year period.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	1,292,340	213,000	232,170	232,170			205,000	205,000	205,000
Total Cost:	1,292,340	213,000	232,170	232,170			205,000	205,000	205,000

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,292,340	213,000	232,170	232,170			205,000	205,000	205,000
Total Cost:	1,292,340	213,000	232,170	232,170			205,000	205,000	205,000



Capital Project Summary

Capital Project Number: GG1157

Activity #: C1036.1036.01

Capital Project Title: Sheriff's Office Dell EMC Isilon Storage

Region: Frederick

Asset Category: General Government

Est Completion Date: 6/30/2020

Asset Type: Public Safety

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

The Criminal Investigation Division needs to process forensic evidence for computer and Internet crime cases. This electronic data which consists of multi-gigabyte computer and smart phone forensic images is currently maintained using a collection of loose hard drives and consumer level network attached storage devices. The proposed Dell EMC Isilon solution provides 178TB of primary storage with an offsite replica. This storage capacity will allow the Sheriff's Office to consolidate forensic data in a solution that is more easily manageable.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	330,574		330,574						
Total Cost:	330,574		330,574						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	330,574		330,574						
Total Cost:	330,574		330,574						



Capital Project Summary

Capital Project Number: GG1195

Activity #: C1037.1037.01

Capital Project Title: Communications Support Vehicle

Region: Countywide

Asset Category: General Government

Est Completion Date: 6/30/2020

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Active

Capital Project Description:

A communications support vehicle will serve the communications and incident or event management needs of multiple county agencies when responding to planned events or emergency incidents in the county. Every year major planned events or incidents occur in the county that require a variety of support in areas that lack adequate communications and incident/event management support. Replacing the existing FCSO command bus with a purpose built, multiagency vehicle would be the most efficient way to provide service to all agencies at a minimum expense.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital Vehicles Replacement	772,538		772,538						
Total Cost:	772,538		772,538						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
General Obligation Bonds	772,538		772,538						
Proceeds - Capital Leases	0								
Total Cost:	772,538		772,538						



Capital Project Summary

Capital Project Number: GG1197

Activity #:

Capital Project Title: Radio system capacity enhancement

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2017

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Capital - Furniture / Equipmen	3,500,000								3,500,000
Total Cost:	3,500,000								3,500,000

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	3,500,000								3,500,000
Total Cost:	3,500,000								3,500,000



Capital Project Summary

Capital Project Number: GG1198

Activity #: C1038.1038.01

Capital Project Title: Portable Radio Replacement

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Public Safety

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

The project is intended to modernize the County's portable and mobile subscriber radio fleet with new radios to ensure reliable performance and provide enhanced capabilities. The current subscriber fleet of radios has served the County reliably since 2005. The typical lifespan of mobile and portable radio equipment is typically ten to fifteen years. Funding left from the replacement of the DFRS radio replacement will be used to replace DPW radios in FY20 with the remaining County radios to be replaced in FY22/23.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	3,980,000		700,000		1,640,000	1,640,000			
Total Cost:	3,980,000		700,000		1,640,000	1,640,000			

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	700,000		700,000						
Proceeds - Capital Leases	3,280,000				1,640,000	1,640,000			
Total Cost:	3,980,000		700,000		1,640,000	1,640,000			



Capital Project Summary

Capital Project Number: GG2019

Activity #: C5001.5001.01

Capital Project Title: Courthouse Capacity Improvements Project

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2016

Capital Project Status: Active

Capital Project Description:

Addressing space limitations at the Frederick County Courthouse was a priority identified in the 2013 Countywide Synergy and Efficiency Concept Plan, and the Administrative Office of the Court's Workload Analysis for FY2015 confirmed the need for additional Circuit Court space. This project builds a 45,500 sq.ft. addition to the Courthouse atop the landscaped entrance plaza to address the space needs of the Circuit Court and County agencies currently occupying the building.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	52,592	52,592							
NonCapital Furniture/Equipment	381,500							381,500	
Site Improvement - NonBldg	179,850					179,850			
Architect/Engineering	1,526,000				1,526,000				
Construction	16,023,000						16,023,000		
Construction - IIT Infrastruct	261,491						261,491		
Inspectors - County	327,000						130,800	130,800	65,400
Project Management	66,070	5,030			21,800	13,080	13,080	8,720	4,360
Capital - Furniture / Equipmen	272,500							272,500	
Capital - IIT Hardware	167,261						167,261		
Total Cost:	19,257,264	57,622			1,547,800	192,930	16,595,632	793,520	69,760

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	480,785	57,622			20,000		53,163	350,000	
General Obligation Bonds	18,776,479				1,527,800	192,930	16,542,469	443,520	69,760
Total Cost:	19,257,264	57,622			1,547,800	192,930	16,595,632	793,520	69,760



Capital Project Summary

Capital Project Number: GG2030

Activity #:

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

Region: Frederick

Asset Category: General Government

Est Completion Date: 6/30/2025

Asset Type: Other

Year Identified: 2016

Capital Project Status: Active

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	198,113						198,113		
Site Improvement - NonBldg	18,301						18,301		
Architect/Engineering	305,009					305,009			
Construction	3,416,104						3,416,104		
Construction - IIT Infrastruct	20,315						20,315		
Inspectors - County	102,156					12,796	89,360		
Project Management	35,709					23,806	11,903		
Capital - Furniture / Equipmen	228,900						228,900		
Capital - IIT Hardware	18,958						18,958		
Total Cost:	4,343,565					341,611	4,001,954		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	671,163					118,480	552,683		
General Obligation Bonds	3,672,402					223,131	3,449,271		
Total Cost:	4,343,565					341,611	4,001,954		



Capital Project Summary

Capital Project Number: GG2031

Activity #:

Capital Project Title: Montevue Campus Refueling Station

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2016

Capital Project Status: Active

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	139,400					139,400			
Site Improvement - NonBldg	65,465				65,465				
Architect/Engineering	261,862				261,862				
Construction	2,642,422					2,642,422			
Construction - IIT Infrastruct	20,487					20,487			
Inspectors - County	110,697				12,796	97,901			
Project Management	35,709				23,806	11,903			
Capital - Furniture / Equipmen	286,125					286,125			
Capital - IIT Hardware	18,069					18,069			
Total Cost:	3,580,236				363,929	3,216,307			

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	225,000				25,000	200,000			
General Obligation Bonds	3,355,236				338,929	3,016,307			
Total Cost:	3,580,236				363,929	3,216,307			



Capital Project Summary

Capital Project Number: GG2034

Activity #: C3204.3204.01

Capital Project Title: Pine Avenue Maintenance Complex Renovations

Region: Frederick

Asset Category: General Government

Est Completion Date: 6/30/2022

Asset Type: Other

Year Identified: 2016

Capital Project Status: Active

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, rehabilitation of the sewer system, electrical service and life/safety upgrades, 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, brine system, 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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	128,184			128,184					
Land	357,084		357,084						
Architect/Engineering	261,862		261,862						
Construction	2,618,616			2,618,616					
Construction - IIT Infrastruct	16,252			16,252					
Inspectors - County	133,907		23,806	110,101					
Capital - Furniture / Equipmen	228,900			228,900					
Capital - IIT Hardware	37,036			37,036					
Total Cost:	3,781,841		642,752	3,139,089					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	131,841			131,841					
General Obligation Bonds	3,650,000		642,752	3,007,248					
Total Cost:	3,781,841		642,752	3,139,089					



Capital Project Summary

Capital Project Number: GG2038

Activity #:

Capital Project Title: Montevue Campus Renovation and Reconfiguration

Region: Frederick

Asset Category: General Government

Est Completion Date:

Asset Type: Other

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

A feasibility study of the 331 Montevue campus site was completed in June, 2018. The study included analysis of the existing site and buildings with a primary focus on the Administration and District Crew Buildings. An analysis of overall traffic flow was also included in the study. The study concluded that a modification to 331 Montevue Lane would be warranted to better serve the current and future staffing requirements of the Division of Public Works. It was also concluded that a reconfiguration of the existing traffic pattern would be warranted due to the relocation of the refueling station, which has been previously approved under a separate project. The study included construction cost estimates, which have been incorporated.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	205,560								205,560
Site Improvement - NonBldg	100,000						100,000		
Architect/Engineering	550,331						550,331		
Construction	3,645,202								3,645,202
Construction - IIT Infrastruct	120,665								120,665
Inspectors - County	120,000								120,000
Project Management	80,000						40,000		40,000
Capital - IIT Hardware	64,460								64,460
Total Cost:	4,886,218						690,331		4,195,887

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	4,886,218						690,331		4,195,887
Total Cost:	4,886,218						690,331		4,195,887



Capital Project Summary

Capital Project Number: GG3003

Activity #: C4000.4000.01

Capital Project Title: Walkersville Library

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Library

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

PROJECT IS COMPLETE - Residual Funding is being moved. 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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	665,447	665,447							
Site Improvement - NonBldg	101,616	101,616							
Architect/Engineering	513,818	513,818							
Construction	4,615,000	5,002,000	-387,000						
Construction - IIT Infrastruct	58,838	58,838							
Inspectors - County	166,214	166,214							
Project Management	75,000	75,000							
Capital - Furniture / Equipmen	333,840	333,840							
Capital - IIT Hardware	37,860	37,860							
Total Cost:	6,567,633	6,954,633	-387,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	1,040,633	1,040,633							
Trans from General Fund	3,432	3,432							
Trans from Impact Fee	4,083,282	4,083,282							
General Obligation Bonds	1,440,286	1,827,286	-387,000						
Total Cost:	6,567,633	6,954,633	-387,000						



Capital Project Summary

Capital Project Number: GG3005

Activity #:

Capital Project Title: Middletown Library

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Library

Year Identified: 2017

Capital Project Status: Active

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 Town will transfer the property to the County upon the County's request. The library design will be based upon the Brunswick/Walkersville prototype, with exterior and interior finishes unique to Middletown.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	468,479					373,693	94,786		
Site Improvement - NonBldg	119,028			119,028					
Architect/Engineering	623,707			623,707					
Construction	6,237,067					6,237,067			
Construction - IIT Infrastruct	67,340					67,340			
Inspectors - County	160,688					160,688			
Project Management	29,757			29,757					
Capital - Furniture / Equipmen	835,729					677,044	158,685		
Capital - IIT Hardware	47,726					47,726			
Total Cost:	8,589,521			772,492		7,563,558	253,471		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	1,375,000			300,000		1,000,000	75,000		
Trans from General Fund	0								
Trans from Impact Fee	3,200,963			472,492		2,550,000	178,471		
General Obligation Bonds	4,013,558					4,013,558			
Total Cost:	8,589,521			772,492		7,563,558	253,471		



Capital Project Summary

Capital Project Number: GG3006

Activity #:

Capital Project Title: Linganore Town Center Library

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Library

Year Identified: 2017

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	22,890								22,890
Architect/Engineering	938,490								938,490
Construction	9,384,900								9,384,900
Construction - IIT Infrastruct	91,331								91,331
Inspectors - County	148,785								148,785
Project Management	55,863								55,863
Capital - Furniture / Equipmen	2,733,210								2,733,210
Capital - IIT Hardware	64,836								64,836
Total Cost:	13,440,305								13,440,305

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	1,443,639								1,443,639
Trans from Impact Fee	3,508,250								3,508,250
General Obligation Bonds	8,488,416								8,488,416
Total Cost:	13,440,305								13,440,305



Capital Project Summary

Capital Project Number: GG3090

Activity #:

Capital Project Title: Integrated Library System Migration

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Library

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

FCPL's contract for its Integrated Library System ends December 31, 2021. The Department is looking at a possible migration to a new vendor at that time. In addition to a software migration, the hardware associated will need to be replaced as it is nearing end of life, is not PCI compliant, and will not be compatible with an upgrade in software.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - Software	155,000				155,000				
Capital - IIT Hardware	260,000				260,000				
Total Cost:	415,000				415,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	415,000				415,000				
Total Cost:	415,000				415,000				



Capital Project Summary

Capital Project Number: GG3101

Activity #: C3104.3104.01

Capital Project Title: Point of Rocks Library Rehab

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Library

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The Point of Rocks Ruritan building which houses the library is to receive new floors, ceilings, and paint. Minor interior alterations including retrofitting two bathrooms and minor door and wall alterations will take place throughout the facility to meet code requirements.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction	377,000		377,000						
Project Management	10,000		10,000						
Total Cost:	387,000		387,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	37,000		37,000						
General Obligation Bonds	350,000		350,000						
Total Cost:	387,000		387,000						



Capital Project Summary

Capital Project Number: GG4199

Activity #: C3000.3000.01

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: Active

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 2020, priorities are the roof replacement at 118 North Market Street; Replacement of salt dome roofs at Thurmont and Johnsville Satellite Yards; building exteriors at the Emmitsburg Community Center and Winchester Hall; HVAC Building Automation Standardization; rehabilitation of the Montevue Cattle Barn.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	1,999,735		229,897	226,350	226,350	226,350	226,350	226,350	638,088
Architect/Engineering	4,799,365		551,752	543,240	543,240	543,240	543,240	543,240	1,531,413
Construction	30,065,912		3,448,451	3,395,250	3,395,250	3,395,250	3,395,250	3,395,250	9,641,211
Inspectors - County	2,241,103		260,243	256,228	256,228	256,228	256,228	256,228	699,720
Project Management	937,204		107,592	105,932	105,932	105,932	105,932	105,932	299,952
Capital Appropriations	0								
Construction - State's Share	750,000		750,000						
Total Cost:	40,793,319		5,347,935	4,527,000	4,527,000	4,527,000	4,527,000	4,527,000	12,810,384

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	750,000		750,000						
Trans from General Fund	14,152,647		400,000	400,000	400,000	400,000	400,000	400,000	11,752,647
General Obligation Bonds	25,890,672		4,197,935	4,127,000	4,127,000	4,127,000	4,127,000	4,127,000	1,057,737
Total Cost:	40,793,319		5,347,935	4,527,000	4,527,000	4,527,000	4,527,000	4,527,000	12,810,384



Capital Project Summary

Capital Project Number: GG5001

Activity #: C2000.2000.01

Capital Project Title: IIT Systemics- General

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Active

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, and enterprise hardware.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - IIT Hardware	16,955,606	1,997,677	1,925,000	2,620,000	2,645,000	3,030,000	2,410,000	2,327,929	
Total Cost:	16,955,606	1,997,677	1,925,000	2,620,000	2,645,000	3,030,000	2,410,000	2,327,929	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	16,255,606	1,297,677	1,925,000	2,620,000	2,645,000	3,030,000	2,410,000	2,327,929	
General Obligation Bonds	700,000	700,000							
Proceeds - Capital Leases	0								
Total Cost:	16,955,606	1,997,677	1,925,000	2,620,000	2,645,000	3,030,000	2,410,000	2,327,929	



Capital Project Summary

Capital Project Number: GG5005

Activity #: C2107.2107.01

Capital Project Title: LEAPS

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

This project supports the hardware, software, and professional services to assess, purchase, implement, upgrade, and refresh technology related to public safety. At the heart of these systems is the Computer Aided Dispatch (CAD) system that is used to document 911 calls and dispatch the appropriate public safety staff and equipment in response to health, fire, accident, and law enforcement events across the County. Companion systems include the Intergraph Law Enforcement Automated Data System (I/LEADS) product suite that provides records management for Sheriff and Police personnel. I/LEADS helps public safety agencies create, query, and manage law enforcement records and deliver National Incident-based Reporting System (NIBRS) and Uniform Crime Reporting (UCR) reports to state governments. Other related systems include a legacy Records Management System (RMS) and Jail Management System (JMS) used at the Adult Detention Center. A full system upgrade/replacement is being considered in FY21/22.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Project Management	925,000		425,000	25,000	25,000	300,000	100,000	50,000	
Capital - Software	11,950,000			5,800,000	5,800,000	200,000	100,000	50,000	
Total Cost:	12,875,000		425,000	5,825,000	5,825,000	500,000	200,000	100,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	875,000		25,000	25,000	25,000	500,000	200,000	100,000	
General Obligation Bonds	400,000		400,000						
Proceeds - Capital Leases	11,600,000			5,800,000	5,800,000				
Total Cost:	12,875,000		425,000	5,825,000	5,825,000	500,000	200,000	100,000	



Capital Project Summary

Capital Project Number: GG5006

Activity #: C2108.2108.01

Capital Project Title: Enterprise GIS

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

This project supports software, hardware, and professional services for the continued operation of the county-wide Geographic Information System (GIS). GIS includes developing and curating copious data layers and databases (addresses, parcels, roads, ortho-photography, election boundaries, census, assets, etc.), creating vital public and internal use web-mapping applications, generating automated workflows to improve efficiency and effectiveness, data migration to new systems, and software distribution among multiple county departments. These functions are the foundation of several systems throughout the county including the CAD 911 Emergency Dispatch, IPS 11 Land Management and Permitting System, DPW Digital Plans Storage System, Office of Sustainability and Environmental Resources National Pollutant Discharge Elimination System, Sheriff's Office Crime Analytics. Data and cost may be shared with partnering municipalities.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - Software	1,732,500		131,250		1,443,750	52,500	52,500	52,500	
Total Cost:	1,732,500		131,250		1,443,750	52,500	52,500	52,500	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,732,500		131,250		1,443,750	52,500	52,500	52,500	
Total Cost:	1,732,500		131,250		1,443,750	52,500	52,500	52,500	



Capital Project Summary

Capital Project Number: GG5008

Activity #: C2109.2109.01

Capital Project Title: Financial System

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Active

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.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Project Management	500,000		500,000						
Capital - Software	1,130,000		605,000	105,000	105,000	105,000	105,000	105,000	
Total Cost:	1,630,000		1,105,000	105,000	105,000	105,000	105,000	105,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,130,000		605,000	105,000	105,000	105,000	105,000	105,000	
General Obligation Bonds	500,000		500,000						
Total Cost:	1,630,000		1,105,000	105,000	105,000	105,000	105,000	105,000	



Capital Project Summary

Capital Project Number: GG5009

Activity #: C2110.2110.01

Capital Project Title: Land Management

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Active

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.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - Software	1,367,500		1,000,000	105,000	52,500	52,500	52,500	105,000	
Total Cost:	1,367,500		1,000,000	105,000	52,500	52,500	52,500	105,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	806,775		465,000	97,650	48,825	48,825	48,825	97,650	
Trans from Water/Sewer Oper Fund	60,725		35,000	7,350	3,675	3,675	3,675	7,350	
Proceeds - Capital Leases	500,000		500,000						
Total Cost:	1,367,500		1,000,000	105,000	52,500	52,500	52,500	105,000	



Capital Project Summary

Capital Project Number: GG5010

Activity #: C2106.2106.01

Capital Project Title: EAM & Fleet Mgt System - Software

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2017

Capital Project Status: Active

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Project Management	183,377	28,377	155,000						
Capital - Software	2,000,000			2,000,000					
Total Cost:	2,183,377	28,377	155,000	2,000,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	85,300	14,000	71,300						
Trans from Water/Sewer Oper Fund	994,902	14,377	70,525	910,000					
Trans from Solid Waste Oper Fund	183,175		13,175	170,000					
General Obligation Bonds	0								
Proceeds - Capital Leases	920,000			920,000					
Total Cost:	2,183,377	28,377	155,000	2,000,000					



Capital Project Summary

Capital Project Number: GG5015

Activity #: C2111.2111.01

Capital Project Title: Treasury System

Region:

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2010

Capital Project Status: Active

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.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital - Software	285,000		75,000	105,000			105,000		
Total Cost:	285,000		75,000	105,000			105,000		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	285,000		75,000	105,000			105,000		
Total Cost:	285,000		75,000	105,000			105,000		



Capital Project Summary

Capital Project Number: GG5080

Activity #: C2008.2008.01

Capital Project Title: Video Services On-going Replacement/Upgrade

Region: Countywide

Asset Category: General Government

Est Completion Date:

Asset Type: Technology

Year Identified: 2017

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Capital - IIT Hardware	1,115,788	77,200	146,662	46,305	531,405	110,250	67,804	136,162	
Total Cost:	1,115,788	77,200	146,662	46,305	531,405	110,250	67,804	136,162	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,115,788	77,200	146,662	46,305	531,405	110,250	67,804	136,162	
Total Cost:	1,115,788	77,200	146,662	46,305	531,405	110,250	67,804	136,162	

CIP – PARKS & RECREATION

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Frederick County Division of Parks and Recreation has a balance of active and passive parks. As the county and its communities continue to grow, the role and function of parks may also evolve. Park system functions may include:

- Active Recreation Uses – oriented to playing fields, hard court sports, playgrounds, swimming pools, and recreation center buildings.
- Passive Uses – walking/hiking/bicycling trails, picnic areas, gardens, informal open/play fields.
- Natural Resource Protection – Protection of environmental features such as mountain and forestlands, wetlands, stream valleys, and watersheds.
- Historic Preservation – Focus on protecting/preserving a historic site or structure.
- Civic/Community Focal Point – Provide social gathering space, host festivals and cultural events.

Frederick County Division of Parks and Recreation is committed to maintaining and expanding the county’s recreational areas, parks, bike and walking trails, and other recreational infrastructure that contributes toward improving county residents’ physical and mental health and to promote economic opportunities associated with recreational activity. The Division prioritizes maintenance and strategic capital resource replacement practices to ensure that our public infrastructure, including parks infrastructure remains operational and keeps pace with state-of-the-art technologies and practices.

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.

- **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

- **Othello Regional Park Phase 2** – This project will develop the next phase of the park. Currently phase 1 is being constructed.



Othello Regional Park (Phase 1) under construction

- **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 FY23

- **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 construction is scheduled for FY21

- **Utica District Park Phase 2** – Construction of the main park is currently underway. The FY20 funding continues preservation work at the Snook Family Farmstead located in the park

- **Parks Systemics** – Various projects are proposed throughout the six years, including major repairs, maintenance, and upkeep of existing park facilities, roads, and land

- **Playground Replacement and Reconstruction** – This project will specifically address playground maintenance and upgrades. Funding starts in FY25

- **Master Plans and Feasibilities** - Two master plans/feasibilities are scheduled during this 6 year program:
 - FY2021 – River Access (Rocky Ridge Landing & Bridgeport Monocacy River Access)
 - FY2022 – Ballenger Creek Parks Maintenance area & Widrick House

- **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

- **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:

- Rock Creek School - FY2021



Trail previously constructed as part of the Ballenger Creek Trail network

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

PARKS & RECREATION

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Parks & Recreation										
Acquisition	3,000,000	5,061,503	2,061,503	500,000	500,000	500,000	500,000	500,000	500,000	0
Othello RP - Ph 2	835,458	13,415,873	0	0	0	0	0	835,458	0	12,580,415
Old National Pike DP - Ph 2	8,895,701	8,895,701	0	0	773,833	0	8,121,868	0	0	0
Middletown CP Development & Rehab	5,174,284	5,967,744	793,460	0	5,174,284	0	0	0	0	0
Utica DP - Ph 2	2,609,443	19,114,979	16,505,536	2,609,443	0	0	0	0	0	0
Rose Hill Exhibit and Storage Barn	948,219	948,219	0	0	948,219	0	0	0	0	0
Point of Rocks Pedestrian Bridge	300,000	300,000	0	35,000	265,000	0	0	0	0	0
Parks Systemic	5,588,982	8,152,737	0	931,497	931,497	931,497	931,497	931,497	931,497	2,563,755
Ballenger Creek Park Maintenance Area & Widrick House Rehabilitation	130,931	130,931	0	0	0	130,931	0	0	0	0
Playground Replacement and Bikeways/Trails Program	750,000	2,250,000	0	0	0	0	0	0	750,000	1,500,000
River Access Master Plan	3,548,512	7,080,339	266,837	246,431	1,527,825	246,431	1,527,825	0	0	3,264,990
Park Schools	192,930	192,930	0	0	192,930	0	0	0	0	0
South County YMCA, Indoor Pool Partnership	1,855,244	3,167,244	1,312,000	0	1,855,244	0	0	0	0	0
	3,000,000	3,600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	0
Total: Parks & Recreation	36,829,704	78,278,200	21,539,336	4,922,371	11,820,613	3,357,078	11,681,190	2,866,955	2,181,497	19,909,160
Total Expense	36,829,704	78,278,200	21,539,336	4,922,371	11,820,613	3,357,078	11,681,190	2,866,955	2,181,497	19,909,160
FUNDING										
General Fund	5,118,610	6,667,560	607,280	875,000	1,067,930	1,034,010	913,890	913,890	313,890	941,670
General Fund Bonds & Capital Lease	5,932,999	24,245,842	2,610,343	690,311	2,619,688	662,232	725,554	617,607	617,607	15,702,500
Recordation Tax & Bonds	24,292,093	43,311,459	16,954,376	3,309,393	7,485,328	1,613,169	9,394,079	1,287,791	1,202,333	2,064,990
Grants	1,486,002	3,928,339	1,242,337	47,667	647,667	47,667	647,667	47,667	47,667	1,200,000
Other	0	125,000	125,000	0	0	0	0	0	0	0
Total Funding Source	36,829,704	78,278,200	21,539,336	4,922,371	11,820,613	3,357,078	11,681,190	2,866,955	2,181,497	19,909,160



Capital Project Summary

Capital Project Number: PR0001

Activity #: C7500.7500.01

Capital Project Title: Acquisition

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Land	5,061,503	2,061,503	500,000	500,000	500,000	500,000	500,000	500,000	
Total Cost:	5,061,503	2,061,503	500,000	500,000	500,000	500,000	500,000	500,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	1,268,782	982,780	47,667	47,667	47,667	47,667	47,667	47,667	
Trans from Parks Acquisition	437,058	437,058							
Recordation Tax Bonds	3,355,663	641,665	452,333	452,333	452,333	452,333	452,333	452,333	
Total Cost:	5,061,503	2,061,503	500,000	500,000	500,000	500,000	500,000	500,000	



Capital Project Summary

Capital Project Number: PR1023

Activity #:

Capital Project Title: Othello RP - Ph 2

Region: Brunswick

Asset Category: Parks & Recreation

Est Completion Date: 7/31/2026

Asset Type: Parks & Recreation

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

Construction of the Phase I Development was initiated in FY2019. The Phase II Development project will focus on providing additional athletic fields and facilities/amenities to address sports and recreational needs of County residents. Potential new amenities could include shelters, trails, parking lots/roadways and a recreation center.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	150,000						150,000		
Architect/Engineering	645,458						645,458		
Construction	11,650,570								11,650,570
Construction - IIT Infrastruct	36,550								36,550
Inspectors - County	200,000								200,000
Project Management	120,000						40,000		80,000
Capital - Furniture / Equipmen	548,835								548,835
Capital - IIT Hardware	64,460								64,460
Total Cost:	13,415,873						835,458		12,580,415

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Parks Acquisition	835,458						835,458		
General Obligation Bonds	12,580,415								12,580,415
Total Cost:	13,415,873						835,458		12,580,415



Capital Project Summary

Capital Project Number: PR1026

Activity #:

Capital Project Title: Old National Pike DP - Ph 2

Region: New Market

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Active

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, comfort stations, an amphitheater, paved hike/bike trail, landscaping, roads and parking lots. Additional phases will be determined in future CIP requests.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	228,898					228,898			
Architect/Engineering	684,094			684,094					
Construction	6,865,653					6,865,653			
Construction - IIT Infrastruct	34,507					34,507			
Inspectors - County	352,015			59,982		292,033			
Project Management	65,465			29,757		35,708			
Capital - Furniture / Equipmen	598,230					598,230			
Capital - IIT Hardware	66,839					66,839			
Total Cost:	8,895,701			773,833		8,121,868			

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
Trans from Parks Acquisition	5,728,721			773,833		4,954,888			
General Obligation Bonds	0								
Recordation Tax Bonds	3,166,980					3,166,980			
Total Cost:	8,895,701			773,833		8,121,868			



Capital Project Summary

Capital Project Number: PR1028

Activity #: C7105.7105.01

Capital Project Title: Middletown CP Development & Rehab

Region: Middletown

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2013

Capital Project Status: Active

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	24,140			24,140					
Site Improvement - NonBldg	206,418	206,418							
Architect/Engineering	498,747	498,747							
Construction	4,688,516			4,688,516					
Construction - IIT Infrastruct	69,597			69,597					
Inspectors - County	252,017	55,535		196,482					
Project Management	68,468	32,760		35,708					
Capital - Furniture / Equipmen	134,204			134,204					
Capital - IIT Hardware	25,637			25,637					
Total Cost:	5,967,744	793,460		5,174,284					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
Trans from Parks Acquisition	3,967,744	793,460		3,174,284					
General Obligation Bonds	0								
Recordation Tax Bonds	2,000,000			2,000,000					
Total Cost:	5,967,744	793,460		5,174,284					



Capital Project Summary

Capital Project Number: PR1032

Activity #: C7102.7102.01

Capital Project Title: Utica DP - Ph 2

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

Facilities included in this second phase of development area 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. Improvements were also made for facilities that were not constructed in Phase 1 due to funding constraints. For FY2020, 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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	159,078	159,078							
Site Improvement - NonBldg	2,621,401	11,958	2,609,443						
Architect/Engineering	709,577	709,577							
Construction	14,537,330	14,537,330							
Construction - IIT Infrastruct	90,668	90,668							
Inspectors - County	241,477	241,477							
Project Management	121,710	121,710							
Capital - Furniture / Equipmen	562,380	562,380							
Capital - IIT Hardware	71,358	71,358							
Total Cost:	19,114,979	16,505,536	2,609,443						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Contributions & Donations	125,000	125,000							
Trans from Parks Acquisition	11,654,652	9,439,193	2,215,459						
General Obligation Bonds	1,941,343	1,941,343							
Recordation Tax Bonds	5,393,984	5,000,000	393,984						
Total Cost:	19,114,979	16,505,536	2,609,443						



Capital Project Summary

Capital Project Number: PR1033

Activity #:

Capital Project Title: Rose Hill Exhibit and Storage Barn

Region: Frederick

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2018

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	103,005				103,005				
Architect/Engineering	62,948				62,948				
Construction	629,475				629,475				
Construction - IIT Infrastruct	15,909				15,909				
Inspectors - County	91,560				91,560				
Project Management	34,335				34,335				
Capital - IIT Hardware	10,987				10,987				
Total Cost:	948,219				948,219				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Parks Acquisition	948,219				948,219				
Total Cost:	948,219				948,219				



Capital Project Summary

Capital Project Number: PR1035

Activity #: C7405.7405.01

Capital Project Title: Point of Rocks Pedestrian Bridge

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

The installation of the pedestrian bridge would coincide with the Office of Sustainability and Environment Resource's Point of Rock Stream and Pond Retrofit project. The bridge will allow residents of the surrounding community to continue to have access over the modified stream and pond.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	30,000		30,000						
Construction	250,000			250,000					
Inspectors - County	10,000			10,000					
Project Management	10,000		5,000	5,000					
Total Cost:	300,000		35,000	265,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Parks Acquisition	300,000		35,000	265,000					
Total Cost:	300,000		35,000	265,000					



Capital Project Summary

Capital Project Number: PR2000

Activity #: C7001.7001.01

Capital Project Title: Parks Systemic

Region: Countywide

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2015

Capital Project Status: Active

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: park building and shelter repairs; fencing replacement; repairs to park trails and paths, including sidewalks and curbing and security cameras. For FY2020 the focus will be: renovations to kayak/canoe launches/ramps, replacing bleachers, replacing bulletin boards and repaving of roadways/parking lots/trails at select parks.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	331,143		37,835	37,835	37,835	37,835	37,835	37,835	104,133
Architect/Engineering	578,895		66,142	66,142	66,142	66,142	66,142	66,142	182,043
Construction	6,580,386		751,847	751,847	751,847	751,847	751,847	751,847	2,069,304
Inspectors - County	401,871		45,916	45,916	45,916	45,916	45,916	45,916	126,375
Project Management	260,442		29,757	29,757	29,757	29,757	29,757	29,757	81,900
Total Cost:	8,152,737		931,497	931,497	931,497	931,497	931,497	931,497	2,563,755

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	2,747,230		275,000	275,000	313,890	313,890	313,890	313,890	941,670
General Obligation Bonds	5,405,507		656,497	656,497	617,607	617,607	617,607	617,607	1,622,085
Total Cost:	8,152,737		931,497	931,497	931,497	931,497	931,497	931,497	2,563,755



Capital Project Summary

Capital Project Number: PR2009

Activity #:

Capital Project Title: Ballenger Creek Park Maintenance Area & Widrick House Rehabilitation

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2017

Capital Project Status: Active

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	119,028				119,028				
Project Management	11,903				11,903				
Total Cost:	130,931				130,931				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	120,120				120,120				
General Obligation Bonds	10,811				10,811				
Total Cost:	130,931				130,931				



Capital Project Summary

Capital Project Number: PR2010

Activity #:

Capital Project Title: Playground Replacement and Reconstruction

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

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

The Division of Parks and Recreation is currently evaluating the park systems' existing playgrounds to determine which areas have reached the end of their respective service life. The evaluation would also identify and address outdated playground equipment and any safety issues to park patrons. In addition to replacing equipment that will meet both the Consumer Product Safety Commission (CPSC) standards and the Americans with Disabilities Act (ADA), playground surfacing will also be retrofitted with either bonded rubber for sites that are not within a floodplain or rubber interlocking tiles for sites that are. This project would identify and prioritize existing playgrounds and provide for the replacement of one or more per year. Costs would also include demolition of existing playgrounds, as well as any improvements, expansion, and/or repairs to playground curbing, and any surrounding walkway/trail connections.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	90,000							30,000	60,000
Architect/Engineering	210,000							70,000	140,000
Construction	1,770,000							590,000	1,180,000
Inspectors - County	90,000							30,000	60,000
Project Management	90,000							30,000	60,000
Total Cost:	2,250,000							750,000	1,500,000

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Parks Acquisition	750,000							750,000	
General Obligation Bonds	1,500,000								1,500,000
Total Cost:	2,250,000							750,000	1,500,000



Capital Project Summary

Capital Project Number: PR3001

Activity #: C7200.7200.01

Capital Project Title: Bikeways/Trails Program

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

The Frederick County Bikeways and Trail Plan is in the process of being updated to assist County Staff in identifying and planning for sites and areas to develop potential trail corridors in the County. In this CIP request, the County will be scheduling alternating design and construction funding years from FY2020 to FY2023. Funding may be needed and used for potential trail acquisition or easements, as needed. County Staff will also look at utilizing 50/50 matching grants from the Federal Transportation Enhancement Grant Program (TEP) for eligible trail projects.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	1,055,261	266,837	212,617		212,617				363,190
Construction	5,481,444			1,419,878		1,419,878			2,641,688
Inspectors - County	383,874		21,911	78,190	21,911	78,190			183,672
Project Management	159,760		11,903	29,757	11,903	29,757			76,440
Total Cost:	7,080,339	266,837	246,431	1,527,825	246,431	1,527,825			3,264,990

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	2,659,557	259,557		600,000		600,000			1,200,000
Trans from General Fund	7,280	7,280							
Trans from Parks Acquisition	4,129,980		212,617	819,878	212,617	819,878			2,064,990
General Obligation Bonds	283,522		33,814	107,947	33,814	107,947			
Total Cost:	7,080,339	266,837	246,431	1,527,825	246,431	1,527,825			3,264,990



Capital Project Summary

Capital Project Number: PR3007

Activity #:

Capital Project Title: River Access Master Plan

Region: Thurmont

Asset Category: Parks & Recreation

Est Completion Date: 7/1/2021

Asset Type: Parks & Recreation

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

This project combines the Bridgeport Monocacy River Access (PR3005) and Rocky Ridge Landing Monocacy River Access (PR3006) Master Plans that were included in the Fiscal Years 2018-2023 Approved CIP into one River Access Master Plan to achieve cost and time efficiencies. A large portion of both properties are in the 100-year flood plain, so all improvements to the sites must be reviewed by the Zoning Administrator prior to approval of any Park Master Plans. Boundary surveys must be completed at both sites and monuments installed at all property corners. In addition to construction of entrances off Bridgeport Road and MD RT 77, development contemplated at each site includes roadway; parking; picnic area; bulletin board; portable restroom enclosure; concrete ramp to river for carry-in boat launch; ADA accessible access for fishing; guardrail; park signage; landscaping. The feasibility of adding a picnic shelter, small playground, and vaulted restroom at each site will also be investigated.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	179,850			179,850					
Project Management	13,080			13,080					
Total Cost:	192,930			192,930					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	192,930			192,930					
Total Cost:	192,930			192,930					



Capital Project Summary

Capital Project Number: PR3501

Activity #: C7600.7600.01

Capital Project Title: Park Schools

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

Park School facilities provide recreational facilities not normally associated with the regular FCPS program such as a regulation size gym, recreation room, office and storage and are generally placed at elementary schools. Currently a park school facility is planned for the Rock Creek School and will focus on program participants with disabilities. Costs for construction are based on per square footage costs data provided by FCPS Staff.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	0								
Construction - County's Share	3,167,244	1,312,000		1,855,244					
Total Cost:	3,167,244	1,312,000		1,855,244					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	2,524,244	669,000		1,855,244					
Recordation Tax Bonds	643,000	643,000							
Total Cost:	3,167,244	1,312,000		1,855,244					



Capital Project Summary

Capital Project Number: PR8002

Activity #: C7700.7700.01

Capital Project Title: South County YMCA, Indoor Pool Partnership

Region:

Asset Category: Parks & Recreation

Est Completion Date:

Asset Type: Parks & Recreation

Year Identified: 2016

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	0								
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	2020	2021	2022	2023	2024	2025	Costs After
Trans 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		

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CIP – WATERSHED RESTORATION

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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.

The current project cycle ends in December 2019. As requirements are developed for the next cycle, projects and funding will continue to be updated.



Reforestation (thru the Creek ReLeaf program)

- **Retrofits**
 - County Owned Stormwater Facilities
 - Regenerative Stormwater Conveyance
 - Non-County Owned Stormwater Facilities (if qualified)
 - Cloverhill Stormwater Retrofits (in conjunction with Highway project HW1201)

- **Stream Restorations** – designed to improve the environmental health and biodiversity of a stream and to help with flooding in the surrounding areas.

- **Reforestation** - efforts to improve environmental health and biodiversity of aquatic life through instream practices designed to reduce stream degradation.

- **Watershed Assessments and Systemics** - funding is provided for general assessment and maintenance that could identify future projects in the categories listed above



Raising the stream bed back to its original elevation at the Point of Rocks Stream Restoration Project

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

WATERSHED RESTORATION & RETROFITS

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Watershed Restoration & Retrofit										
Bennett Creek Watershed	(67,946)	92,867	160,813	(67,946)	0	0	0	0	0	0
Hunting Creek Watershed	(72,278)	77,722	150,000	(72,278)	0	0	0	0	0	0
County-Owned Stormwater Facility	1,366,249	8,468,702	7,102,453	1,366,249	0	0	0	0	0	0
Double Pipe Creek Watershed	(15,520)	119,480	135,000	(15,520)	0	0	0	0	0	0
Reforestation Program	13,352,241	19,515,945	6,163,704	2,452,241	2,180,000	2,180,000	2,180,000	2,180,000	2,180,000	0
Stream Restorations	2,196,350	2,989,350	793,000	0	2,196,350	0	0	0	0	0
Regenerative Stormwater Conveyance Retrofits	211,748	297,248	85,500	211,748	0	0	0	0	0	0
Non-County Owned Stormwater Facility Retrofits	2,458,705	3,620,705	1,162,000	2,458,705	0	0	0	0	0	0
Watershed Assessments	215,000	430,000	215,000	215,000	0	0	0	0	0	0
Cloverhill Stormwater Retrofits	750,800	750,800	0	497,200	253,600	0	0	0	0	0
Watershed Systemics	17,123,896	36,866,521	0	0	1,408,896	3,857,500	3,857,500	4,000,000	4,000,000	19,742,625
Total: Watershed Restoration & Retrofit	37,519,245	73,229,340	15,967,470	7,045,399	6,038,846	6,037,500	6,037,500	6,180,000	6,180,000	19,742,625
Total Expense	37,519,245	73,229,340	15,967,470	7,045,399	6,038,846	6,037,500	6,037,500	6,180,000	6,180,000	19,742,625
FUNDING										
General Fund	16,154,450	42,582,575	8,315,625	3,181,950	2,635,000	1,220,000	2,220,000	2,717,500	4,180,000	18,112,500
General Fund Bonds & Capital Lease	21,364,795	29,536,920	6,542,000	3,863,449	3,403,846	4,817,500	3,817,500	3,462,500	2,000,000	1,630,125
Grants	0	1,109,845	1,109,845	0	0	0	0	0	0	0
Total Funding Source	37,519,245	73,229,340	15,967,470	7,045,399	6,038,846	6,037,500	6,037,500	6,180,000	6,180,000	19,742,625



Capital Project Summary

Capital Project Number: WR1001

Activity #: C8000.8000.01

Capital Project Title: Bennett Creek Watershed

Region:

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

PROJECT IS COMPLETE - Residual Funding is being moved.

The Bennett Creek Watershed project includes an assessment of the current water quality conditions, identify and rank water quality problems, prioritize structural and nonstructural water quality improvement projects, and provide project designs to meet restoration needs within the Bennett Creek Watershed.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	0	21,918	-21,918						
Land	0	18,500	-18,500						
Site Improvement - NonBldg	0	33,160	-33,160						
Architect/Engineering	90,000		90,000						
Construction	2,867	77,735	-74,868						
Project Management	0	9,500	-9,500						
Total Cost:	92,867	160,813	-67,946						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	92,867	160,813	-67,946						
Total Cost:	92,867	160,813	-67,946						



Capital Project Summary

Capital Project Number: WR1024

Activity #: C8007.8007.01

Capital Project Title: Hunting Creek Watershed

Region:

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2015

Capital Project Status: In Progress

Capital Project Description:

PROJECT IS COMPLETE - Residual Funding is being moved.

A Stormwater Master Plan/Drainage Study for the Upper and Lower Mainstem subwatersheds of Hunting Creek Watershed will serve as a planning tool for watershed restoration projects and programs that will be submitted in future CIP cycles. These projects will serve as compliance towards meeting the County's impervious acre restoration requirement of the MS4 NPDES Permit and improve the conditions of this catchment area. Little Hunting Creek crosses under Route 15 and behind Catactin Furnace Road. There is severe instability in this catchment area where the stream has road and culvert impacts.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	77,722	100,000	-22,278						
Land	0	25,000	-25,000						
Site Improvement - NonBldg	0	25,000	-25,000						
Total Cost:	77,722	150,000	-72,278						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	77,722	150,000	-72,278						
Total Cost:	77,722	150,000	-72,278						



Capital Project Summary

Capital Project Number: WR1026

Activity #: C8009.8009.01

Capital Project Title: County-Owned Stormwater Facility Retrofits

Region: Countywide

Asset Category: Watershed Restoration & Retrofit

Est Completion Date: 6/30/2021

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2015

Capital Project Status: Active

Capital Project Description:

This project provides design and construction funds for recommended retrofits per the Phase A County-owned Stormwater Management Best Management Practices Retrofit Assessment of existing stormwater management practices located on County-owned land, and from additional site investigations. This project will also include projects identified through the new Stormwater Management Best Management Practices on All County-owned Properties Assessment. Subprojects under this project anticipated to be completed include Dudrow, Transit, Health Dept. (Montevue Lane), Animal Health Services, Glade Manor, and Clover Hill Stormwater Pond Retrofits.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Salary & Wages	31,488	31,488							
Land	123,000	123,000							
Site Improvement - NonBldg	202,316	202,316							
Architect/Engineering	2,184,752	2,184,752							
Construction	5,391,080	4,204,097	1,186,983						
Inspectors - County	331,771	226,000	105,771						
Project Management	204,295	130,800	73,495						
Total Cost:	8,468,702	7,102,453	1,366,249						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	394,845	394,845							
Trans from General Fund	2,865,608	2,865,608							
General Obligation Bonds	5,208,249	3,842,000	1,366,249						
Total Cost:	8,468,702	7,102,453	1,366,249						



Capital Project Summary

Capital Project Number: WR1032

Activity #: C8015.8015.01

Capital Project Title: Double Pipe Creek Watershed Assessment

Region:

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: In Progress

Capital Project Description:

PROJECT IS COMPLETE - Residual Funding is being moved.

This is a comprehensive watershed assessment according to the requirements of the NPDES Permit. The Assessment will determine the health of the watershed using quantitative data, identify and rank water quality problems and their locations, conduct a public meeting, and show the results of a visual watershed inspection. The intent will be twofold: one, document the health of the watershed; and, two, use this information to determine specific areas of the watershed with water quality problems and further investigate to determine the appropriate restoration techniques to satisfy permit requirements.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	119,480	130,000	-10,520						
Land	0	5,000	-5,000						
Total Cost:	119,480	135,000	-15,520						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	119,480	135,000	-15,520						
Total Cost:	119,480	135,000	-15,520						



Capital Project Summary

Capital Project Number: WR1039

Activity #: C8021.8021.01

Capital Project Title: Reforestation Program

Region:

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2016

Capital Project Status: Active

Capital Project Description:

The Reforestation Program, named Creek ReLeaf, ranks and reforests public and private lands throughout the County. Public properties are identified through various screening processes while private properties are identified through voluntary applications by landowners into the program on a yearly basis. Once private property applications are received, properties are ranked and prioritized by set factors related to the goals and success of the reforestation program. To secure and protect the trees planted on private properties and to comply with the county's NPDES MS4 permit, permanent conservation easements are obtained and sites are triennially inspected at a minimum to ensure adherence to the conservation easement. The Reforestation Program will assist the County in obtaining impervious equivalent credits towards the NPDES MS4 Permit.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Salary & Wages	31,488	31,488							
Land	7,773,094	2,121,121	1,291,973	872,000	872,000	872,000	872,000	872,000	
Site Improvement - NonBldg	2,914,075	514,281	306,994	418,560	418,560	418,560	418,560	418,560	
Construction	8,676,648	3,480,814	835,834	872,000	872,000	872,000	872,000	872,000	
Project Management	120,640	16,000	17,440	17,440	17,440	17,440	17,440	17,440	
Total Cost:	19,515,945	6,163,704	2,452,241	2,180,000	2,180,000	2,180,000	2,180,000	2,180,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	715,000	715,000							
Trans from General Fund	4,300,945	2,948,704	452,241	180,000	180,000	180,000	180,000	180,000	
General Obligation Bonds	14,500,000	2,500,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	
Total Cost:	19,515,945	6,163,704	2,452,241	2,180,000	2,180,000	2,180,000	2,180,000	2,180,000	



Capital Project Summary

Capital Project Number: WR1042

Activity #: C8024.8024.01

Capital Project Title: Stream Restorations

Region: Frederick, New Market

Asset Category: Watershed Restoration & Retrofit

Est Completion Date: 12/1/2021

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The Stream Restorations Project encompasses the design and construction of degraded streams throughout Frederick County. These projects create in-stream stability, reduce in-stream erosion and, in some instances, protect infrastructure. Projects are identified through Watershed Assessments and include natural channel designs as well as other stream restoration techniques that improve stream health. Stream restoration projects assist the County in meeting its NPDES MS4 permit requirements for impervious acre credit equivalency as defined by the Maryland Department of the Environment. Projects may be located on public and private lands and will be protected by a permanent easement. Subprojects anticipated to be completed include Clover Hill, Pine Cliff Phase 2, and Sam Hill Estates HOA.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	85,000	85,000							
Site Improvement - NonBldg	131,000	131,000							
Architect/Engineering	523,000	523,000							
Construction	1,958,730			1,958,730					
Inspectors - County	178,760			178,760					
Project Management	112,860	54,000		58,860					
Total Cost:	2,989,350	793,000		2,196,350					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	2,008,000	593,000		1,415,000					
General Obligation Bonds	981,350	200,000		781,350					
Total Cost:	2,989,350	793,000		2,196,350					



Capital Project Summary

Capital Project Number: WR1043

Activity #: C8025.8025.01

Capital Project Title: Regenerative Stormwater Conveyance Retrofits

Region: Frederick

Asset Category: Watershed Restoration & Retrofit

Est Completion Date: 12/1/2020

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The Regenerative Stormwater Conveyance (RSC) Retrofit project provides design and construction funds for storm drain outfalls identified in Watershed Assessments or other ranking assessments that determine feasible projects. RSCs treat concentrated stormwater drainage flows that go through changing grades. Projects identified will meet the required guidelines detailed from Maryland Department of the Environment and will receive impervious acre equivalency credits towards the County's NPDES MS4 Permit. It is anticipated that one subproject, McKaig Road Outfall, as identified in the Lower Monocacy Watershed Assessment, will be the first completed.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	15,000	15,000							
Site Improvement - NonBldg	13,000	13,000							
Architect/Engineering	50,000	50,000							
Construction	184,210		184,210						
Inspectors - County	17,440		17,440						
Project Management	17,598	7,500	10,098						
Total Cost:	297,248	85,500	211,748						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	297,248	85,500	211,748						
Total Cost:	297,248	85,500	211,748						



Capital Project Summary

Capital Project Number: WR1044

Activity #: C8026.8026.01

Capital Project Title: Non-County Owned Stormwater Facility Retrofits

Region: Frederick, New Market, Walkersville

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This project provides design and construction funds for recommended retrofits of new and existing best management practices identified in Watershed Assessments. The subprojects identified under this project are locations where there is little to no stormwater runoff control, where the County can receive impervious surface credit as part of the NPDES MS4 Permit requirements, and where the impervious surface credit return on investment is maximized. Subprojects anticipated to be completed include facilities within the Glade Towne Condominiums, Sam Hill Estates HOA, Robin's Meadow, the Meadows at Woodspring, Spring Ridge, and the Greens subdivisions.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	250,000	250,000							
Site Improvement - NonBldg	169,000	169,000							
Architect/Engineering	673,000	673,000							
Construction	2,177,705		2,177,705						
Inspectors - County	211,000		211,000						
Project Management	140,000	70,000	70,000						
Total Cost:	3,620,705	1,162,000	2,458,705						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	3,620,705	1,162,000	2,458,705						
Total Cost:	3,620,705	1,162,000	2,458,705						



Capital Project Summary

Capital Project Number: WR1045

Activity #: C8027.8027.01

Capital Project Title: Watershed Assessments

Region: Countywide

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The Watershed Assessments will include various Watershed Studies, small-scale feasibility studies, drainage studies, and Stormwater Master Plans. Additional studies are anticipated to begin in FY20 that will identify new stormwater management opportunities beyond the 2015 County-owned Stormwater Management Best Management Practices Retrofit Assessment. This New Best Management Practices on County-Owned Properties Assessment will identify opportunities to install new BMPs to capture uncontrolled runoff on County property.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	400,000	200,000	200,000						
Land	10,000	5,000	5,000						
Project Management	20,000	10,000	10,000						
Total Cost:	430,000	215,000	215,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	430,000	215,000	215,000						
Total Cost:	430,000	215,000	215,000						



Capital Project Summary

Capital Project Number: WR1051

Activity #: C8028.8028.01

Capital Project Title: Cloverhill Stormwater Retrofits

Region: Frederick

Asset Category: Watershed Restoration & Retrofit

Est Completion Date:

Asset Type: Watershed Restoration & Retrofit

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

The Office of Sustainability's roadside grass swale study identified a variety of opportunities to enhance roadside drainage conveyances to obtain a cost effective restoration towards the County's MS4 permit. Due to additional flooding within the Cloverhill Neighborhood, a collaborative and comprehensive drainage study with Highway Operations and Office of Sustainability will be underway in FY19 to identify opportunities to provide stormwater management while also increasing the capacity of the drainage systems to reduce flooding in the Cloverhill Neighborhood. Efforts included in this project under Watershed Restoration to improve stormwater management will be complemented with Highway Operation's project titled Cloverhill Stormdrain Improvements, which will address the capacity and flooding. This project also coincides with the County-Owned Stormwater Facility Retrofits and Stream Restoration CIP projects where stormwater retrofit opportunities exist beyond the stormwater management pond's drainage area. Subprojects will include a variety of stormwater management opportunities identified in the Grass Swale Study as well as the Cloverhill drainage study.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	20,000		10,000	10,000					
Site Improvement - NonBldg	36,000		24,000	12,000					
Architect/Engineering	126,000		84,000	42,000					
Construction	495,000		330,000	165,000					
Inspectors - County	45,000		30,000	15,000					
Project Management	28,800		19,200	9,600					
Total Cost:	750,800		497,200	253,600					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	750,800		497,200	253,600					
Total Cost:	750,800		497,200	253,600					



Capital Project Summary

Capital Project Number: WR1099

Activity #:

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: Active

Capital Project Description:

This project serves as a place holder for projects pertaining to the on-going permit requirements. As projects are identified, funding will be allocated to the specific projects. Two types of projects 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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction	36,866,521			1,408,896	3,857,500	3,857,500	4,000,000	4,000,000	19,742,625
Total Cost:	36,866,521			1,408,896	3,857,500	3,857,500	4,000,000	4,000,000	19,742,625

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	28,770,000			1,040,000	1,040,000	2,040,000	2,537,500	4,000,000	18,112,500
General Obligation Bonds	8,096,521			368,896	2,817,500	1,817,500	1,462,500		1,630,125
Total Cost:	36,866,521			1,408,896	3,857,500	3,857,500	4,000,000	4,000,000	19,742,625

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CIP – ROADS

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- **Boyers Mill Road** – This project was completed in different stages. The last stage (south section) was funded for in FY19 and residual funding is scheduled in FY20
- **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** – The project will upgrade the existing tar and chip surface and serve future traffic growth. Design funding is scheduled in FY24
- **White Rock Subdivision Improvements** – This project proposes pavement rehabilitation, sidewalk reconstruction to ADA standards, drainage improvements, and curb and gutter replacement. Construction funding is scheduled in FY21



Boyers Mill Road (south section)

- **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 construction is scheduled in FY23



White Rock Subdivision Improvements – includes pavement rehabilitation, sidewalk reconstruction, drainage improvements, and curb and gutter replacement

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

ROADS

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Roads										
Boyers Mill Road	248,200	26,805,382	26,557,182	248,200	0	0	0	0	0	0
Reichs Ford Road - Ph 2	685,600	11,726,300	0	0	0	0	412,900	272,700	0	11,040,700
Yeagertown Road	1,285,200	10,146,700	0	0	0	0	0	533,400	751,800	8,861,500
White Rock Subdivision Improvements	2,286,600	2,457,800	171,200	421,000	1,865,600	0	0	0	0	0
Gas House Pike (from the City Limits to Boyers Mill Road)	9,213,200	13,234,400	4,021,200	650,000	8,563,200	0	0	0	0	0
Christopher's Crossing Widening	6,967,900	6,967,900	0	1,013,000	0	321,400	5,633,500	0	0	0
Total: Roads	20,686,700	71,338,482	30,749,582	2,332,200	10,428,800	321,400	6,046,400	806,100	751,800	19,902,200
Total Expense	20,686,700	71,338,482	30,749,582	2,332,200	10,428,800	321,400	6,046,400	806,100	751,800	19,902,200
FUNDING										
General Fund	1,673,500	11,012,753	477,753	34,100	125,000	0	229,200	533,400	751,800	8,861,500
General Fund Bonds & Capital Lease	17,506,100	52,793,415	26,971,615	2,298,100	8,796,700	321,400	5,817,200	272,700	0	8,315,700
Excise Tax	0	2,073,492	2,073,492	0	0	0	0	0	0	0
Grants	1,507,100	5,432,100	1,200,000	0	1,507,100	0	0	0	0	2,725,000
Other	0	26,722	26,722	0	0	0	0	0	0	0
Total Funding Source	20,686,700	71,338,482	30,749,582	2,332,200	10,428,800	321,400	6,046,400	806,100	751,800	19,902,200



Capital Project Summary

Capital Project Number: RD1052

Activity #: C6304.6304.01

Capital Project Title: Boyers Mill Road

Region: New Market

Asset Category: Roads

Est Completion Date: 8/31/2022

Asset Type: Roads

Year Identified: 2010

Capital Project Status: In Progress

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. 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 on the north section (Gas house Pike to bridge over Lake Linganore) was substantially completed in early FY19. Construction is expected to begin on the south section (bridge over Lake Linganore to Old National Pike) in FY20.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	0								
Land	1,236,090	1,236,090							
Site Improvement - NonBldg	3,239,900	3,117,700	122,200						
Architect/Engineering	3,475,000	3,475,000							
Construction	18,155,238	18,155,238							
Inspectors - County	645,988	519,988	126,000						
Project Management	187,765	187,765							
Miscellaneous Recovery	-134,599	-134,599							
Total Cost:	26,805,382	26,557,182	248,200						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	1,200,000	1,200,000							
Cap Contr - Developer	26,722	26,722							
Trans from General Fund	233,153	233,153							
Trans from Develop Road Improv	2,073,492	2,073,492							
General Obligation Bonds	23,272,015	23,023,815	248,200						
Total Cost:	26,805,382	26,557,182	248,200						



Capital Project Summary

Capital Project Number: RD1061

Activity #:

Capital Project Title: Reichs Ford Road - Ph 2

Region: Frederick

Asset Category: Roads

Est Completion Date: 12/14/2029

Asset Type: Roads

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

This project will primarily focus on the upgrade/replacement of two bridges over Bush Creek. The bridges are prone to vehicular damage due to their narrow width and substandard approach alignments. The existing two lane road from Bartonsville Road to Ijamsville Road for a distance of 1.6 miles, including an 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 to Bush Creek. This project will complete the regional corridor upgrade between the Reichs Ford Road Ph 1 project and the Ijamsville Road corridor improvement projects. The 2015 ADT is 601 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	377,800					226,500	151,300		
Land	1,320,000								1,320,000
Site Improvement - NonBldg	140,100								140,100
Architect/Engineering	1,188,800								1,188,800
Construction	7,925,400								7,925,400
Inspectors - County	774,200					186,400	121,400		466,400
Project Management	0								
Total Cost:	11,726,300					412,900	272,700		11,040,700

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	2,725,000								2,725,000
Trans from General Fund	60,800					60,800			
General Obligation Bonds	8,940,500					352,100	272,700		8,315,700
Total Cost:	11,726,300					412,900	272,700		11,040,700



Capital Project Summary

Capital Project Number: RD1064

Activity #:

Capital Project Title: Yeagertown Road

Region: New Market

Asset Category: Roads

Est Completion Date: 12/15/2028

Asset Type: Roads

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

This roadway serves as a link from Boyers Mill Road to the proposed I-70/Meadow Road Interchange/Ijamsville Road. 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. Replacement of existing Bridge No. F09-06 will likely be required as part of the project. 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	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	315,100						315,100		
Land	1,645,000								1,645,000
Site Improvement - NonBldg	347,700								347,700
Architect/Engineering	751,800							751,800	
Construction	6,529,000								6,529,000
Inspectors - County	558,100						218,300		339,800
Project Management	0								
Total Cost:	10,146,700						533,400	751,800	8,861,500

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	10,146,700						533,400	751,800	8,861,500
Total Cost:	10,146,700						533,400	751,800	8,861,500



Capital Project Summary

Capital Project Number: RD1066

Activity #: C6307.6307.01

Capital Project Title: White Rock Subdivision Improvements

Region: Frederick

Asset Category: Roads

Est Completion Date: 12/17/2021

Asset Type: Roads

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

The White Rock subdivision, located off of Bethel Road north of Frederick City, is an older subdivision with deteriorating roads and sidewalks. This capital project proposes comprehensive improvements to the approximately 1.15 miles of roadways within the subdivision. Proposed work includes pavement rehabilitation, sidewalk reconstruction to ADA standards, drainage improvements, and curb and gutter replacement. Study funding is requested for this project for public outreach and determining typical sections for use during the design phase. The Division of Utilities and Solid Waste Management has planned waterline improvements for this area as well. The road project will be coordinated with the waterline project as necessary to minimize overall costs and inconvenience to the residents.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	77,800	77,800							
Site Improvement - NonBldg	81,800		81,800						
Architect/Engineering	339,200		339,200						
Construction	1,696,000			1,696,000					
Inspectors - County	169,600			169,600					
Project Management	93,400	93,400							
Total Cost:	2,457,800	171,200	421,000	1,865,600					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	121,200	21,200		100,000					
General Obligation Bonds	2,336,600	150,000	421,000	1,765,600					
Total Cost:	2,457,800	171,200	421,000	1,865,600					



Capital Project Summary

Capital Project Number: RD1067

Activity #: C6303.6303.01

Capital Project Title: Gas House Pike (from the City Limits to Boyers Mill Road)

Region: New Market

Asset Category: Roads

Est Completion Date: 12/16/2022

Asset Type: Roads

Year Identified: 2013

Capital Project Status: In Progress

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, and intersection improvements. The project is scheduled for construction in FY 2020. 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	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	268,000	268,000							
Land	1,547,000	1,547,000							
Site Improvement - NonBldg	853,000	853,000							
Architect/Engineering	1,344,200	694,200	650,000						
Construction	8,497,700	467,000		8,030,700					
Inspectors - County	724,500	192,000		532,500					
Total Cost:	13,234,400	4,021,200	650,000	8,563,200					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	1,507,100			1,507,100					
Trans from General Fund	248,400	223,400		25,000					
General Obligation Bonds	11,478,900	3,797,800	650,000	7,031,100					
Total Cost:	13,234,400	4,021,200	650,000	8,563,200					



Capital Project Summary

Capital Project Number: RD1068

Activity #: C6308.6308.01

Capital Project Title: Christopher's Crossing Widening

Region: Frederick

Asset Category: Roads

Est Completion Date: 12/15/2023

Asset Type: Roads

Year Identified: 2016

Capital Project Status: Active

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 Christopher's 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 Christopher's Crossing/Yellow Springs intersection may include the addition of a second lane to the existing roundabout. 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	2020	2021	2022	2023	2024	2025	Costs After
Land	250,000				250,000				
Site Improvement - NonBldg	71,400				71,400				
Architect/Engineering	799,900		799,900						
Construction	5,314,600					5,314,600			
Inspectors - County	318,900					318,900			
Project Management	213,100		213,100						
Total Cost:	6,967,900		1,013,000		321,400	5,633,500			

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	202,500		34,100			168,400			
General Obligation Bonds	6,765,400		978,900		321,400	5,465,100			
Total Cost:	6,967,900		1,013,000		321,400	5,633,500			

CIP –BRIDGES

This Page Not Used

Six bridge/culvert projects are scheduled for construction funding in the FY20-FY25 CIP.

FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Hoovers Mill Rd Bridge	Hessong Bridge Rd Bridge	Brethren Church Rd Bridge		Stottlemeyer Rd Bridge Deck	Biggs Ford Rd Bridge
Stevens Rd Bridge	Hornets Nest Rd Bridge			Old Mill Rd Bridge	



Current Hoovers Mill Rd Bridge – will rehab the sub and superstructure



Current Hessong Bridge Road Bridge – single-lane bridge will be replaced with a new two lane bridge and will improve the approaches to the bridge

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

BRIDGES

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Bridges										
Gas House Pike Bridge	698,000	5,215,200	4,517,200	698,000	0	0	0	0	0	0
Brethren Church Rd Br	1,314,200	1,314,200	0	262,600	97,600	954,000	0	0	0	0
Hessong Bridge Road Bridge (F15-01)	1,874,900	2,253,200	378,300	240,400	1,634,500	0	0	0	0	0
Hoovers Mill Road Bridge over Owens	1,134,200	1,397,900	263,700	1,134,200	0	0	0	0	0	0
Hornets Nest Road Bridge	1,072,600	1,298,600	226,000	41,400	1,031,200	0	0	0	0	0
Biggs Ford Road Bridge F26-04	1,589,400	1,589,400	0	0	0	0	343,300	10,000	1,236,100	0
Stevens Road Bridge	1,311,300	1,311,300	0	1,311,300	0	0	0	0	0	0
Stottlemeyer Road Bridge Deck	1,156,400	1,156,400	0	0	0	263,900	32,900	859,600	0	0
Replacement of Old Mill Road Bridge over Maryland Midland Railroad	1,648,900	1,648,900	0	0	0	342,200	80,000	1,226,700	0	0
Total: Bridges	11,799,900	17,185,100	5,385,200	3,687,900	2,763,300	1,560,100	456,200	2,096,300	1,236,100	0
Total Expense	11,799,900	17,185,100	5,385,200	3,687,900	2,763,300	1,560,100	456,200	2,096,300	1,236,100	0

FUNDING

General Fund	370,600	658,000	287,400	77,400	75,300	59,600	32,900	81,800	43,600	0
General Fund Bonds & Capital Lease	6,286,500	8,604,000	2,317,500	3,152,200	555,400	625,200	423,300	1,326,800	203,600	0
Grants	5,142,800	7,923,100	2,780,300	458,300	2,132,600	875,300	0	687,700	988,900	0
Total Funding Source	11,799,900	17,185,100	5,385,200	3,687,900	2,763,300	1,560,100	456,200	2,096,300	1,236,100	0



Capital Project Summary

Capital Project Number: BR1029

Activity #: C6007.6007.01

Capital Project Title: Gas House Pike Bridge

Region: New Market

Asset Category: Bridges

Est Completion Date:

Asset Type: Bridges

Year Identified: 2010

Capital Project Status: In Progress

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 reduce 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	2020	2021	2022	2023	2024	2025	Costs After
Land	145,000	145,000							
Site Improvement - NonBldg	478,300	378,300	100,000						
Architect/Engineering	692,500	594,500	98,000						
Construction	3,523,600	3,123,600	400,000						
Inspectors - County	375,800	275,800	100,000						
Total Cost:	5,215,200	4,517,200	698,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	2,996,300	2,601,300	395,000						
Trans from General Fund	200,000	200,000							
General Obligation Bonds	2,018,900	1,715,900	303,000						
Total Cost:	5,215,200	4,517,200	698,000						



Capital Project Summary

Capital Project Number: BR1032

Activity #: C6012.6012.01

Capital Project Title: Brethren Church Rd Br

Region: Middletown

Asset Category: Bridges

Est Completion Date: 12/16/2022

Asset Type: Bridges

Year Identified: 2015

Capital Project Status: Active

Capital Project Description:

Bridge No. F16-14. 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	2020	2021	2022	2023	2024	2025	Costs After
Land	60,000			60,000					
Site Improvement - NonBldg	37,600			37,600					
Architect/Engineering	218,800		218,800						
Construction	875,300				875,300				
Inspectors - County	78,700				78,700				
Project Management	43,800		43,800						
Total Cost:	1,314,200		262,600	97,600	954,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	875,300				875,300				
Trans from General Fund	47,800		11,300	17,900	18,600				
General Obligation Bonds	391,100		251,300	79,700	60,100				
Total Cost:	1,314,200		262,600	97,600	954,000				



Capital Project Summary

Capital Project Number: BR1033

Activity #: C6009.6009.01

Capital Project Title: Hessong Bridge Road Bridge (F15-01)

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 12/17/2021

Asset Type: Bridges

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

Bridge No. F15-01. 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	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	88,300	88,300							
Land	120,000		120,000						
Site Improvement - NonBldg	41,300		41,300						
Architect/Engineering	302,900	223,800	79,100						
Construction	1,514,400			1,514,400					
Inspectors - County	120,100			120,100					
Project Management	66,200	66,200							
Total Cost:	2,253,200	378,300	240,400	1,634,500					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	1,549,900	179,000	63,300	1,307,600					
Trans from General Fund	58,000	44,800	1,400	11,800					
General Obligation Bonds	645,300	154,500	175,700	315,100					
Total Cost:	2,253,200	378,300	240,400	1,634,500					



Capital Project Summary

Capital Project Number: BR1036

Activity #: C6010.6010.01

Capital Project Title: Hoovers Mill Road Bridge over Owens Creek

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 12/18/2020

Asset Type: Bridges

Year Identified: 2014

Capital Project Status: In Progress

Capital Project Description:

Bridge No. F15-11. 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	2020	2021	2022	2023	2024	2025	Costs After
Land	17,000	17,000							
Site Improvement - NonBldg	17,200	17,200							
Architect/Engineering	182,500	182,500							
Construction	1,050,400		1,050,400						
Inspectors - County	83,800		83,800						
Project Management	47,000	47,000							
Total Cost:	1,397,900	263,700	1,134,200						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	57,400	16,400	41,000						
General Obligation Bonds	1,340,500	247,300	1,093,200						
Total Cost:	1,397,900	263,700	1,134,200						



Capital Project Summary

Capital Project Number: BR1037

Activity #: C6011.6011.01

Capital Project Title: Hornets Nest Road Bridge

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 12/17/2021

Asset Type: Bridges

Year Identified: 2014

Capital Project Status: In Progress

Capital Project Description:

Bridge No. F05-22. 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	2020	2021	2022	2023	2024	2025	Costs After
Land	18,000		18,000						
Site Improvement - NonBldg	6,200		6,200						
Architect/Engineering	191,600	174,400	17,200						
Construction	949,200			949,200					
Inspectors - County	82,000			82,000					
Project Management	51,600	51,600							
Total Cost:	1,298,600	226,000	41,400	1,031,200					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	825,000			825,000					
Trans from General Fund	95,500	26,200	23,700	45,600					
General Obligation Bonds	378,100	199,800	17,700	160,600					
Total Cost:	1,298,600	226,000	41,400	1,031,200					



Capital Project Summary

Capital Project Number: BR1038

Activity #:

Capital Project Title: Biggs Ford Road Bridge F26-04

Region: Frederick

Asset Category: Bridges

Est Completion Date: 9/12/2025

Asset Type: Bridges

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

This project will provide rehabilitation of the existing multi-span steel beam bridge on Biggs Ford Road over the Monocacy River. The rehabilitation includes complete cleaning and painting of steel beams and bearings, replacement of deck joints, deck and parapet repairs, deck seal coat or overlay, and substructure repairs. The 2009 ADT at the bridge is 3,977 vehicles per day. The bridge was built in 1970.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	10,000						10,000		
Architect/Engineering	286,100					286,100			
Construction	1,144,500							1,144,500	
Inspectors - County	91,600							91,600	
Project Management	57,200					57,200			
Total Cost:	1,589,400					343,300	10,000	1,236,100	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	988,900							988,900	
Trans from General Fund	53,600						10,000	43,600	
General Obligation Bonds	546,900					343,300		203,600	
Total Cost:	1,589,400					343,300	10,000	1,236,100	



Capital Project Summary

Capital Project Number: BR1039

Activity #: C6013.6013.01

Capital Project Title: Stevens Road Bridge

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 12/18/2020

Asset Type: Bridges

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

Bridge No. F04-07. This project is for the rehabilitation of the existing through Pratt truss on Stevens Road over Hunting Creek. The work will include replacement of deteriorated truss members, replacement of steel floor beams and stringers, and replacement of the existing open-grid steel deck with a glue-laminated timber deck. The project also includes complete cleaning/painting of the superstructure steel and minor repairs to the existing substructure. The 2007 ADT at the bridge is 137 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	20,000		20,000						
Architect/Engineering	80,000		80,000						
Construction	1,053,300		1,053,300						
Inspectors - County	105,300		105,300						
Project Management	52,700		52,700						
Total Cost:	1,311,300		1,311,300						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	1,311,300		1,311,300						
Total Cost:	1,311,300		1,311,300						



Capital Project Summary

Capital Project Number: BR1049

Activity #:

Capital Project Title: Stottlemeyer Road Bridge Deck Replacement

Region: Middletown

Asset Category: Bridges

Est Completion Date: 12/13/2024

Asset Type: Bridges

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

Bridge F06-01. 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 1,456 vehicles per day. The bridge was built in 1977.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	10,000					10,000			
Site Improvement - NonBldg	22,900					22,900			
Architect/Engineering	199,800				199,800				
Construction	795,500						795,500		
Inspectors - County	128,200				64,100		64,100		
Total Cost:	1,156,400				263,900	32,900	859,600		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Federal Grants - Capital	687,700						687,700		
Trans from General Fund	63,900				31,000	32,900			
General Obligation Bonds	404,800				232,900		171,900		
Total Cost:	1,156,400				263,900	32,900	859,600		



Capital Project Summary

Capital Project Number: BR1051

Activity #:

Capital Project Title: Replacement of Old Mill Road Bridge over Maryland Midland Railroad

Region: Thurmont

Asset Category: Bridges

Est Completion Date: 12/13/2024

Asset Type: Bridges

Year Identified: 2016

Capital Project Status: Active

Capital Project Description:

Bridge No. F04-09. 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, replace the deteriorating concrete abutments and construct a new bridge superstructure. The 2015 ADT at the bridge is 63 vehicles per day.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	80,000					80,000			
Architect/Engineering	282,700				282,700				
Construction	1,130,800						1,130,800		
Inspectors - County	95,900						95,900		
Project Management	59,500				59,500				
Total Cost:	1,648,900				342,200	80,000	1,226,700		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	81,800				10,000		71,800		
General Obligation Bonds	1,567,100				332,200	80,000	1,154,900		
Total Cost:	1,648,900				342,200	80,000	1,226,700		

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CIP – HIGHWAYS

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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 1,285 centerline miles of roads.

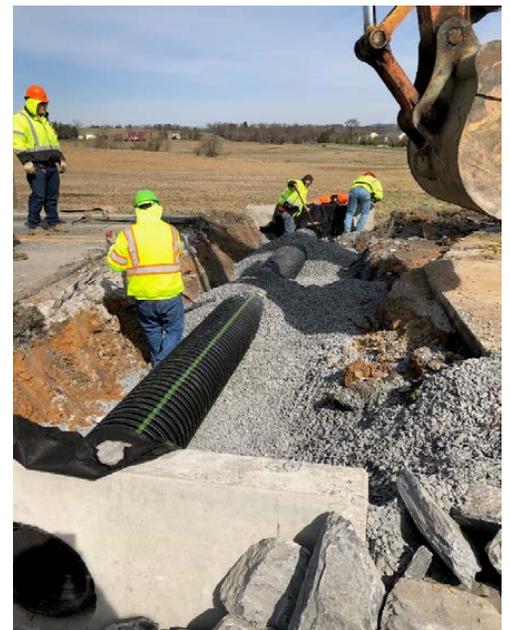
- Pavement Management Program** - This program funds Roadway Surface Management System, Surface Coat, Patching, Overlay, Cold-in-Place Recycling, and Full-Depth Reclamation. This project is scheduled for funding throughout the six-year CIP ranging from \$16.9 – 20.5 million per year for a total of \$107.7 million

- Highway Network Systemic – General**
Consists of the road stabilization, pipe culvert replacement, and the safety/spot improvements programs



Slope stabilization on Mount Zion Road (Highway Network Systemic-General)

- Sidewalk Retrofit Program** – A multi-year project to upgrade existing county owned pedestrian facilities to comply with current ADA standards
- Sidewalk Missing Links** – the focus of the program is to construct new sidewalk segments where gaps or missing links occur between existing pedestrian facilities
- Road Signalization** – This program provides funds for signal needs or roundabouts at intersections. On-going funding for the six years of the CIP is \$2.2 million
- Cloverhill Stormdrain Improvements** – In conjunction with the watershed restoration project (WR1051), this project will address stormdrain culverts and associated drainage areas



Installing a high density polyethylene drainage pipe and headwall under Ballenger Creek Pike

- 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
- Highway Operations Satellite Facility Acquisition** – establish funding to acquire land as opportunities arises to address the County’s growing road network

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED
HIGHWAYS**

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Highway										
Pavement Management Program	107,662,100	107,662,100	0	20,462,100	17,440,000	16,895,000	17,985,000	17,440,000	17,440,000	0
Highway Network Systemic - General	6,853,800	6,853,800	0	1,142,300	1,142,300	1,142,300	1,142,300	1,142,300	1,142,300	0
Sidewalk Retrofit Program	7,760,400	13,086,306	4,139,306	1,293,400	1,293,400	1,293,400	1,293,400	1,293,400	1,293,400	1,186,600
Sidewalk Missing Links	500,000	500,000	0	150,000	350,000	0	0	0	0	0
Road Signalization	2,244,000	2,244,000	0	374,000	374,000	374,000	374,000	374,000	374,000	0
Cloverhill Stormdrain Improvements	750,000	750,000	0	500,000	250,000	0	0	0	0	0
Thurmont & Johnsville Satellite Facility Improvements	5,365,750	5,365,750	0	0	475,000	4,890,750	0	0	0	0
Roads Satellite Facilities #3	414,985	5,841,886	5,426,901	414,985	0	0	0	0	0	0
Urbana Satellite Yard	1,141,369	5,249,339	4,107,970	1,141,369	0	0	0	0	0	0
Highway Operations Satellite Facility Acquisition	1,000,000	1,000,000	0	0	500,000	0	500,000	0	0	0
Total: Highway	133,692,404	148,553,181	13,674,177	25,478,154	21,824,700	24,595,450	21,294,700	20,249,700	20,249,700	1,186,600
Total Expense	133,692,404	148,553,181	13,674,177	25,478,154	21,824,700	24,595,450	21,294,700	20,249,700	20,249,700	1,186,600
FUNDING										
General Fund	52,206,900	53,326,105	832,605	8,458,400	8,029,700	9,429,700	8,779,700	8,779,700	8,729,700	286,600
General Fund Bonds & Capital Lease	81,485,504	95,227,076	12,841,572	17,019,754	13,795,000	15,165,750	12,515,000	11,470,000	11,520,000	900,000
Total Funding Source	133,692,404	148,553,181	13,674,177	25,478,154	21,824,700	24,595,450	21,294,700	20,249,700	20,249,700	1,186,600



Capital Project Summary

Capital Project Number: HW1001

Activity #: C6710.6710.01

Capital Project Title: Pavement Management Program

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2010

Capital Project Status: Active

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.

Prior budget is tracked in sub-projects

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction	107,662,100		20,462,100	17,440,000	16,895,000	17,985,000	17,440,000	17,440,000	
Total Cost:	107,662,100		20,462,100	17,440,000	16,895,000	17,985,000	17,440,000	17,440,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	46,678,700		7,678,700	7,250,000	8,500,000	7,750,000	7,750,000	7,750,000	
General Obligation Bonds	60,983,400		12,783,400	10,190,000	8,395,000	10,235,000	9,690,000	9,690,000	
Total Cost:	107,662,100		20,462,100	17,440,000	16,895,000	17,985,000	17,440,000	17,440,000	



Capital Project Summary

Capital Project Number: HW1050

Activity #: C6722.6722.01

Capital Project Title: Highway Network Systemic - General

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2016

Capital Project Status: Active

Capital Project Description:

This program includes multiple sub-programs: Pipe and Headwall Repair/Replacement, Road Stabilization, Safety/Spot Improvements, Bridge Repairs/Painting, and Rural Roads Enhancements. 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. Bridge Repair/Painting includes preventative maintenance and repair treatments for spans over 20' including cleaning/painting, concrete deck repairs, bridge deck joint repairs/replacement, and minor to moderate repair/replacement of bridge elements. Rural Roads Enhancements is new for FY 20. This program provides for localized repairs or enhancements, beyond routine maintenance, to roadways that are within the County's Rural Roads Program. The work in this sub-program will include drainage improvements (ditch and pipe work), localized grading/widening, and localized road stabilization as needed to minimize maintenance costs and provide a safe roadway for road users in strict compliance with the requirements of the Rural Roads Program.

Prior budget is tracked in sub-projects

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	144,600		24,100	24,100	24,100	24,100	24,100	24,100	
Site Improvement - NonBldg	67,200		11,200	11,200	11,200	11,200	11,200	11,200	
Architect/Engineering	165,000		27,500	27,500	27,500	27,500	27,500	27,500	
Construction	6,139,800		1,023,300	1,023,300	1,023,300	1,023,300	1,023,300	1,023,300	
Inspectors - County	337,200		56,200	56,200	56,200	56,200	56,200	56,200	
Total Cost:	6,853,800		1,142,300	1,142,300	1,142,300	1,142,300	1,142,300	1,142,300	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	2,000,000		200,000	200,000	400,000	400,000	400,000	400,000	
General Obligation Bonds	4,853,800		942,300	942,300	742,300	742,300	742,300	742,300	
Total Cost:	6,853,800		1,142,300	1,142,300	1,142,300	1,142,300	1,142,300	1,142,300	



Capital Project Summary

Capital Project Number: HW1090

Activity #: C6740.6740.01

Capital Project Title: Sidewalk Retrofit Program

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2016

Capital Project Status: Active

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 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	2020	2021	2022	2023	2024	2025	Costs After
Construction	11,184,845	3,504,445	1,110,300	1,110,300	1,110,300	1,110,300	1,110,300	1,110,300	1,018,600
Inspectors - County	1,901,461	634,861	183,100	183,100	183,100	183,100	183,100	183,100	168,000
Total Cost:	13,086,306	4,139,306	1,293,400	1,293,400	1,293,400	1,293,400	1,293,400	1,293,400	1,186,600

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	2,477,677	571,477	236,600	236,600	286,600	286,600	286,600	286,600	286,600
General Obligation Bonds	10,608,629	3,567,829	1,056,800	1,056,800	1,006,800	1,006,800	1,006,800	1,006,800	900,000
Total Cost:	13,086,306	4,139,306	1,293,400	1,293,400	1,293,400	1,293,400	1,293,400	1,293,400	1,186,600



Capital Project Summary

Capital Project Number: HW1095

Activity #: C6744.6744.01

Capital Project Title: Sidewalk Missing Links

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This countywide program will supplement the improvements to pedestrian facilities currently being completed under the Sidewalk Retrofit program to meet Americans with Disabilities Act (ADA) requirements. The focus of this program is to construct new sidewalk segments where gaps, or missing links, occur between existing pedestrian facilities. Elimination of missing links will provide more continuous pedestrian facilities and encourage walking as an alternate mode of transportation. Priority will be given to segments that provide safe routes to schools, transit stations/stops, multi-use trail systems and community centers. Identification of missing links and prioritization for project lists is currently underway and is being led by the Division of Planning and Permitting. Preliminary analysis has identified several potential projects sites in the Adamstown and Ballenger Creek areas. Project development activities from the design phase through construction will be executed through the Division of Public Works.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	15,000		5,000	10,000					
Site Improvement - NonBldg	15,000		5,000	10,000					
Architect/Engineering	46,000		16,000	30,000					
Construction	350,000		100,000	250,000					
Inspectors - County	37,000		12,000	25,000					
Project Management	37,000		12,000	25,000					
Total Cost:	500,000		150,000	350,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	500,000		150,000	350,000					
Total Cost:	500,000		150,000	350,000					



Capital Project Summary

Capital Project Number: HW1100

Activity #: C6763.6763.01

Capital Project Title: Road Signalization

Region: Countywide

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2010

Capital Project Status: Active

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.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction	2,244,000		374,000	374,000	374,000	374,000	374,000	374,000	
Total Cost:	2,244,000		374,000	374,000	374,000	374,000	374,000	374,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,908,600		343,100	343,100	243,100	343,100	343,100	293,100	
General Obligation Bonds	335,400		30,900	30,900	130,900	30,900	30,900	80,900	
Total Cost:	2,244,000		374,000	374,000	374,000	374,000	374,000	374,000	



Capital Project Summary

Capital Project Number: HW1201

Activity #: C6770.6770.01

Capital Project Title: Cloverhill Stormdrain Improvements

Region: Frederick

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

This project will address the stormdrain culverts and associated drainage in the Cloverhill Development. Construction will include but not be limited to the installation of additional culverts, repairs to existing culverts, and modifications to the existing drainage swales, which will alleviate flooding concerns. Design and construction will coincide with the Office of Sustainability's Cloverhill Stormwater Retrofits project.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction	750,000		500,000	250,000					
Total Cost:	750,000		500,000	250,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	750,000		500,000	250,000					
Total Cost:	750,000		500,000	250,000					



Capital Project Summary

Capital Project Number: HW3002

Activity #:

Capital Project Title: Thurmont & Johnsville Satellite Facility Improvements

Region: Thurmont

Asset Category: Highways

Est Completion Date: 12/1/2022

Asset Type: Highway

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

This project upgrades the Highway Operations satellite facilities in Thurmont and Johnsville to enhance the response to inclement weather and critical needs in these regions of Frederick County. Improvements include: replacing salt domes at the end of their services lives with structures that will increase salt storage capacity; modifying office space to more effectively house staff during 24/7 events and provide for supply storage; asphalt repair; installing spray wash systems to clean salt and debris from trucks and equipment; replacing well and septic systems; adding a truck shed (Thurmont).

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	40,000				40,000				
Site Improvement - NonBldg	120,000			120,000					
Architect/Engineering	330,000			330,000					
Construction	4,700,000				4,700,000				
Construction - IIT Infrastruct	9,350				9,350				
Inspectors - County	120,000				120,000				
Project Management	35,000			25,000	10,000				
Capital - IIT Hardware	11,400				11,400				
Total Cost:	5,365,750			475,000	4,890,750				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	5,365,750			475,000	4,890,750				
Total Cost:	5,365,750			475,000	4,890,750				



Capital Project Summary

Capital Project Number: HW3004

Activity #: C6780.6780.01

Capital Project Title: Roads Satellite Facilities #3

Region:

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2010

Capital Project Status: In Progress

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, truck shed with wash bay, and security features are provided at Jefferson.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
NonCapital Furniture/Equipment	10,200	10,200							
Site Improvement - NonBldg	166,627	113,480	53,147						
Architect/Engineering	396,750	351,750	45,000						
Construction	4,786,281	4,579,461	206,820						
Construction - IIT Infrastruct	33,590	22,550	11,040						
Inspectors - County	251,715	186,990	64,725						
Project Management	117,924	85,750	32,174						
Capital - Furniture / Equipmen	31,620	31,620							
Capital - IIT Hardware	47,179	45,100	2,079						
Total Cost:	5,841,886	5,426,901	414,985						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	101,936	101,936							
General Obligation Bonds	5,739,950	5,324,965	414,985						
Total Cost:	5,841,886	5,426,901	414,985						



Capital Project Summary

Capital Project Number: HW3005

Activity #: C6781.6781.01

Capital Project Title: Urbana Satellite Yard

Region:

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2017

Capital Project Status: In Progress

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 detached 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, connection to public water, brine system, trailer haul-off, concrete and paving repairs. A feasibility study is performed prior to commencing site design and will refine project costs. Expanded scope to include an extended roadway and parking to serve the existing ball fields.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	80,000	80,000							
NonCapital Furniture/Equipment	41,300	35,000	6,300						
Site Improvement - NonBldg	40,800	20,800	20,000						
Architect/Engineering	218,400	218,400							
Construction	4,369,232	3,320,396	1,048,836						
Construction - IIT Infrastruct	14,879	13,650	1,229						
Inspectors - County	144,944	125,040	19,904						
Project Management	48,690	36,800	11,890						
Capital - Furniture / Equipmen	271,600	240,000	31,600						
Capital - IIT Hardware	19,494	17,884	1,610						
Total Cost:	5,249,339	4,107,970	1,141,369						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	159,192	159,192							
General Obligation Bonds	5,090,147	3,948,778	1,141,369						
Total Cost:	5,249,339	4,107,970	1,141,369						



Capital Project Summary

Capital Project Number: HW3050

Activity #:

Capital Project Title: Highway Operations Satellite Facility Acquisition

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

Asset Category: Highways

Est Completion Date:

Asset Type: Highway

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

Based on the increasing growth across Frederick County, the need for additional highway operations facilities is evident. Additional facilities will allow for increased resources and the ability to expedite services. The establishment of this account would permit acquisition of highway operations satellite facilities based upon opportunities as they arise. Once an option to purchase property is executed, a separate project could be created and the appropriate funds transferred.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	1,000,000			500,000		500,000			
Total Cost:	1,000,000			500,000		500,000			

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
General Obligation Bonds	1,000,000			500,000		500,000			
Total Cost:	1,000,000			500,000		500,000			

CIP – WATER & SEWER

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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, Water & Sewer User Rates, and 3rd party funds

	% Project Cost Recovered By		
	<u>Capacity Fees</u>	<u>User Fees</u>	<u>3rd Party Funds</u>
Ballenger-McKinney WWTP Sludge Management	33%	50%	17%
Inflow & Infiltration 1 201A-S		100%	
Monrovia Water Storage Tank 2			100%
Lewistown Wastewater Treatment Plant Improvements		60%	40%
Lewistown Wastewater Collection System		60%	40%
Adamstown Gravity lines	100%		
White Rock Water line Replacement		100%	
Truck Scale at New Design Water Treatment Plant		100%	
Raw Water Intake and Pump Station Improvements		100%	
SHA Utility Relocations		100%	
Holly Hills SPS Replacement		100%	
Clay Street Waterline Replacement		100%	
Maintenance Building Expansion/Relocation		100%	
Facility Residuals Disposal		100%	
Concrete Water Tank Recoating		100%	
White Rock Wtr Line Rep		100%	
Cambridge Farms WTP UV		100%	
Inflow/Infiltr Study Ph3 201C-S		100%	
New Market West WTP Bypass		100%	
All Systemics		100%	

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

WATER AND SEWER

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Capacity										
Balleger-McKinney WWTP Sludge Management	66,723,300	66,723,300	0	0	0	0	0	5,586,000	61,137,300	0
Sewerage Problem Area Remediation	0	879,251	0	0	0	0	0	0	0	879,251
Inflow & Infiltration 1 201A-S	500,000	500,000	0	250,000	250,000	0	0	0	0	0
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
Water Storage Tank 2	2,865,000	3,178,000	313,000	2,865,000	0	0	0	0	0	0
Developer-Funded Infrastructure	120,000,000	170,000,000	50,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	0
Lewisstown Wastewater Treatment Plant	660,000	3,236,000	2,576,000	660,000	0	0	0	0	0	0
Lewisstown Wastewater Collection System	535,000	1,520,000	985,000	535,000	0	0	0	0	0	0
Adamstown Gravity Sewer Lines, Phase 1	3,215,600	3,215,600	0	3,215,600	0	0	0	0	0	0
Total: Capacity	194,498,900	251,820,151	53,874,000	27,525,600	20,250,000	20,000,000	20,000,000	25,586,000	81,137,300	3,447,251
Maintenance										
White Rock WWTP Replacement	400,000	2,606,800	2,206,800	400,000	0	0	0	0	0	0
Truck Scale at New Design Water	637,500	637,500	0	254,000	383,500	0	0	0	0	0
Raw Water Intake and Pump Station	2,002,000	3,220,000	1,218,000	2,002,000	0	0	0	0	0	0
SHA Utility Relocations	250,000	1,427,261	1,177,261	250,000	0	0	0	0	0	0
Holly Hills SPS Replacement	505,000	505,000	0	505,000	0	0	0	0	0	0
Clay Street Waterline Replacement	585,000	900,000	315,000	585,000	0	0	0	0	0	0
Maintenance Building Expansion/Relocation	4,005,000	4,155,000	150,000	1,330,000	2,675,000	0	0	0	0	0
Facility Residuals Disposal	690,000	690,000	0	0	90,000	600,000	0	0	0	0
Concrete Water Tank Recoating	1,740,000	2,145,000	405,000	380,000	480,000	0	390,000	490,000	0	0
White Rock Wtr Line Rep	900,000	1,793,000	893,000	900,000	0	0	0	0	0	0
Cambridge Farms WTP UV	750,000	868,000	118,000	750,000	0	0	0	0	0	0
Inflow/Infiltr Study Ph3 201C-S	200,000	475,725	275,725	200,000	0	0	0	0	0	0
New Market West WTP Bypass	200,000	200,000	0	200,000	0	0	0	0	0	0
DUSWM Maintenance Systemics - Balleger Wastewater	2,224,000	2,309,000	460,000	364,000	368,000	370,000	372,000	375,000	375,000	0
DUSWM Maintenance Systemics - Small Systems Wastewater	3,085,000	3,135,000	435,000	1,160,000	385,000	385,000	385,000	385,000	385,000	0
DUSWM Maintenance Systemics - Water	2,561,000	3,099,000	940,000	585,000	385,000	385,000	402,000	402,000	402,000	0
Total: Maintenance	20,734,500	28,166,286	8,593,786	9,865,000	4,766,500	1,740,000	1,549,000	1,652,000	1,162,000	0
Total Expense	215,233,400	279,986,437	62,467,786	37,390,600	25,016,500	21,740,000	21,549,000	27,238,000	82,299,300	3,447,251

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

WATER AND SEWER

	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
FUNDING										
Enterprise Fee & Bonds	78,895,439	92,618,212	11,804,786	12,395,600	5,016,500	1,740,000	1,549,000	6,288,380	51,905,959	1,917,987
Grants	1,945,000	1,945,000	0	1,945,000	0	0	0	0	0	0
Other	134,392,961	186,585,225	50,663,000	23,050,000	20,000,000	20,000,000	20,000,000	20,949,620	30,393,341	1,529,264
Total Funding Source	215,233,400	281,148,437	62,467,786	37,390,600	25,016,500	21,740,000	21,549,000	27,238,000	82,299,300	3,447,251



Capital Project Summary

Capital Project Number: WS1001

Activity #:

Capital Project Title: Ballenger-McKinney WWTP Sludge Management

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 12/31/2026

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	5,933,550						5,586,000	347,550	
Construction - County Funded	56,080,500							56,080,500	
Inspectors - County	1,643,250							1,643,250	
Overhead	388,500							388,500	
Capitalized Interest Expense	2,677,500							2,677,500	
Total Cost:	66,723,300						5,586,000	61,137,300	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Cap Contr - Municipal	11,342,961						949,620	10,393,341	
Trans from W/S Cash Fund	2,677,500							2,677,500	
Enterprise Fund Bonds	52,702,839						4,636,380	48,066,459	
Total Cost:	66,723,300						5,586,000	61,137,300	



Capital Project Summary

Capital Project Number: WS1002

Activity #:

Capital Project Title: Sewerage Problem Area Remediation

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

This project serves as a placeholder to remediate sewage problem areas (failing septic systems) as needed.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	62,351								62,351
Architect/Engineering	112,350								112,350
Construction	605,850								605,850
Inspectors - County	29,400								29,400
Overhead	29,400								29,400
Capitalized Interest Expense	39,900								39,900
Total Cost:	879,251								879,251

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	39,900								39,900
Enterprise Fund Bonds	839,351								839,351
Total Cost:	879,251								879,251



Capital Project Summary

Capital Project Number: WS1009

Activity #: 81002.3999.01

Capital Project Title: Inflow & Infiltration 1 201A-S

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

Project includes efforts to identify I/I sources and make sewer system repairs in the Ballenger Creek, Monocacy, and Fountaindale sewer basins. Field flow and TV will be collected by DUSWM Operations or a contractor. The data will be interpreted by DUSWM staff or a consultant engineer and recommendations for necessary corrections shall be made. The repairs will be made by Operations staff or a contractor.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	150,000			150,000					
Construction - County Funded	100,000			100,000					
Overhead	250,000		250,000						
Total Cost:	500,000		250,000	250,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	500,000		250,000	250,000					
Total Cost:	500,000		250,000	250,000					



Capital Project Summary

Capital Project Number: WS1012

Activity #:

Capital Project Title: Linganore Interceptor 1 - Lower Reach

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	216,200								216,200
Construction - County Funded	1,173,000								1,173,000
Inspectors - County	38,000								38,000
Overhead	38,000								38,000
Capitalized Interest Expense	40,000								40,000
Total Cost:	1,505,200								1,505,200

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Cap Contr - Developer	831,164								831,164
Trans from W/S Cash Fund	40,000								40,000
Enterprise Fund Bonds	634,036								634,036
Total Cost:	1,505,200								1,505,200



Capital Project Summary

Capital Project Number: WS1013

Activity #:

Capital Project Title: Linganore Interceptor 2 - Upper Reach

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2010

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	147,500								147,500
Construction - County Funded	778,600								778,600
Inspectors - County	42,850								42,850
Overhead	42,850								42,850
Capitalized Interest Expense	51,000								51,000
Total Cost:	1,062,800								1,062,800

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Cap Contr - Developer	698,100								698,100
Trans from W/S Cash Fund	51,000								51,000
Enterprise Fund Bonds	313,700								313,700
Total Cost:	1,062,800								1,062,800



Capital Project Summary

Capital Project Number: WS1023

Activity #: 11284.1105.01

Capital Project Title: Water Storage Tank 2

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2015

Capital Project Status: Active

Capital Project Description:

Developer Funded project for design and construction of a new 1.0 MG elevated water storage tank located in the vicinity of Ed McClain and Green Valley Roads (Monrovia). Memorandum of Understanding between developer(s) and Frederick County has been executed.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	253,000	253,000							
Construction - County Funded	2,725,000		2,725,000						
Inspectors - County	140,000		140,000						
Overhead	60,000	60,000							
Total Cost:	3,178,000	313,000	2,865,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Cap Contr - Developer	3,178,000	313,000	2,865,000						
Total Cost:	3,178,000	313,000	2,865,000						



Capital Project Summary

Capital Project Number: WS1028

Activity #: 81001.3999.01

Capital Project Title: Developer-Funded Infrastructure

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 6/30/2024

Asset Type: Capacity

Year Identified: 2016

Capital Project Status: Active

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. The amounts budgeted are estimates only.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction - Developer Funde	170,000,000	50,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	
Total Cost:	170,000,000	50,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Cap Contr - Developer	170,000,000	50,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	
Total Cost:	170,000,000	50,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	



Capital Project Summary

Capital Project Number: WS1032

Activity #: 21182.1211.01

Capital Project Title: Lewistown Wastewater Treatment Plant Improvements

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2017

Capital Project Status: In Progress

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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	416,500	301,500	115,000						
Construction - County Funded	2,447,000	2,115,000	332,000						
Inspectors - County	104,500	104,500							
Overhead	268,000	55,000	213,000						
Total Cost:	3,236,000	2,576,000	660,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	960,000		960,000						
Trans from RR&R	2,276,000	1,000,000	1,276,000						
Proceeds - Loans	0	1,576,000	-1,576,000						
Total Cost:	3,236,000	2,576,000	660,000						



Capital Project Summary

Capital Project Number: WS1033

Activity #: 21183.1211.01

Capital Project Title: Lewistown Wastewater Collection System

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Capacity

Year Identified: 2017

Capital Project Status: In Progress

Capital Project Description:

This project includes the design and construction of a low pressure sewer/grinder pump collection system to serve a yet to be defined service area in Lewistown. Funding is expected from a MDE grant and a benefit assessment (BA) may be levied against each property to be served. An amendment to the County Water and Sewerage Plan has been completed to create this service area.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	15,000		15,000						
Architect/Engineering	196,000	120,000	76,000						
Construction - County Funded	1,029,000	735,000	294,000						
Inspectors - County	85,000	85,000							
Overhead	195,000	45,000	150,000						
Total Cost:	1,520,000	985,000	535,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
State Grants - Capital	985,000		985,000						
Cap Contr - Property Owners	535,000	350,000	185,000						
Proceeds - Loans	0	635,000	-635,000						
Total Cost:	1,520,000	985,000	535,000						



Capital Project Summary

Capital Project Number: WS1055

Activity #: 21341.1236.01

Capital Project Title: Adamstown Gravity Sewer Lines, Phase 1

Region: Adamstown

Asset Category: Water & Sewer

Est Completion Date: 2/28/2021

Asset Type: Capacity

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

Project includes design and construction of approximately 5,100 LF of 8-inch gravity sewer, manholes, service connections, and surface restoration. Alignment generally runs along the south side of the railroad R/W from Doubs Road SPS, across Mountville Road, to and along 500 feet of Adamstown Road. Budget also includes cost of easement document preparation and acquisition. Contract No. 147C-S.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	222,000		222,000						
Architect/Engineering	379,500		379,500						
Construction - County Funded	2,300,000		2,300,000						
Inspectors - County	102,000		102,000						
Project Management	44,500		44,500						
Overhead	167,600		167,600						
Total Cost:	3,215,600		3,215,600						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S System Develop	3,215,600		3,215,600						
Total Cost:	3,215,600		3,215,600						



Capital Project Summary

Capital Project Number: WS1019

Activity #: 21165.1210.01

Capital Project Title: White Rock WWTP Replacement

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified: 2002

Capital Project Status: In Progress

Capital Project Description:

Study, design, and construction of a replacement WWTP for White Rock.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	297,800	297,800							
Construction - County Funded	1,715,500	1,315,500	400,000						
Inspectors - County	52,000	52,000							
Overhead	401,500	401,500							
Capitalized Interest Expense	140,000	140,000							
Total Cost:	2,606,800	2,206,800	400,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	569,773	549,773	20,000						
Enterprise Fund Bonds	2,037,027	1,657,027	380,000						
Total Cost:	2,606,800	2,206,800	400,000						



Capital Project Summary

Capital Project Number: WS1035

Activity #: 11338.1105.01

Capital Project Title: Truck Scale at New Design Water Treatment Plant

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified: 2017

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	100,000		100,000						
Construction - County Funded	381,500			381,500					
Inspectors - County	75,000		75,000						
Overhead	50,000		50,000						
Capitalized Interest Expense	31,000		29,000	2,000					
Total Cost:	637,500		254,000	383,500					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	31,000		29,000	2,000					
Enterprise Fund Bonds	606,500		225,000	381,500					
Total Cost:	637,500		254,000	383,500					



Capital Project Summary

Capital Project Number: WS1037

Activity #: 11208.1105.01

Capital Project Title: Raw Water Intake and Pump Station Improvements

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified: 2018

Capital Project Status: In Progress

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 five sluice gate hydraulic operators and one hydraulic power unit.
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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	257,000	165,000	92,000						
Construction - County Funded	2,525,000	825,000	1,700,000						
Inspectors - County	195,000	85,000	110,000						
Overhead	185,000	85,000	100,000						
Capitalized Interest Expense	58,000	58,000							
Total Cost:	3,220,000	1,218,000	2,002,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	58,000	58,000							
Trans from RR&R	306,827	80,000	226,827						
Enterprise Fund Bonds	2,855,173	1,080,000	1,775,173						
Total Cost:	3,220,000	1,218,000	2,002,000						



Capital Project Summary

Capital Project Number: WS1040

Activity #: 81005.3999.01

Capital Project Title: SHA Utility Relocations

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

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.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	75,000	75,000							
Construction - County Funded	1,027,261	777,261	250,000						
Inspectors - County	75,000	75,000							
Overhead	250,000	250,000							
Total Cost:	1,427,261	1,177,261	250,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	1,427,261	1,177,261	250,000						
Total Cost:	1,427,261	1,177,261	250,000						



Capital Project Summary

Capital Project Number: WS1045

Activity #: 21339.1206.01

Capital Project Title: Holly Hills SPS Replacement

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 11/27/2020

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The project includes design and construction services required to replace the existing sewage pump station with a new wet well mounted or submersible station, controls, and security fencing.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	75,000		75,000						
Construction - County Funded	400,000		400,000						
Inspectors - County	20,000		20,000						
Project Management	10,000		10,000						
Total Cost:	505,000		505,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	35,000		35,000						
Enterprise Fund Bonds	470,000		470,000						
Total Cost:	505,000		505,000						



Capital Project Summary

Capital Project Number: WS1046

Activity #: 11278.1109.01

Capital Project Title: Clay Street Waterline Replacement

Region:

Asset Category: Water & Sewer

Est Completion Date: 12/20/2019

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

Project includes design and construction services required to replace the existing water main between Ballenger Creek Pike and Bank Street in Point of Rocks. New 8-inch water main is approximately 1,100 LF in length and new service laterals are included.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	0	5,000	-5,000						
Architect/Engineering	68,000	50,000	18,000						
Construction - County Funded	653,000	220,000	433,000						
Inspectors - County	28,000	25,000	3,000						
Project Management	0	15,000	-15,000						
Overhead	103,000		103,000						
Capitalized Interest Expense	48,000		48,000						
Total Cost:	900,000	315,000	585,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	48,000	31,500	16,500						
Enterprise Fund Bonds	852,000	283,500	568,500						
Total Cost:	900,000	315,000	585,000						



Capital Project Summary

Capital Project Number: WS1047

Activity #: 21281.1206.01

Capital Project Title: Maintenance Building Expansion/Relocation

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 12/31/2021

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

This project involves preparation of a Facility Plan to identify and analyze possible options to expand or relocate the DUSWM Maintenance Building/Operation currently located on Marcies Choice Lane. Project includes funds to execute approved options which could include purchase and development of a new site, redevelopment of the existing site, renovation of the existing building, or a combination of these options.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Land	1,000,000		1,000,000						
Architect/Engineering	500,000	125,000	300,000	75,000					
Construction - County Funded	2,500,000			2,500,000					
Inspectors - County	75,000			75,000					
Project Management	80,000	25,000	30,000	25,000					
Total Cost:	4,155,000	150,000	1,330,000	2,675,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	550,500	150,000	133,000	267,500					
Enterprise Fund Bonds	3,604,500		1,197,000	2,407,500					
Total Cost:	4,155,000	150,000	1,330,000	2,675,000					



Capital Project Summary

Capital Project Number: WS1049

Activity #:

Capital Project Title: Facility Residuals Disposal

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 11/25/2022

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

Project includes the study, design, and construction services required to provide a more efficient method of disposing of waste collected by the vac-truck. Study will evaluate various options which could include modification to existing headworks at the Ballenger-McKinney WWTP or construction of a separate facility.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	175,000			75,000	100,000				
Construction - County Funded	400,000				400,000				
Inspectors - County	25,000				25,000				
Project Management	30,000			10,000	20,000				
Overhead	30,000			5,000	25,000				
Capitalized Interest Expense	30,000				30,000				
Total Cost:	690,000			90,000	600,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	120,000			90,000	30,000				
Enterprise Fund Bonds	570,000				570,000				
Total Cost:	690,000			90,000	600,000				



Capital Project Summary

Capital Project Number: WS1050

Activity #: 81018.3999.01

Capital Project Title: Concrete Water Tank Recoating

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 10/3/2025

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

The County currently has five concrete water storage tanks of various ages; two at New Design WTP, Jordan, East County, and Hannover. This project involves the repair and cementitious painting of the exterior wall/roof surfaces. Each tank will be scheduled for this work based upon its condition as recommended by our tank inspection program.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	275,000	75,000	50,000	50,000		50,000	50,000		
Construction - County Funded	1,450,000	250,000	250,000	350,000		250,000	350,000		
Inspectors - County	185,000	35,000	35,000	35,000		40,000	40,000		
Project Management	50,000	10,000	10,000	10,000		10,000	10,000		
Overhead	185,000	35,000	35,000	35,000		40,000	40,000		
Total Cost:	2,145,000	405,000	380,000	480,000		390,000	490,000		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	2,145,000	405,000	380,000	480,000		390,000	490,000		
Total Cost:	2,145,000	405,000	380,000	480,000		390,000	490,000		



Capital Project Summary

Capital Project Number: WS1051

Activity #: 11111.1131.01

Capital Project Title: White Rock Wtr Line Rep

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified:

Capital Project Status: In Progress

Capital Project Description:

Design and construction of replacement waterlines in White Rock subdivision shall be coordinated with the DPW roadway project. The project includes installation of new water main, water house connections, and may include fire hydrants.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	109,900	173,900	-64,000						
Construction - County Funded	1,224,000	654,000	570,000						
Inspectors - County	40,000	40,000							
Overhead	201,000	18,000	183,000						
Capitalized Interest Expense	218,100		218,100						
Capital - Furniture / Equipmen	0	7,100	-7,100						
Total Cost:	1,793,000	893,000	900,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	915,000	465,000	450,000						
Enterprise Fund Bonds	878,000	428,000	450,000						
Total Cost:	1,793,000	893,000	900,000						



Capital Project Summary

Capital Project Number: WS1052

Activity #: 11113.1142.01

Capital Project Title: Cambridge Farms WTP UV

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified:

Capital Project Status: In Progress

Capital Project Description:

Project includes the design and construction of an expansion of the existing Cambridge Farms Water Treatment Plant, relocation of the generator, piping modifications, new chemical storage room, UV disinfection, and filtration systems.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	102,000	27,000	75,000						
Construction - County Funded	675,000	75,000	600,000						
Inspectors - County	35,000	10,000	25,000						
Overhead	56,000	6,000	50,000						
Total Cost:	868,000	118,000	750,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	868,000	118,000	750,000						
Total Cost:	868,000	118,000	750,000						



Capital Project Summary

Capital Project Number: WS1053

Activity #: 81004.3999.01

Capital Project Title: Inflow/Infiltr Study Ph3 201C-S

Region:

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified:

Capital Project Status: In Progress

Capital Project Description:

Project includes efforts to identify I/I sources and make sewer system repairs in the Jefferson and White Rock sewer basins. Field flow and TV will be collected by DUSWM Operations or a contractor. The data will be interpreted by DUSWM staff or a consultant engineer and recommendations for necessary corrections shall be made. The repairs will be made by Operations staff or a contractor.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	52,423	52,423							
Construction - County Funded	150,000		150,000						
Inspectors - County	207,302	207,302							
Overhead	66,000	16,000	50,000						
Total Cost:	475,725	275,725	200,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	53,300	33,300	20,000						
Trans from W/S System Develop	422,425	242,425	180,000						
Total Cost:	475,725	275,725	200,000						



Capital Project Summary

Capital Project Number: WS1054

Activity #: 11340.1105.01

Capital Project Title: New Market West WTP Bypass

Region: New Market

Asset Category: Water & Sewer

Est Completion Date: 10/1/2020

Asset Type: Maintenance

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

The project includes design and construction services required to install a 12" water main bypass around the New Market West Water Treatment Plant that is no longer in operation.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	42,000		42,000						
Construction - County Funded	110,000		110,000						
Inspectors - County	7,000		7,000						
Overhead	41,000		41,000						
Total Cost:	200,000		200,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	200,000		200,000						
Total Cost:	200,000		200,000						



Capital Project Summary

Capital Project Number: WS1101

Activity #: 81786.3999.01

Capital Project Title: DUSWM Maintenance Systemics - Ballenger Wastewater

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 6/27/2025

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This project anticipates maintenance/systemic needs required for aging County wastewater systems in the Ballenger-McKinney WWTP service area: roof replacement, pavement repair/overlay/sealcoating, large HVAC replacement/upgrade, generator repair/replacement, building envelope improvements such as door and window replacements, large pump repairs/replacement, plant and pump station controls/PLC replacement/upgrades, large component treatment works piping and equipment repair/replacement, pump repair/replacement, low pressure system replacements/upgrades. For FY2020, priority is the MBR Permeate Pipe Replacement at Ballenger-McKinney WWTP.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	764,000	100,000	104,000	108,000	110,000	112,000	115,000	115,000	
Construction - County Funded	1,850,000	350,000	250,000	250,000	250,000	250,000	250,000	250,000	
Overhead	70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Total Cost:	2,684,000	460,000	364,000	368,000	370,000	372,000	375,000	375,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	2,684,000	460,000	364,000	368,000	370,000	372,000	375,000	375,000	
Total Cost:	2,684,000	460,000	364,000	368,000	370,000	372,000	375,000	375,000	



Capital Project Summary

Capital Project Number: WS1102

Activity #: 81782.3999.01

Capital Project Title: DUSWM Maintenance Systemics - Small Systems Wastewater

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date:

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This project anticipates maintenance/systemic needs required for aging County wastewater systems outside the Ballenger-McKinney WWTP service area. These regional systems are considered "small systems": roof replacement, pavement repair/replacement, generator repair/replacement, building envelope improvements such as door and window replacements, pump repairs/replacements, plant and pump station controls/PLC replacement/upgrades, treatment works piping and equipment repair/replacement, low pressure sewer system replacement/upgrades. For FY2020, priorities are evaluation and repairs to the Point of Rocks and Crestview WWTPs and the Knoxville low pressure sewer system.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	889,000	125,000	139,000	125,000	125,000	125,000	125,000	125,000	
Construction - County Funded	2,465,000	300,000	915,000	250,000	250,000	250,000	250,000	250,000	
Overhead	166,000	10,000	106,000	10,000	10,000	10,000	10,000	10,000	
Total Cost:	3,520,000	435,000	1,160,000	385,000	385,000	385,000	385,000	385,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	3,520,000	435,000	1,160,000	385,000	385,000	385,000	385,000	385,000	
Total Cost:	3,520,000	435,000	1,160,000	385,000	385,000	385,000	385,000	385,000	



Capital Project Summary

Capital Project Number: WS1108

Activity #: 81581.3999.01

Capital Project Title: DUSWM Maintenance Systemics - Water

Region: Countywide

Asset Category: Water & Sewer

Est Completion Date: 6/27/2025

Asset Type: Maintenance

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This project anticipates maintenance/systemic needs required for aging County water systems: roof replacement, pavement repair/overlay/sealcoating, larger HVAC replacement/upgrade, generator repair/replacement, building envelope improvements such as door and window replacements, large meter replacements, large pump repairs/replacement, plant and station controls/PLC replacement/upgrades, and water storage tank repairs. For FY 2020, priorities are East County BPS 3rd pump, Ball Road BPS pump and controls replacement; Cambridge Farms Water Storage Tank rehabilitation; East County PS PLC replacement; and initiation of the Commercial Meter replacement program.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	1,015,000	250,000	125,000	125,000	125,000	130,000	130,000	130,000	
Construction - County Funded	2,416,000	680,000	450,000	250,000	250,000	262,000	262,000	262,000	
Overhead	70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Total Cost:	3,501,000	940,000	585,000	385,000	385,000	402,000	402,000	402,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from W/S Cash Fund	3,501,000	940,000	585,000	385,000	385,000	402,000	402,000	402,000	
Total Cost:	3,501,000	940,000	585,000	385,000	385,000	402,000	402,000	402,000	

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CIP – SOLID WASTE

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The Solid Waste CIP is 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.

Yard Waste Pad Resurfacing – This project will remove the existing pad and construct a new hot mix asphalt surface

Rehabilitation of Reichs Ford Road Landfill Roller-Compacted Concrete Dam – This project scales deteriorated concrete from the downstream face of the dam and seals the RCC surface with shotcrete



Concrete Dam to be rehabilitated

Maintenance Systemic – Solid Waste – This project establishes a project to address on-going systemic repairs that were previously addressed on an ad-hoc nature within the operating budget. This will help provide long-term planning and accountability for these type of projects

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

SOLID WASTE

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Solid Waste										
DUSWM Maintenance Systemics - Solid Waste	1,260,000	1,260,000	0	210,000	210,000	210,000	210,000	210,000	210,000	0
Yard Waste Pad Resurfacing	63,000	863,000	800,000	63,000	0	0	0	0	0	0
Rehabilitation of Reichs Ford Road Landfill Roller-Compacted Concrete Dam	555,000	555,000	0	555,000	0	0	0	0	0	0
Total: Solid Waste	1,878,000	2,678,000	800,000	828,000	210,000	210,000	210,000	210,000	210,000	0
Total Expense	1,878,000	2,678,000	800,000	828,000	210,000	210,000	210,000	210,000	210,000	0
FUNDING										
Enterprise Fee & Bonds	1,783,000	2,583,000	800,000	733,000	210,000	210,000	210,000	210,000	210,000	0
Other	95,000	95,000	0	95,000	0	0	0	0	0	0
Total Funding Source	1,878,000	2,678,000	800,000	828,000	210,000	210,000	210,000	210,000	210,000	0



Capital Project Summary

Capital Project Number: SW1004

Activity #: L1107.9999.01

Capital Project Title: DUSWM Maintenance Systemics - Solid Waste

Region: Countywide

Asset Category: Solid Waste

Est Completion Date: 6/27/2025

Asset Type: Solid Waste

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

This project anticipates maintenance/systemic needs required for aging County Landfill systems: roof replacement, pavement repair/replacement, generator repair/replacement, building envelope improvements such as door and window replacements, crane repairs/replacements, scale repairs/replacements, stormwater pump repair/replacement, pump station control/PLC replacement/upgrades.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	450,000		75,000	75,000	75,000	75,000	75,000	75,000	
Construction	750,000		125,000	125,000	125,000	125,000	125,000	125,000	
Overhead	60,000		10,000	10,000	10,000	10,000	10,000	10,000	
Total Cost:	1,260,000		210,000	210,000	210,000	210,000	210,000	210,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Solid Waste Oper Fu	1,260,000		210,000	210,000	210,000	210,000	210,000	210,000	
Total Cost:	1,260,000		210,000	210,000	210,000	210,000	210,000	210,000	



Capital Project Summary

Capital Project Number: SW1005

Activity #: L1106.9999.01

Capital Project Title: Yard Waste Pad Resurfacing

Region: Countywide

Asset Category: Solid Waste

Est Completion Date: 10/25/2019

Asset Type: Solid Waste

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

This project includes the removal of the existing pad and construction of a new hot mix asphalt surface at the Landfill's yard waste facility. New surface thickness is assumed to be 8-inches (2-4" lifts) in order to provide additional resistance to expected equipment movements and loadings.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	70,000	70,000							
Construction	763,000	700,000	63,000						
Inspectors - County	10,000	10,000							
Project Management	20,000	20,000							
Total Cost:	863,000	800,000	63,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Solid Waste Oper Fu	863,000	800,000	63,000						
Total Cost:	863,000	800,000	63,000						



Capital Project Summary

Capital Project Number: SW1006

Activity #: L1108.9999.01

Capital Project Title: Rehabilitation of Reichs Ford Road Landfill Roller-Compacted Concrete Dam

Region: Countywide

Asset Category: Solid Waste

Est Completion Date: 6/30/2020

Asset Type: Solid Waste

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

Construction of the Reichs Ford Road Landfill Stormwater Diversion Project (Bid No. 94-31) was completed in 1996 at a total construction cost of approximately \$1.85 million. Of this total, a portion of the project included the construction of roller-compacted concrete dam (RCC Dam) for stormwater retention of East Boyer Run that was valued at approximately \$800,000. Following the completion of an engineering inspection as required by MD Dam Safety of the RCC Dam in 2018, certain maintenance improvements were recommended. The primary study recommendation was to scale deteriorated concrete from the downstream face of the dam and to seal the RCC surface with shotcrete and as a result, certain engineering services were secured to prepare bid specifications and drawings for same. (Note: The construction estimate has been prepared without the engineering having been completed and is subject to change.)

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	95,000		95,000						
Construction	460,000		460,000						
Total Cost:	555,000		555,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Cap Contr - Developer	95,000		95,000						
Trans from Solid Waste Oper Fu	460,000		460,000						
Total Cost:	555,000		555,000						

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**CIP – FREDERICK COMMUNITY
COLLEGE**

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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.

- **Athletic Center Addition/Renovation** – renovation of the existing building along with an addition would address the necessary life safety and ADA issues as well as provide additional general education classrooms, formal and informal student and team support spaces, improved locker room facilities, and faculty, staff and coaching office areas
- **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
- **Annapolis Hall Renovation** – Funding is scheduled in FY20 and FY21 and will reconfigure outdated classrooms located on the first floor, upgrade the Services for Student with Disabilities and Veteran Services offices, and modify administrative offices
- **Technology Upgrade** – Funding is scheduled in FY20 – FY22 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

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

COMMUNITY COLLEGE

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
Community College										
Athletic Center Addition/Renovation	710,000	11,071,250	0	0	0	0	0	0	710,000	10,361,250
Linganore Hall (Bldg L)	10,315,500	10,315,500	0	897,000	6,216,210	3,202,290	0	0	0	0
Building E - Renovation/Addition	2,538,000	5,379,492	2,841,492	2,538,000	0	0	0	0	0	0
Annapolis Hall - Renovation	1,794,000	1,794,000	0	1,000,000	794,000	0	0	0	0	0
Technology Upgrade	700,000	700,000	0	300,000	300,000	100,000	0	0	0	0
Classroom Technology Upgrades	300,000	300,000	0	150,000	150,000	0	0	0	0	0
FCC Systemics	6,102,000	6,952,000	0	1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	850,000
Total: Community College	22,459,500	36,512,242	2,841,492	5,902,000	8,477,210	4,319,290	1,017,000	1,017,000	1,727,000	11,211,250
Total Expense	22,459,500	36,512,242	2,841,492	5,902,000	8,477,210	4,319,290	1,017,000	1,017,000	1,727,000	11,211,250
FUNDING										
General Fund	3,144,000	3,852,275	233,992	725,000	1,219,000	375,000	275,000	275,000	275,000	474,283
General Fund Bonds & Capital Lease	10,603,220	17,856,112	2,318,225	2,136,680	3,777,132	2,151,008	742,000	742,000	1,054,400	4,934,667
Grants	8,712,280	14,803,855	289,275	3,040,320	3,481,078	1,793,282	0	0	397,600	5,802,300
Total Funding Source	22,459,500	36,512,242	2,841,492	5,902,000	8,477,210	4,319,290	1,017,000	1,017,000	1,727,000	11,211,250



Capital Project Summary

Capital Project Number: FC1023

Activity #:

Capital Project Title: Athletic Center Addition/Renovation (Bldg D)

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2016

Capital Project Status: Active

Capital Project Description:

Constructed in 1969, the Athletics Center presents several safety and ADA accessibility challenges. The main interior spaces are original to the building making them unsafe and non-ADA compliant. As the largest gathering space on campus, and the only campus venue that can accommodate more than 410 people for an event, the space is used for Commencement, intercollegiate sports, and many community events. It is critical that the facility is brought up to current life safety and ADA code compliance. A renovation of the existing building along with an addition would address the necessary life safety and ADA issues as well as provide additional general education classrooms, formal and informal student and team support spaces, improved locker room facilities, and faculty, staff and coaching office areas.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction - State's Share	6,199,900							397,600	5,802,300
Construction - County's Share	4,871,350							312,400	4,558,950
Total Cost:	11,071,250							710,000	10,361,250

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD FCC - Capital Project	6,199,900							397,600	5,802,300
Trans from General Fund	224,283								224,283
General Obligation Bonds	4,647,067							312,400	4,334,667
Total Cost:	11,071,250							710,000	10,361,250



Capital Project Summary

Capital Project Number: FC2006

Activity #: C6007.6007.02

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: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Architect/Engineering	0								
Construction	0								
Capital - Furniture / Equipmen	0								
A&E - State's Share	502,320		502,320						
Construction - State's Share	5,274,360			3,481,078	1,793,282				
A&E - County's Share	394,680		394,680						
Construction - County's Share	4,144,140			2,735,132	1,409,008				
Total Cost:	10,315,500		897,000	6,216,210	3,202,290				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD FCC - Capital Project	5,776,680		502,320	3,481,078	1,793,282				
Trans from General Fund	200,000			200,000					
General Obligation Bonds	4,338,820		394,680	2,535,132	1,409,008				
Total Cost:	10,315,500		897,000	6,216,210	3,202,290				



Capital Project Summary

Capital Project Number: FC2007

Activity #: C6006.6006.02

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: In Progress

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 County's portion of construction was funded in FY2019

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
A&E - State's Share	289,275	289,275							
Construction - State's Share	2,538,000		2,538,000						
A&E - County's Share	218,225	218,225							
Construction - County's Share	2,333,992	2,333,992							
Total Cost:	5,379,492	2,841,492	2,538,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD FCC - Capital Project	2,827,275	289,275	2,538,000						
Trans from General Fund	233,992	233,992							
General Obligation Bonds	2,318,225	2,318,225							
Total Cost:	5,379,492	2,841,492	2,538,000						



Capital Project Summary

Capital Project Number: FC2008

Activity #: C6205.6205.02

Capital Project Title: Annapolis Hall - Renovation

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2018

Capital Project Status: Active

Capital Project Description:

This project will reconfigure and enhance outdated classrooms located on the first floor, upgrade the Services for Student with Disabilities and Veteran Services offices, and modify administrative offices. The project would also address deferred maintenance issues including LED light fixture upgrades, restroom renovations, fire panel replacement, elevator upgrades, and ADA accessibility improvements.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction - County Funded	1,794,000		1,000,000	794,000					
Total Cost:	1,794,000		1,000,000	794,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	294,000			294,000					
General Obligation Bonds	1,500,000		1,000,000	500,000					
Total Cost:	1,794,000		1,000,000	794,000					



Capital Project Summary

Capital Project Number: FC5007

Activity #: C6508.6508.02

Capital Project Title: Technology Upgrade

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

Upgrade PeopleSoft Student, HR, and Finance systems

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	700,000		300,000	300,000	100,000				
Total Cost:	700,000		300,000	300,000	100,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	700,000		300,000	300,000	100,000				
Total Cost:	700,000		300,000	300,000	100,000				



Capital Project Summary

Capital Project Number: FC5008

Activity #: C6509.6509.02

Capital Project Title: Classroom Technology Upgrades

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2014

Capital Project Status: Active

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.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	300,000		150,000	150,000					
Total Cost:	300,000		150,000	150,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	300,000		150,000	150,000					
Total Cost:	300,000		150,000	150,000					



Capital Project Summary

Capital Project Number: FC5012

Activity #: C6510.6510.02

Capital Project Title: FCC Systemics

Region:

Asset Category: Community College

Est Completion Date:

Asset Type: Community College

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

These funds support all systemic repairs/maintenance projects including life safety, ADA accessibility, roofs, elevators, sidewalks, mechanical, etc.

Prior Budget is tracked in a separate project

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Construction - County's Share	6,952,000		1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	850,000
Total Cost:	6,952,000		1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	850,000

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,900,000		275,000	275,000	275,000	275,000	275,000	275,000	250,000
General Obligation Bonds	5,052,000		742,000	742,000	742,000	742,000	742,000	742,000	600,000
Total Cost:	6,952,000		1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	1,017,000	850,000

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CIP – BOARD OF EDUCATION

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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 Board of Education (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.”

Current and Projected Enrollment Growth September 2018 – 2025					
	Elementary	Middle	High	Pre K-12 Total	Total Change Per Year
Sep. 2018	19,218	9,955	12,837	42,010	
Sep. 2019	19,407	10,232	13,128	42,767	757
Sep. 2020	19,569	10,252	13,524	43,345	578
Sep. 2021	19,855	10,214	13,876	43,945	600
Sep. 2022	19,809	10,293	14,173	44,275	330
Sep. 2023	19,896	10,413	14,279	44,588	313
Sep. 2024	19,938	10,595	14,304	44,837	249
Sep. 2025	20,168	10,545	14,405	45,118	281
Total Increase	950	590	1,568	3,108	

-Enrollments are “equated” enrollment
 -Enrollments do not include students enrolled at Success Program, Heather Ridge, Rock Creek or Frederick County Virtual School.

Data obtained from the Superintendent's Recommended Draft Educational Facilities Master Plan Annual Update - May 2019

As shown in the table, the increase in students over the next seven years will be approximately 3,108. The largest increase is at the high school levels where there will be approximately 1,568 seats needed for growth through 2025. 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 2024. These projects will increase elementary school seating by 2,978, middle school seating by 300, and high school seating by 200 (School Capacity Project table).

System-wide there is currently a deficit of 349 elementary seats with nineteen elementary schools over 100% of capacity. The number of schools over capacity increased significantly from last year largely due to the State revising the state rated capacity of each school during the past year. However, with the projects currently in the CIP, the 2024 overall enrollment/capacity rate at the elementary school level is projected to decrease from the current level of 102% to 92%. Currently Urbana ES: Replacement is being constructed that will add approximately 214 new seats. Four more schools (an addition and 3 new builds) are scheduled to receive construction funding in this CIP. This will add 2,764 additional seats (see ** note on the following page.)



Urbana ES: Replacement in progress

At the middle school level, there is a projected increase of approximately 590 students. Currently, there are no middle schools over 100% of capacity and system-wide there is a current excess of 2,343 seats. The overall middle school enrollment/capacity rate is projected to increase from the present 81% to 84%.

The high school level is projected to increase by approximately 1,568 students over the seven year period. Currently, there is one high school over 100% of capacity. System-wide there is a current excess of 1,792 seats. The 2024 overall enrollment/capacity rate at the high school level will increase from the current level of 88% to 97%.

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 Rock Creek followed by Waverly ES. Waverly ES will also add to the overall capacity of the schools in addition to renovating/replacing the existing school. Using the priority listing prepared by the Board, additional projects will be added as funding permits in the future.

School Capacity Projects for FY 2020-FY 2025				
Const./Open Yr./Date	School	Elem.	Middle	High
OPEN	Sugarloaf ES: New	*		
FY20/Aug 20	Urbana ES: Replacement	214		
FY20/Aug 20	Oakdale MS: Addition		300	
FY21/Aug 21	East county area ES: New	700		
FY22/Aug 22	Waverly ES: Addition	664		
FY24/Aug 24	New Elementary School (placeholder)**	700		
FY25/Aug 25	North Frederick City Area ES: New	700		
FY25/Aug 25	Brunswick HS: Modernization/Addition			200
Total New Seats		2,978	300	200

Tables: Updated by FCG Budget Office:

“New Seat” counts are estimates

* 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.

** Recent developments in the Board of Education facility planning indicates that most likely this will be a modernization with an addition, thereby reducing the number of new seats to 192

Enrollment Capacity				
<i>based on "equated" enrollment</i>		Elem	Middle	High
New Seats to be Constructed		2,978	300	200
Existing Seat Excess/(Deficit)	+	(349)	2,343	1,792
Total Seats Available		2,629	2,643	1,992
Additional Seats Needed	-	950	590	1,568
Seat Excess/(Deficit)		1,679	2,053	424

Sept 2025 Enrollment		20,168	10,545	14,405
Sept 2025 Capacity		21,847	12,598	14,829
Sept 2025 Enrollment/Capacity Ratio		92%	84%	97%

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

BOARD OF EDUCATION

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
New/Mondernizations										
Waverley ES: Replacement/Addition	54,502,883	59,239,742	4,736,859	0	9,502,000	45,000,883	0	0	0	0
Urbana ES: Replacement	31,628,665	46,139,665	14,511,000	31,628,665	0	0	0	0	0	0
North Frederick City Area ES: New	45,898,492	45,898,492	0	0	0	0	3,186,369	6,421,122	36,291,001	0
Butterfly Ridge ES: New	0	45,586,732	45,586,732	0	0	0	0	0	0	0
Liberty ES: Modernization	10,051,600	40,946,742	200,000	0	0	0	0	4,193,000	5,858,600	30,695,142
East County area ES: New	40,670,484	43,740,408	3,069,924	10,000,000	30,670,484	0	0	0	0	0
New Elementary School (placeholder)	45,898,492	45,898,492	0	0	0	3,186,369	6,421,122	36,291,001	0	0
Rock Creek School: Replacement	44,636,892	48,389,313	3,752,421	18,500,000	26,136,892	0	0	0	0	0
Brunswick HS: Modernization/Addition	90,858,800	91,058,800	200,000	0	0	0	8,769,500	0	82,089,300	0
Middletown HS: Renovation	200,000	110,587,660	0	0	200,000	0	0	0	0	110,387,660
Oakdale MS: Addition	13,951,216	14,751,216	800,000	13,451,216	500,000	0	0	0	0	0
MS: Addition/Renovation (placeholder)	200,000	200,000	0	0	0	200,000	0	0	0	0
Total: New/Mondernizations	378,497,524	592,437,262	72,856,936	73,579,881	67,009,376	48,387,252	18,376,991	46,905,123	124,238,901	141,082,802
Systemic										
Systemics - Generic	30,847,400	35,375,300	0	7,372,900	4,694,900	4,694,900	4,694,900	4,694,900	4,694,900	4,527,900
IT Equipment Replacement	500,000	1,400,000	900,000	500,000	0	0	0	0	0	0
Portable Classrooms FY2020	3,600,000	3,600,000	0	600,000	600,000	600,000	600,000	600,000	600,000	0
Total: Systemic	34,947,400	40,375,300	900,000	8,472,900	5,294,900	5,294,900	5,294,900	5,294,900	5,294,900	4,527,900
Total Expense	413,444,924	632,812,562	73,756,936	82,052,781	72,304,276	53,682,152	23,671,891	52,200,023	129,533,801	145,610,702
FUNDING										
General Fund	5,580,000	10,642,255	983,280	1,180,000	1,680,000	680,000	680,000	680,000	680,000	4,078,975
General Fund Bonds & Capital Lease	120,793,036	234,332,879	30,992,990	21,240,203	15,510,538	13,114,900	8,425,845	9,414,565	53,086,985	82,546,853
Recordation Tax & Bonds	28,245,590	37,967,090	3,721,500	6,237,669	9,307,921	6,700,000	3,000,000	500,000	2,500,000	6,000,000
Impact Fee & Bonds	99,298,076	109,369,818	10,071,742	16,337,324	13,950,298	10,744,732	8,825,395	24,440,327	25,000,000	0
School Mitigation Fee	13,000,000	19,729,424	6,729,424	3,000,000	7,000,000	3,000,000	0	0	0	0
Grants	93,034,600	108,207,600	15,173,000	18,034,600	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	0
Other	53,493,622	112,263,496	5,785,000	16,022,985	9,855,519	4,442,520	#####	2,165,131	33,266,816	52,984,874
Total Funding Source	413,444,924	632,512,562	73,456,936	82,052,781	72,304,276	53,682,152	23,671,891	52,200,023	129,533,801	145,610,702



Capital Project Summary

Capital Project Number: ED0010

Activity #:

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: Active

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.

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD BOE - Capital Project	75,000,000			15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	
MD BOE - Unallocated	0								
General Obligation Bonds	0								
Bonds - Forward Funding	0								
MD BOE - Cash Forward Funding	-75,000,000			-15,000,000	-15,000,000	-15,000,000	-15,000,000	-15,000,000	
Total Cost:	0								



Capital Project Summary

Capital Project Number: ED1009

Activity #: C1604.1604.02

Capital Project Title: Waverley ES: Replacement/Addition

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

After a revision from the Maryland Department of Planning in March 2014, Waverley ES has a SRC of 416 and is currently operating at 116% of SRC with 17 portables. A feasibility study was completed in March 2018. The Board of Education approved the recommendation to replace the school on site with a larger school having an SRC of 1019. The larger size is required to meet the capacity needs on the west side of Frederick City. No other school site is available in this area of the County. The school will have grades preK-5 and have space to provide additional student support services such as reading and math intervention and ELL programs.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	0								
Architect/Engineering	0								
Construction	0								
Capital Approp Equipment	0								
Site Work- State's Share	3,694,079			3,694,079					
Construction - State's Share	19,442,520				19,442,520				
Site Work - County's Share	3,950,229			3,950,229					
A&E - County's Share	2,300,000	2,809,000		-509,000					
Construction - County's Share	27,754,555	1,829,500		2,366,692	23,558,363				
Equipment - County's Share	2,000,000				2,000,000				
Studies - County's Share	98,359	98,359							
Total Cost:	59,239,742	4,736,859		9,502,000	45,000,883				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
Trans from Impact Fee	15,258,363	2,000,000		5,700,000	7,558,363				
Trans from School Mitigation	3,659,500	659,500			3,000,000				
Trans from School Construction	4,685,280	2,077,359		107,921	2,500,000				
General Obligation Bonds	8,500,000				8,500,000				
Recordation Tax Bonds	4,000,000				4,000,000				
Bonds - Forward Funding	0								
MD BOE - Cash Forward Funding	23,136,599			3,694,079	19,442,520				
Total Cost:	59,239,742	4,736,859		9,502,000	45,000,883				



Capital Project Summary

Capital Project Number: ED1017

Activity #: C1605.1605.02

Capital Project Title: Urbana ES: Replacement

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: In Progress

Capital Project Description:

Urbana ES 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	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	0								
Architect/Engineering	0								
Construction	0								
Capital Approp Equipment	0								
Site Work- State's Share	2,902,000	2,875,427	26,573						
Construction - State's Share	15,273,000		15,273,000						
Site Work - County's Share	2,854,134	2,880,707	-26,573						
A&E - County's Share	1,400,000	2,163,000	-763,000						
Construction - County's Share	21,810,531	6,591,866	15,218,665						
Equipment - County's Share	1,900,000		1,900,000						
Total Cost:	46,139,665	14,511,000	31,628,665						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD BOE - Capital Project	10,902,000	2,902,000	8,000,000						
Trans from Impact Fee	3,000,000		3,000,000						
Trans from School Mitigation	4,000,000	3,000,000	1,000,000						
Trans from School Construction	1,950,000		1,950,000						
General Obligation Bonds	19,014,665	8,609,000	10,405,665						
Bonds - Forward Funding	0								
MD BOE - Cash Forward Funding	7,273,000		7,273,000						
Total Cost:	46,139,665	14,511,000	31,628,665						



Capital Project Summary

Capital Project Number: ED1022

Activity #:

Capital Project Title: North Frederick City Area ES: New

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2010

Capital Project Status: Active

Capital Project Description:

This project will construct a new elementary school to relieve overcrowding at Monocacy ES, North Frederick ES and/or Walkersville ES and to serve a new annexation approved by Frederick City on the north side of town. Monocacy ES is currently operating at 105% of SRC, North Frederick ES at 95% with 10 portables and Walkersville ES at 102% of capacity. This school is expected to be located in the Tuscarora Crossing development located on Walter Martz Road on a site dedicated through the development approval process. The new school will have a capacity of 700 students.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Work - State's Share	2,740,651						2,740,651		
Construction - State's Share	14,424,480							14,424,480	
Site Work - County's Share	3,180,471						3,180,471		
A&E - County's Share	1,854,246					1,854,246			
Construction - County's Share	21,798,644					1,332,123	500,000	19,966,521	
Equipment - County's Share	1,900,000							1,900,000	
Total Cost:	45,898,492					3,186,369	6,421,122	36,291,001	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Impact Fee	21,385,251					3,144,924	3,240,327	15,000,000	
General Obligation Bonds	7,348,110					41,445	440,144	6,866,521	
MD BOE - Cash Forward Funding	17,165,131						2,740,651	14,424,480	
Total Cost:	45,898,492					3,186,369	6,421,122	36,291,001	



Capital Project Summary

Capital Project Number: ED1023

Activity #: C1603.1603.02

Capital Project Title: Butterfly Ridge ES: New

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2013

Capital Project Status: In Progress

Capital Project Description:

This project primarily relieves overcrowding at Hillcrest, Waverley and Orchard Grove elementary schools. The approved redistricting associated with the establishment of the BRES attendance area also revised 8 elementary, 4 middle and 2 high school attendance areas. 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, which is located on Butterfly Lane. The new school will have a state rated capacity (SRC) of 725 students and will open in August 2018. **The park school portion of this project is budgeted PR3501

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	0								
Architect/Engineering	0								
Construction	0								
Capital Approp Equipment	0								
Site Work- State's Share	2,671,000	2,671,000							
Construction - State's Share	15,001,000	15,001,000							
Site Work - County's Share	6,390,522	6,390,522							
A&E - County's Share	3,279,549	3,279,549							
Construction - County's Share	16,344,661	16,344,661							
Equipment - County's Share	1,900,000	1,900,000							
Total Cost:	45,586,732	45,586,732							

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD BOE - Capital Project	17,616,000	12,271,000	5,345,000						
MD BOE - Unallocated	0								
Trans from General Fund	250,000	250,000							
Trans from Impact Fee	7,271,742	7,271,742							
General Obligation Bonds	20,008,990	20,008,990							
MD BOE - Cash Forward Funding	440,000	5,785,000	-5,345,000						
Total Cost:	45,586,732	45,586,732							



Capital Project Summary

Capital Project Number: ED1025

Activity #: C1606.1606.02

Capital Project Title: Liberty ES: Modernization

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2016

Capital Project Status: Active

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 expected to be completed in April 2019.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies / Surveys	0								
Site Improvement - NonBldg	0								
Architect/Engineering	0								
Construction	0								
Capital Approp Equipment	0								
Site Work- State's Share	1,984,870							1,984,870	
Construction - State's Share	10,446,682								10,446,682
Site Work - County's Share	2,848,730							2,848,730	
A&E - County's Share	1,862,000						1,862,000		
Construction - County's Share	22,389,460						2,331,000	1,025,000	19,033,460
Equipment - County's Share	1,215,000								1,215,000
Studies - County's Share	200,000	200,000							
Total Cost:	40,946,742	200,000					4,193,000	5,858,600	30,695,142

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
Trans from Impact Fee	1,000,000						1,000,000		
Trans from School Construction	2,700,000	200,000					500,000		2,000,000
General Obligation Bonds	22,815,190						2,693,000	3,873,730	16,248,460
Recordation Tax Bonds	2,000,000								2,000,000
Bonds - Forward Funding	0								
MD BOE - Cash Forward Funding	12,431,552							1,984,870	10,446,682
Total Cost:	40,946,742	200,000					4,193,000	5,858,600	30,695,142



Capital Project Summary

Capital Project Number: ED1030

Activity #: C1607.1607.02

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: In Progress

Capital Project Description:

This will be a new 700 SRC elementary school on a site dedicated in the Hamptons West neighborhood of the Linganore PUD. This project was formerly referred to as Linganore area ES. The school will be approximately 93,000 sq. ft. and utilize our current prototype design.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	0								
Architect/Engineering	0								
Construction	0								
Capital Approp Equipment	0								
Site Work- State's Share	2,760,227		2,760,227						
Construction - State's Share	14,527,512			14,527,512					
Site Work - County's Share	2,781,982		2,781,982						
A&E - County's Share	2,082,704	1,826,616	256,088						
Construction - County's Share	19,687,983	1,243,308	4,201,703	14,242,972					
Equipment - County's Share	1,900,000			1,900,000					
Total Cost:	43,740,408	3,069,924	10,000,000	30,670,484					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	0								
Trans from Impact Fee	11,382,764		3,632,466	7,750,298					
Trans from School Mitigation	12,069,924	3,069,924	2,000,000	7,000,000					
General Obligation Bonds	2,999,981		1,607,307	1,392,674					
Bonds - Forward Funding	0								
MD BOE - Cash Forward Funding	17,287,739		2,760,227	14,527,512					
Total Cost:	43,740,408	3,069,924	10,000,000	30,670,484					



Capital Project Summary

Capital Project Number: ED1031

Activity #:

Capital Project Title: New Elementary School (placeholder)

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

Residential growth and elementary school enrollments will be monitored closely over the next several years to determine the appropriate location for additional capacity.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Work- State's Share	2,740,651					2,740,651			
Construction - State's Share	14,424,480						14,424,480		
Site Work - County's Share	3,180,471					3,180,471			
A&E - County's Share	1,854,246				1,854,246				
Construction - County's Share	21,798,644				1,332,123	500,000	19,966,521		
Equipment - County's Share	1,900,000						1,900,000		
Total Cost:	45,898,492				3,186,369	6,421,122	36,291,001		

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Impact Fee	27,066,840				3,186,369	3,680,471	20,200,000		
General Obligation Bonds	1,666,521						1,666,521		
MD BOE - Cash Forward Funding	17,165,131					2,740,651	14,424,480		
Total Cost:	45,898,492				3,186,369	6,421,122	36,291,001		



Capital Project Summary

Capital Project Number: ED1040

Activity #: C1500.1500.02

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: In Progress

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 Board of Education approved this recommendation and subsequently approved the Walkersville MS campus as the site for the replacement of Rock Creek School. The design phase of the project, funded in FY18, began with the final site selection with design immediately following.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Improvement - NonBldg	0								
Architect/Engineering	0								
Construction	0								
Capital Approp Equipment	0								
Site Work- State's Share	2,175,120		2,175,120						
Construction - State's Share	11,448,000		3,324,880	8,123,120					
Site Work - County's Share	3,787,669		3,787,669						
A&E - County's Share	1,600,000	1,775,000	-175,000						
Construction - County's Share	25,245,244	1,844,141	9,387,331	14,013,772					
Equipment - County's Share	4,000,000			4,000,000					
Studies - County's Share	133,280	133,280							
Total Cost:	48,389,313	3,752,421	18,500,000	26,136,892					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD BOE - Capital Project	2,011,600		2,011,600						
Trans from General Fund	1,133,280	133,280		1,000,000					
Trans from School Construction	8,031,810	1,244,141	1,787,669	5,000,000					
General Obligation Bonds	16,490,295	2,375,000	4,612,331	9,502,964					
Recordation Tax Bonds	6,500,000		2,500,000	4,000,000					
Bonds - Forward Funding	0								
MD BOE - Cash Forward Funding	14,222,328		7,588,400	6,633,928					
Total Cost:	48,389,313	3,752,421	18,500,000	26,136,892					



Capital Project Summary

Capital Project Number: ED1041

Activity #: C1802.1802.02

Capital Project Title: Brunswick HS: Modernization/Addition

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2019

Capital Project Status: Active

Capital Project Description:

FCPS completed a system wide assessment of its instructional facilities that confirmed that Brunswick HS is in need of modernization, both in terms of its instructional function as well as its physical condition. Brunswick HS was originally constructed in 1965 with additions in 1979, 1983 and 1993. Other than a small 2,000 sq ft renovation in 1983, there have been no other significant improvements to the building. In addition, a new development, Brunswick Crossing has been approved with 1,500 dwelling units. It is currently projected that these additional dwelling units will generate approximately 195 additional high school students at BHS. A feasibility study is expected to be completed in May 2019.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Work- State's Share	1,517,022							1,517,022	
Construction - State's Share	30,340,444							30,340,444	
Site Work - County's Share	1,932,324							1,932,324	
A&E - County's Share	4,693,000					4,693,000			
Construction - County's Share	46,376,010					4,076,500		42,299,510	
Equipment - County's Share	6,000,000							6,000,000	
Studies - County's Share	200,000	200,000							
Total Cost:	91,058,800	200,000				8,769,500		82,089,300	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Impact Fee	12,000,000					2,000,000		10,000,000	
Trans from School Construction	5,700,000	200,000				3,000,000		2,500,000	
General Obligation Bonds	41,501,334					3,769,500		37,731,834	
MD BOE - Cash Forward Funding	31,857,466							31,857,466	
Total Cost:	91,058,800	200,000				8,769,500		82,089,300	



Capital Project Summary

Capital Project Number: ED1042

Activity #:

Capital Project Title: Middletown HS: Renovation

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2013

Capital Project Status: Active

Capital Project Description:

Middletown HS opened in 1974 with an addition in 1988. There was a limited renovation of approximately 8,000 sq. ft. in 1988. The project will completely modernize the facility. A feasibility study to determine the scope of work is planned for FY21.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Work- State's Share	6,791,812								6,791,812
Construction - State's Share	35,746,380								35,746,380
Site Work - County's Share	6,957,907								6,957,907
A&E - County's Share	5,167,000								5,167,000
Construction - County's Share	50,264,561								50,264,561
Equipment - County's Share	5,460,000								5,460,000
Studies - County's Share	200,000			200,000					
Total Cost:	110,587,660			200,000					110,387,660

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	4,000,000								4,000,000
Trans from School Construction	2,200,000			200,000					2,000,000
General Obligation Bonds	61,849,468								61,849,468
MD BOE - Cash Forward Funding	42,538,192								42,538,192
Total Cost:	110,587,660			200,000					110,387,660



Capital Project Summary

Capital Project Number: ED1043

Activity #: C1701.1701.02

Capital Project Title: Oakdale MS: Addition

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

While the system-wide middle school state rated capacity (SRC) currently meets the Board's goal of 90% SRC, continued growth over the next ten years is likely to necessitate the addition of more middle school seats. This additional capacity will be located as an addition to Oakdale middle school. Oakdale MS is currently operating at 130% of state rated capacity with 3 portable classrooms. A future addition was anticipated when originally constructed and the core areas were sized for the ultimate build out.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Site Work - State's Share	598,158		598,158						
Construction - State's Share	3,148,200		3,148,200						
Site Work - County's Share	1,214,442		1,214,442						
A&E - County's Share	681,000	647,000	34,000						
Construction - County's Share	8,609,416	153,000	8,456,416						
Equipment - County's Share	500,000			500,000					
Total Cost:	14,751,216	800,000	13,451,216	500,000					

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from Impact Fee	6,808,858	800,000	5,508,858	500,000					
Impact Fee Bonds	4,196,000		4,196,000						
MD BOE - Cash Forward Funding	3,746,358		3,746,358						
Total Cost:	14,751,216	800,000	13,451,216	500,000					



Capital Project Summary

Capital Project Number: ED1044

Activity #:

Capital Project Title: MS: Addition/Renovation (placeholder)

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: New/Modernizations

Year Identified: 2020

Capital Project Status: Active

Capital Project Description:

While the system-wide middle school state rated capacity (SRC) currently meets the Board's goal of 90% SRC, continued growth over the next ten years is likely to necessitate the addition of more middle school seats. Residential growth and middle school enrollments will be monitored closely over the next several years to determine the appropriate location for additional capacity.

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Studies - County's Share	200,000				200,000				
Total Cost:	200,000				200,000				

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from School Construction	200,000				200,000				
Total Cost:	200,000				200,000				



Capital Project Summary

Capital Project Number: ED5001

Activity #: C1000.1000.02

Capital Project Title: Systemics - Generic

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: Systemic

Year Identified: 2010

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	0								
Construction - State's Share	2,678,000		2,678,000						
Construction - County's Share	32,697,300		4,694,900	4,694,900	4,694,900	4,694,900	4,694,900	4,694,900	4,527,900
Total Cost:	35,375,300		7,372,900	4,694,900	4,694,900	4,694,900	4,694,900	4,694,900	4,527,900

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
MD BOE - Capital Project	2,678,000		2,678,000						
Trans from General Fund	558,975		80,000	80,000	80,000	80,000	80,000	80,000	78,975
General Obligation Bonds	32,138,325		4,614,900	4,614,900	4,614,900	4,614,900	4,614,900	4,614,900	4,448,925
Total Cost:	35,375,300		7,372,900	4,694,900	4,694,900	4,694,900	4,694,900	4,694,900	4,527,900



Capital Project Summary

Capital Project Number: ED5801

Activity #: C1530.1530.02

Capital Project Title: IT Equipment Replacement

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: Systemic

Year Identified: 2019

Capital Project Status: In Progress

Capital Project Description:

The equipment replacements being requested are the work horses of the FCPS infrastructure. The computers and phones used every day connect to the access layer of a network. The distribution layer handles getting the data to the destination within the FCPS network and a number of other functions (e.g. quality, security, etc.). FCPS equipment does not reach any network or internet resource without traveling through this equipment. FCPS currently has 1,693 pieces of equipment handling access and distribution functions (excluding Wireless Access Points). Of this equipment, 843 devices were purchased in or prior-to 2011 and have not been supported by their manufacture for a long time or the company no longer exists.

Partially Funded

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Equipment - County's Share	1,100,000	600,000	500,000						
Capital Approp - Other Parties	300,000	300,000							
Total Cost:	1,400,000	900,000	500,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
BOE Operating to Capital	300,000	300,000							
Trans from General Fund	1,100,000	600,000	500,000						
Total Cost:	1,400,000	900,000	500,000						



Capital Project Summary

Capital Project Number: ED7012

Activity #: C1906.1906.02

Capital Project Title: Portable Classrooms FY2020

Region:

Asset Category: Board of Education

Est Completion Date:

Asset Type: Systemic

Year Identified: 2020

Capital Project Status: Active

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 tracked in a separate project number

Cash Requirement Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	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	2020	2021	2022	2023	2024	2025	Costs After
Trans 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	

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CIP – MUNICIPALITIES

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Funding for the following Municipal projects is scheduled for the FY20-FY25 CIP:

Monocacy Boulevard – Related to the MOU signed by the County in November 2013 and amended in 2018 that provides a County contribution up to a maximum of \$10,850,000, 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

**FY2020-2025 CAPITAL IMPROVEMENT PROGRAM
APPROVED**

MUNICIPALITIES

Project	6-Year	Total Project	Prior	2020	2021	2022	2023	2024	2025	Costs After
City of Frederick										
Frederick Municipal Airport	631,583	1,122,132	490,549	153,389	116,569	101,250	97,042	83,333	80,000	0
Yellow Springs Rd Bridge	400,000	400,000	0	400,000	0	0	0	0	0	0
Total: City of Frederick	1,031,583	1,522,132	490,549	553,389	116,569	101,250	97,042	83,333	80,000	0
Total Expense	1,031,583	1,522,132	490,549	553,389	116,569	101,250	97,042	83,333	80,000	0
FUNDING										
General Fund	1,031,583	1,440,047	408,464	553,389	116,569	101,250	97,042	83,333	80,000	0
General Fund Bonds & Capital Lease	0	82,085	82,085	0	0	0	0	0	0	0
Total Funding Source	1,031,583	1,522,132	490,549	553,389	116,569	101,250	97,042	83,333	80,000	0



Capital Project Summary

Capital Project Number: MP1001

Activity #: C9000.9000.02

Capital Project Title: Frederick Municipal Airport

Region:

Asset Category: Municipalities

Est Completion Date:

Asset Type: City of Frederick

Year Identified: 2010

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Capital Appropriations	0								
Capital Approp - Other Parties	1,122,132	490,549	153,389	116,569	101,250	97,042	83,333	80,000	
Total Cost:	1,122,132	490,549	153,389	116,569	101,250	97,042	83,333	80,000	

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	1,040,047	408,464	153,389	116,569	101,250	97,042	83,333	80,000	
General Obligation Bonds	82,085	82,085							
Total Cost:	1,122,132	490,549	153,389	116,569	101,250	97,042	83,333	80,000	



Capital Project Summary

Capital Project Number: MP1012

Activity #: C9005.9005.01

Capital Project Title: Yellow Springs Rd Bridge

Region:

Asset Category: Municipalities

Est Completion Date:

Asset Type: City of Frederick

Year Identified: 2015

Capital Project Status: Active

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	2020	2021	2022	2023	2024	2025	Costs After
Construction	0								
Capital Approp - Other Parties	400,000		400,000						
Total Cost:	400,000		400,000						

Funding Schedule:

Categories	Project Total	Prior Budget	2020	2021	2022	2023	2024	2025	Costs After
Trans from General Fund	400,000		400,000						
Total Cost:	400,000		400,000						

APPENDIX

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GLOSSARY

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FY2020 Adopted Budget

Glossary of Terms

ACCRUAL – The method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed.

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.

AUDIT – An independent review of financial results. This can take many forms and be subject to a wide array of professional standards and practices.

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.

DEPRECIATION – The expiration of the useful life of a fixed asset over a determined period of time attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. Also, the portion of the cost of a fixed asset that is expensed during a particular period.

FY2020 Adopted Budget

Glossary of Terms

DIVISION – The major organizational unit in Frederick County Government. Departments, Offices and other named organizational units report up to a Division.

ENCUMBRANCES – Obligations in the form of purchase requisitions or other commitments for which a portion of the budget is set aside for spending.

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.

FUND BALANCE – The residual amount of annual revenues recorded in excess of expenses.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (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.

GOVERNMENTAL FUND – These funds account for the near-term inflows and outflows of spendable resources. The largest of these is the General Fund.

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.

IMPACT FEES – A one-time fee imposed on property developers to recover a portion of the capital cost of new infrastructure such as schools and libraries.

INTERNAL SERVICES FUND - A fund, administered by the County to achieve economy of scale and operating efficiencies by grouping like projects and costs.

MAINTENANCE OF EFFORT – The state law that requires that county governments demonstrate that local funding remains relatively constant from year to year.

FY2020 Adopted Budget

Glossary of Terms

OPERATING BUDGET – The annual budget that supports the daily operations of county agencies.

PAY-GO – A fiscal policy in which capital projects are funded with current revenue rather than long-term or bonds.

PERFORMANCE INDICATOR – A type of performance measurement that evaluates the success of an organization or a particular activity.

POSITION – The budgetary accounting of an employee of County Government included in the adopted or amended budget. Measured in Full Time Equivalentents (FTE).

PROPERTY TAX – A tax on the value of real or personal property levied by a government, which is paid by the owner of the property.

RECORDATION TAX – A tax calculated on the value of recorded mortgages, deeds and other documents which transfer title or create liens on real or personal property.

RESERVE – An account established for a particular purpose and is therefore not available for further appropriation or expenditure.

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.

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ORDINANCE

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THE EFFECTIVE DATE OF THIS ORDINANCE IS July 1, 2019

ORDINANCE NO. 19-01-001

Re: Annual Budget and Appropriations Ordinance of Frederick County, Maryland

The County Council of Frederick, County, Maryland, has determined to adopt the budget for the Fiscal Year (FY) 2020 beginning July 1, 2019, and ending June 30, 2020, as provided in the Frederick County Charter and Frederick County Code, Sections 2-7-46 through 2-7-49. The budget consists of the FY2020 Operating Budget, the FY2020 Capital Budget, the FY2020-2025 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 FY2020 Budget were held on April 30, 2019. The public had an opportunity to comment on the proposed FY2020 Budget at these public hearings.

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

1. FY 2020 Budget Adopted. The Budget for FY2020 as shown on the attached Exhibit A is hereby adopted.
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
 - Debt Service Fund

3. Allocations to Internal Services 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 Specific Contingencies to Departments or Agencies Authorized. This Ordinance hereby authorizes the Budget Director to make an allocation from specific contingencies to department and agencies to facilitate improved control and reporting. The specific contingencies are severe weather and fuel.
5. 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. This includes the Board of Education School Construction Fund budget amendments.
6. Certain Grant Appropriation Increases Authorized. Appropriations for expenditures are made contingent on the award of grant funds. In the event the actual 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 and if matching funds are required, the Budget Director is authorized to transfer funds from other approved appropriations. Grants not specified and included in the adopted Operating or Capital Budget or previously approved by the County Council in the form of a Budget Journal shall

continue to be considered supplemental appropriations subject to County Executive and County Council approval as provided in the Charter.

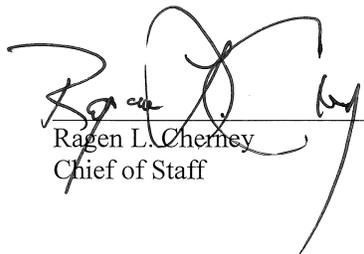
7. FY2019 Budget Encumbered But Unexpended Appropriations Rolled Over. This Ordinance hereby re-appropriates (rolls over) the encumbered but unexpended appropriations from the FY2019 Budget to the FY2020 Budget. The encumbrance must be recorded in the County's financial system of record by June 30, 2019, and must be expended by June 30, 2020.
8. Appropriation of FY2019 General Fund Unaudited Fund Balance. This Ordinance hereby reserves \$2,089,793 of the FY2019 General Fund unaudited fund balance and appropriates this sum in FY2020 for the one-time expenditures listed below:
 - a. NPDES compliance contracts: \$128,822
 - b. Replacement truck scales for DFRS: \$40,000
 - c. Equipment/Vehicles related to the opening of Othello Regional Park and Utica District Park, Phase 2: \$276,500 and the reciprocal budget for the equipment/vehicles to be purchased by the Fleet Fund
 - d. County branding and marketing: \$70,000
 - e. Ballistic plates for Sheriff Deputies: \$43,746
 - f. Matching funds for the Agricultural Preservation Rural Legacy Program: \$250,000 and the reciprocal budget for the Agricultural Preservation Fund
 - g. Matching funds for the Agricultural Preservation Maryland Agricultural Land Preservation Foundation Program: \$803,725 and the reciprocal budget for the Agricultural Preservation Fund
 - h. Poll books for same-day voter registration: \$252,000

- i. Postage/printing for voter notification cards: \$75,000
- j. Personal protective equipment for DFRS: \$150,000
- 9. Accounting Changes and Technical Corrections Authorized. The Budget Director is authorized to change the adopted budget to reflect accounting changes and to make technical corrections to the budget so long as the total impact of any such alteration does not change the total appropriated funds identified in Exhibit A.
- 10. Effective Date. This Annual Budget and Appropriations Ordinance of Frederick County, Maryland shall be effective for Fiscal Year 2020 beginning on July 1, 2019, and ending on June 30, 2020.

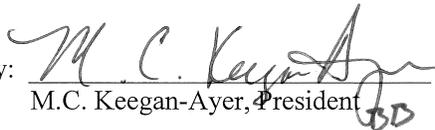
The undersigned certifies that this Annual Budget and Appropriations Ordinance of Frederick County, Maryland was approved and adopted on the 21st day of May, 2019.

ATTEST

COUNTY COUNCIL OF
FREDERICK COUNTY, MARYLAND



Ragen L. Cherney
Chief of Staff

By: 

M.C. Keegan-Ayer, President

Exhibit A

**Fiscal 2020 Adopted Budget
Frederick County, Maryland**

I. OPERATING BUDGET APPROPRIATION

A. General Fund Appropriation:	\$ 637,747,020
B. Special Revenue Fund Appropriations:	
B-1. Agricultural Preservation Fund	\$ 15,820,662
B-2. Debt Service Fund	69,824,779
B-3. Economic Development Loan Fund	200
B-4. Electric Lighting Tax Fund	14,300
B-5. Grants Fund	32,392,810
B-6. Hotel Rental Tax Fund	2,518,500
B-7. Housing Initiatives Fund	3,018,990
	<hr/>
Special Revenue Fund Total	\$ 123,590,241
C. Enterprise Fund Appropriations:	
C-1. Bell Court Housing Fund	\$ 201,036
C-2. Comprehensive Care Facilities Fund	27,034,097
C-3. Solid Waste Fund	31,632,616
C-4. Water and Sewer Fund	59,903,671
	<hr/>
Enterprise Fund Total	\$ 118,771,420
FY2018 TOTAL OPERATING BUDGET (A + B + C)	<hr/> \$ 880,108,681 <hr/>

II. CAPITAL BUDGET APPROPRIATION

D. FY2020 Capital Projects Funds	\$ 186,568,570
E. Special Revenue Fund Appropriations:	
E-1. Parks Acquisition and Development Fund	\$ 2,609,076
E-2. Impact Fee/School Mitigation Fund	22,512,824
E-3. School Construction Fund	8,932,669
	<hr/>
Special Revenue Fund Total	\$ 34,054,569
FY2020 TOTAL CAPITAL BUDGET (D + E)	<hr/> \$ 220,623,139 <hr/>

III. CAPITAL IMPROVEMENT PROGRAM

Approved for Planning Purposes Only

F. FY2020- FY2025 Capital Improvement Program	\$ 1,043,681,552
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