



CALVERT
COUNTY

Maryland

BOARD OF COUNTY COMMISSIONERS
CALVERT COUNTY, MARYLAND

ADOPTED
OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2018
VOLUME I

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*Cover photo of the Parkers Creek watershed courtesy of
Alan Eckert and the
American Chestnut Land Trust*

Blue Heron artwork courtesy of the Calvert Marine Museum



Calvert County, Maryland

Adopted Budget Fiscal Year 2018

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Calvert County Government
Maryland**

For the Fiscal Year Beginning

July 1, 2016

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Calvert County Government for its annual budget for the fiscal year beginning July 1, 2016.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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

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BUDGET GUIDE

This Budget Guide serves as a guide to, and a summary of, the information contained in the budget document. We've continued this year with some recently added features that will help the reader navigate the budget. FY 2016 was the first year for the summary of the goals chosen by the Board of County Commissioners (BOCC), with an icon representing each goal (see page 16-17). The BOCC's list of goals is derived from the Board's Mission Statement on page 1 and the FY 2017 Adopted Budget letter from the Board of County Commissioners (shown on pages 512-514 of the Appendix). As you read the document, note that these icons are used throughout to help link these goals to the program objectives of County organizations. In addition, a chart that summarizes the County organizations program objectives to achieve the BOCC goals is located on pages 18-19.

A Quick Reference guide on page 5 assists the reader in easily finding the answers to many frequently asked questions. As before, icons are shown on the Budget Calendar (page 24) identifying who is responsible for each activity on the calendar. A Budget Process Chart is included (page 25), which provides a graphical timeline of the budget process based on the major milestones and activities that occur during the fiscal year.

ABOUT THE BUDGET

Calvert County budgets are based on a fiscal year beginning July 1 and ending June 30. Each fiscal year, Finance and Budget publishes three (3) budget documents for the operating and capital budget:

- the Staff Recommended Operating and Capital Budget,
- the Commissioners Operating and Capital Budget Volume I and II, and
- the Adopted Operating and Capital Budget Volume I and II.

The budget document contains seven main sections and a five part appendix section. As noted in the **Table of Contents**, the book further subdivides into multiple subsections, which are described in more detail later.

The **Introduction** begins with the Mission Statement of the BOCC, followed by the transmittal letter. The Quick Reference Guide follows to provide answers to some common questions concerning the budget. The next three pages provide general information about the County and its form of government, with related summarized recent economic data. This section is followed by a County government organizational chart and a list of county officials. Next is the list of Commissioner Goals and the summary of the departments' objectives toward those goals followed by a list of the most notable accomplishments. The Budget Calendar and Process Chart follows. This section ends with a high-level summary on budgetary accounting, the budget process, governmental fund types and the County fund structure.

The **Budget Summary** section provides an overview of the total expenditure budget by fund type. In the Commissioners and Adopted budget documents, this section also contains an explanation of where the money comes from and where the money goes, along with a summary of sources, uses, and changes in fund balance by fund.

The **General Fund Summary** focuses on the central fund of Calvert County Government. This section presents an overview of planned General Fund revenue and expenditures, highlights, recent actual results, and budget trends. Depending on the iteration, this section may also contain other analytical information, the long-term forecast and fund balance information and related graphs.

The **General Fund Expenses** section is divided into subsections that present the departments, divisions, state agencies, independent boards, committees, commissions, non-county funded agencies, and other entity-wide budgets within county government.

The subsections **General Government, Public Safety, General Services, Parks & Recreation, Public Works, Economic Development, Community Resources**, plus **Substance Abuse Treatment, Soil Conservation District, University of Maryland Extension** and **Calvert Library** each include five elements: a description, organizational objectives (with icons representing links to BOCC goals), performance measures, operating budget (including historical cost data), and a staffing chart. A one-page summary is provided for each of the **Other Organizations, Education & Outside Agencies** sections. Pension contributions, insurance, debt service, and other financing uses are included in the **Entity-Wide Budgets** section.

Calvert County government has two (2) self-supporting **Enterprise Funds: Water & Sewer and Solid Waste**. The sections for these funds follow the same structure and organization as the General Fund. A Revenue Highlights section summarizes the revenue sources for each division in the current economic climate. This information is followed by the five elements listed in the paragraph above. In addition, the Water & Sewer division provides the total fund level budget as well as a breakdown of the operating budgets for the four (4) major cost centers: water, sewer, contracted systems, and administration.

The **Grants Fund** section starts with an overview of the aggregate grants fund. This contains a summary and schedule of grant revenues by source: federal government, state government and matching county funds. The grants fund is divided into four (4) basic program areas: General Government, General Services, Human Services and Public Safety. The Grant Program Areas page includes a brief description of the funding support for these program areas, summary budget data for each and staffing charts. The final section of the Grants Fund provides detailed information for each grant operating budget and a brief description of the purpose of the grant funds support.

The **Special Revenue Funds** section starts with the revenue highlights for each fund. A fund description, operating budget and staffing data are provided for each special revenue fund.

The **Capital Projects** section provides an overview of the Capital Improvement Plan, which is a multi-year process to prioritize current and future capital project needs. This is followed by a summary of the Capital Plan showing both expenditure and revenue categories by fiscal year for a six-year span. In the Commissioners and Adopted budget documents, the individual project worksheets are located in Volume II.

The budget document's final section is the **Appendix**. For ease of use, the Appendix is divided into five parts: Staffing, Fees & Tax Rates, Economic Factors, Resolutions & Financial Policies (in the Adopted version, this section contains the budget resolution which sets the taxes and fees for the next fiscal year) and the final part of the appendix containing the Glossary, Acronyms and Index.



*Board of County Commissioners of Calvert County, left to right:
Pat Nutter, 2nd District
Mike Hart, 1st District
Tom Hejl, President, At Large
Steven R. Weems, At Large
Evan K. Slaughenhaupt, Jr., Vice President, 3rd District*

MISSION STATEMENT

Calvert County Government will:

- Be responsible and accountable to all citizens of Calvert County;
- Provide high quality, effective, and efficient services;
- Preserve Calvert County's environment, heritage, and rural character;
- Foster opportunities for responsible and sustainable residential growth and economic development; and
- Support Calvert County's essential institutions and keep them strong.



CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

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Prince Frederick, Maryland 20678
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Board of Commissioners
Mike Hart
Tom Hejl
Pat Nutter
Evan K. Slaughenhoupt Jr.
Steven R. Weems

TO THE CITIZENS OF CALVERT COUNTY:

We are pleased to present to you the Fiscal Year 2018 budget, which begins July 1, 2017. The Commissioners Budget is a balanced budget that totals \$282,800,538 for the General Fund. This budget clearly reflects our priorities while addressing the issues facing Calvert County. Finally, it is a budget that does not include any increase in taxes. This budget document provides you with financial information contained in the county's general operating, capital projects, special revenue, and enterprise fund budgets, and highlights how we are addressing your needs throughout county government.

Last year, the Commissioners were concerned about cost-shifts at the state level, and they sought additional revenue from our citizens in order to remove the budget deficit. In FY 2018, we will maintain Calvert County's relatively low property tax rates compared to the rest of Maryland, as the Board continues to exercise conservative financial management for the good of our citizens. The county expects to receive the first payment in lieu of taxes (PILOT) payment from the Dominion Export Facility in FY 2018, which will add approximately \$25 million to general fund revenues. The FY 2018 budget also benefits from the increased tax rates added last year.

In order to put the FY 2018 budget increases in context, it is important to understand the measures taken in recent years to keep budgets low during the economic slowdown. County departments trimmed operating expenses by 15%, reduced actual staffing through attrition and minor reorganizations, limited salary increases for employees, put annual caps on purchases of vehicles and equipment, and deferred many capital projects based on project prioritization. In FY 2017, the county started to proactively look at long-deferred needs.

The county has implemented a restructuring of the overall county organization, and modified some county departments to ensure the effective and efficient use of county resources. We have also made some long-overdue staffing changes to address needs in many areas, such as public safety, planning & zoning, technology services, senior services, parks & recreation and public works. These additional positions will help alleviate staffing deficits caused from years of deferrals. The combined effects of the new staffing approved by the Board through the budget equals 48.2 full time equivalent positions.

With the FY 2018 budget, we are planning to spend \$36 million more for the General Fund than in the prior fiscal year. This increased spending is largely due to the following changes: an additional \$1.4 million more for health insurances, augment the paving budget by \$2 million, \$2 million more for vehicles and equipment, \$2.5 million on salary increases for employees, \$3.4 million in new staffing, new equipment and new initiatives, \$6 million additional for the Board of Education, and over \$17.9 million for Other Post Employment Benefit costs.

Maryland Relay for Impaired Hearing of Speech: 1-800-735-2258

Other county services also are addressed in this budget. In FY 2017 the Board of County Commissioners moved forward with plans for a county-run animal shelter, with a goal to ensure the safe and humane treatment of all animals. The new shelter will be built in Prince Frederick. Upon its completion, county participation in the Tri-County Animal Shelter in Hughesville will end. This leased facility also will house Animal Control. The shelter budget has been pro-rated for three (3) months of operation in FY 2018. The University of Maryland Extension service, which supports programs like 4-H and the master gardener program, received additional funding to expand their programs. Other non-county agencies received increased funding in this budget to help improve our social fabric and provide for the well-being of our citizens.

We continue to provide homeownership assistance to our citizens. The County plans to include more than \$500,000 in Homeowner Tax Credits. The Homeowner Tax Credit program is in place to provide some relief to homeowners for their property tax bills. Additionally, the County has established an effective partnership with the State for a “House Keys 4 Employees” program.

About half of this budget funds the operation of our public school system. We will continue to foster an effective partnership with the Board of Education (BOE) for the good of our children and for the future leaders of our community. The improving economy has positive implications for our educational system. The more stable environment has made it possible to re-implement a funding formula with the Board of Education that will enable both institutions to plan and budget more proactively, positively and effectively. About 49.9%, or \$141,071,252, of the county’s general operating budget is committed to the Board of Education operations, infrastructure costs, and the schools’ Other Post Employment Benefit costs (OPEB) representing an increase of 16.3%, or \$19.8 million.

The safety of our citizens is paramount. Our violent crime rate in calendar year 2013 was the lowest since 1976, and remains down through the 2016 reporting period. Calvert County remains one of the safest counties in the State, proving that effective law enforcement is in place. Many of our citizens are also volunteers, continuing Calvert’s tradition of a 100% volunteer membership Fire-Rescue-Emergency Management Services (EMS) that provides 100% effective emergency, medical, and fire response. Through innovative marketing and strategic actions, this remarkable tradition continues. Public Safety funding in Fiscal Year 2018 totals \$34.2 million, representing 12.1% of the General Fund budget.

As we continue our focus from last year to encourage a stable and enduring economic base, we will not ignore the desire to maintain the County’s rural character as this budget provides for \$1.0 million of general funds for new Land Preservation initiatives, about \$700,000 more than last year. We will continue with the proactive and consistent planning approach we have used in the past. Through our land preservation programs, the County has preserved almost 30,000 acres of the 140,000 acre total.

The six-year Capital Improvement Plan (CIP) lays out the County’s capital program for FY 2018-2023, totaling \$273.7 million. Education (school construction and renovation) accounts for \$103.6 million of the CIP budget, as we focus significant resources on the replacements of Northern High School and Beach Elementary School. In the CIP budget, public facilities are the next largest group budgeted at about \$64.6 million. The County is also accelerating the plan to build a new county services complex at the Armory Square site. The 120,000 square foot building would begin two years earlier than previously planned, with an overall cost of \$50.1 million and an additional \$3.5 million for the FY 2018 capital budget. The CIP Plan continues to be reviewed annually to consider fluctuations in the economy, the County’s financial forecast, and cost of commodities, in addition to requests from citizens.

Calvert County is a safe, beautiful and pleasant place to live with an outstanding school system and sound financial footing. This strong fiscal position was emphasized last July when the county received, for the first time, AAA bond ratings from all three rating agencies. Your tax dollars are entrusted to us to maintain a system of governance that protects this quality of life. In our role as stewards, and with your help, we will continue our commitment to you, the citizens of Calvert County, and to this special place. Thank you for your trust and your continued support.

Sincerely,

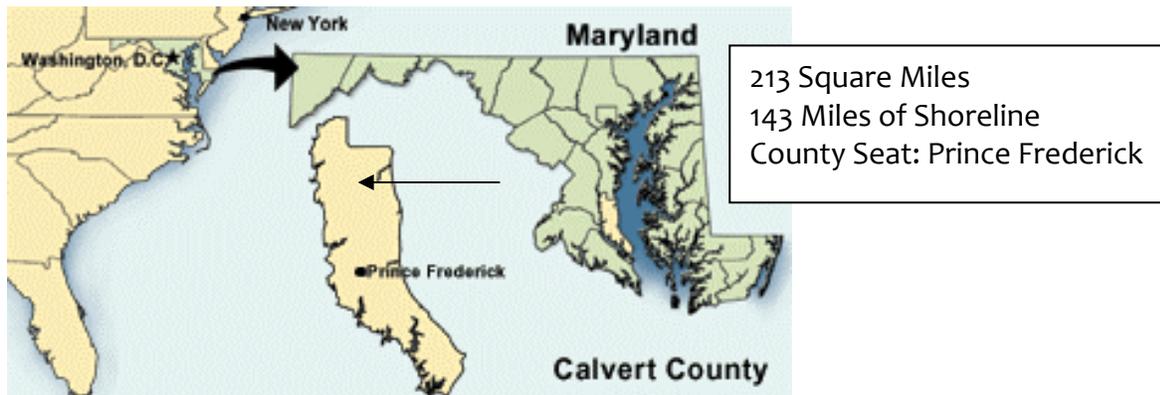
Board of County Commissioners for Calvert County

Tom Hejl, President
Evan K. Slaughenhaupt, Jr., Vice President
Mike Hart
Pat Nutter
Steve R. Weems

QUICK REFERENCE GUIDE

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CALVERT COUNTY INFORMATION



Calvert County is located in Southern Maryland. Although the population has grown over time, Calvert County retains its rural character and agrarian roots, offering good schools, a clean environment and good quality of life. Calvert is a peninsula bounded by the Chesapeake Bay on the east and the Patuxent River on the west, defined by steep cliffs and woods on the bay side while rolling fields slip gently down to the river on the other. The County's many creeks provide refuge for wildlife and scenic areas for boating and fishing.

Prince Frederick, the County seat, is located 41 miles southeast of Washington, D.C., and 60 miles south of Baltimore. There are two incorporated towns in Calvert County: North Beach and Chesapeake Beach, located on the Bay at the northeast corner of the County. In addition, the Comprehensive Plan identifies seven "town centers." These include (from north to south) Dunkirk, Owings, Huntingtown, Prince Frederick, St. Leonard, Lusby, and Solomons.

Established in 1654, Calvert County is one of the oldest counties in the United States. Native people lived in Calvert County 9,000 years ago, according to evidence unearthed by archaeologists at Jefferson Patterson Park and Museum. Calvert County's earliest identified settlers were Piscataway Indians. Native American tribes established villages at intervals along the river, with the largest at the mouth of Battle Creek. They grew corn and tobacco on rich farmlands that would prove very attractive to colonists arriving from England in the early 1600s.

John Smith is reported to be the first Western man to lay eyes on Calvert County's peninsula, describing it in his journal as he saw it in 1608 during his exploration of the Bay. The first English settlement in Southern Maryland dates to somewhere between 1637 and 1642, although the county was actually organized in 1654. Established by Cecelius Calvert, the second Lord Baltimore, English gentry were the first European settlers, followed by Puritans, Huguenots, Quakers and Scots.

In 1695, Calvert County was partitioned into St. Mary's, Charles and Prince George's counties, and its boundaries became substantially what they are today. Life in agrarian Calvert County continued without much change into the 20th century. The introduction of the automobile made inland travel more attractive, although the lack of good roads made for a rough ride. In 1936, the county had only 15.2 miles of paved roads.

Two improvements that dramatically affected the county were the construction of MD Route 4, a 38 mile-long four-lane highway begun in 1964 and completed in 1987 that runs the length of the county, and the Thomas Johnson Bridge connecting the southern tip of the county to St. Mary's County. These changes fueled the remarkable growth that Calvert County has experienced over time.

FORM OF GOVERNMENT

Calvert County has the Commissioner form of government, in which the commissioners serve executive and legislative functions, operating under a Code of Public Local Laws of Calvert County (revised in 1985), and are subject to legislation adopted by the State Legislature.

From the Code of Public Local Laws of Calvert County, Section 2-102:

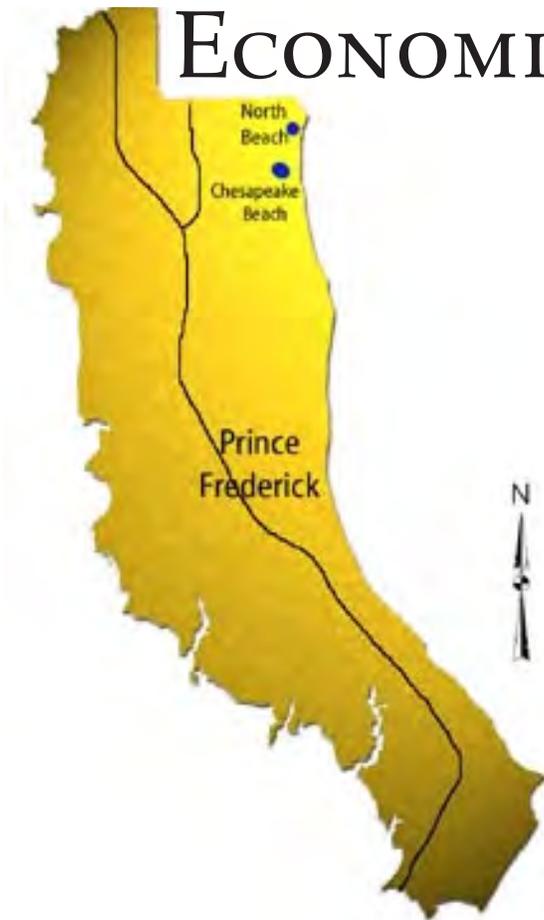
“Beginning with the general election to be held in Calvert County in November 1978, five county commissioners shall be elected by countywide vote. Beginning with the general election to be held in Calvert County in November 2014, one county commissioner shall be a resident of and shall represent the first election district of the county; one county commissioner shall be a resident of and shall represent the second election district of the county; and one county commissioner shall be a resident of and shall represent the third election district of the county. Of the remaining candidates, the two receiving the highest number of votes shall be selected; and two county commissioners shall be residents of the county and shall represent the county at large. Each candidate for the office of county commissioner shall specify at the time of filing a certificate of candidacy whether the candidate is seeking to represent the county at large. Commissioners who are elected and qualify shall take office the third Tuesday of December following the election. Each commissioner shall hold office for four years or until a successor is elected and qualified. (Code 1981, § 4-102; 1985, chapter 715, § 2; 2013, chapter 310, § 1)”

The Commissioners appoint a County Administrator and a Deputy County Administrator who are responsible for the day-to-day administration of the County government. The Commissioners establish policy, enact ordinances, review and approve annual budgets, conduct public hearings and make decisions on land use matters. The Commissioners also appoint all department heads, members of boards and commissions and represent the county in dealings with other municipalities, the state and federal government.

The Board of County Commissioners meet on Tuesday of each week beginning at 10:00 a.m. in the Commissioners Hearing Room located in the County Courthouse. Evening meetings are scheduled when necessary. All regular or special meetings are open to the public. The Commissioners also meet in Executive Session, as allowed by law.



ECONOMIC HIGHLIGHTS



Drum Point Lighthouse

Total Population ¹		Labor Force ²	
1900	10,223		
1970	20,682		
1990	51,372	Total	48,306
2000	74,563		
2010	88,737		
2016	90,883		
Income ³		School Enrollment ⁴	
Median Household Income		Pre-K	398*
\$106,247		Kindergarten	1,072
Average single family home sold price		Elementary	5,611
\$310,410		Middle	3,715
Median single family home sold price		High	5,114
\$286,500		Total	15,512

1 Source: U.S. Department of Commerce, U.S. Census Bureau, Official Population County 1950-2010
 Source: Calvert County Department of Economic Development, Population, Applied Geographic Solutions, 2016
 2 Source: Maryland Department of Labor, Licensing and Regulation, Office of Workforce Information and Performance, 2016 Annual Average
 3 Source: American Community Survey, 2015 (released September 2016)
 Source: Real Estate Business Intelligence, LLC, 2016 Year End Market Statistics
 4 Source: Calvert County Public Schools, 2016-2017 school year - *Pre-K figures are not included in FTE

Additional economic data is located in the Economic Factors section of the Appendix on pages 499-506.

COUNTY RESTRUCTURE

Near the end of FY 2017, the Board of County Commissioners decided to restructure county government. Some departments and divisions were renamed or realigned as a part of this process. The following email from Terry Shannon, County Administrator, to County Employees sent on April 25, 2017, provides the details of the changes to the county organization chart. A summary of the specific staffing moves is on the next page, and a FY 2018 organization chart is provided on the following pages.

Dear Fellow Employees:

Today the Board of County Commissioners announced county government organizational changes that affect several departments. These changes will take effect beginning July 1. I want to share my thoughts with you about these changes and what they mean for our future.

As you know, our mission is to provide the best customer service to the public in the most efficient and cost-effective manner possible. It is with that overarching goal that the Board today approved a restructure plan. These changes reflect the board's desire to streamline reporting channels and provide more efficient operations. I want to emphasize that these changes are in no way a negative reflection of the good work being done by county employees. I also assure you that there will be **no job losses** as part of the restructure.

The new plan creates two new departments: Parks & Recreation (formerly under the Department of General Services) and Communications and Media Relations (formerly under the Department of Economic Development). In addition, two departments will be renamed. The Office of Personnel will become the Department of Human Resources and the Department of Community Planning & Building will return to its designation as the Department of Planning and Zoning.

The departmental reporting structure will also be realigned along two primary functions. Departments responsible for operations and public services – Planning and Zoning, Community Resources, Economic Development, Parks & Recreation, Public Safety and Public Works – will report to County Administrator Terry Shannon. Departments providing internal support and administrative services – Communications & Media Relations, Finance & Budget, General Services, Human Resources and Technology Services – will report to Deputy County Administrator Wilson Parran. Specific organizational changes include:

- **Department of Economic Development** – marketing and communications, public information, statistics and related functions will relocate to the new Department of Communications and Media Relations. The remaining functions in Economic Development will allow for a more focused effort on business development, business retention, agri-business and tourism.
- **Department of Communications and Media Relations** – the new department will take the county's outreach program to the next level, providing a stronger emphasis on internal and external communications, media relations, website services and intergovernmental relations.

- **Department of General Services** – the Division of Parks and Recreation will become the Department of Parks & Recreation. Responsibility for the Calvert Marine Museum and the Chesapeake Beach Railway Museum will move from General Services to the Office of the County Administrator. The remaining functions in General Services will enhance the efficient operations of the county’s buildings and grounds, capital projects and mosquito control.
- **Department of Parks & Recreation** – the new department will place a stronger emphasis on program management and will absorb from the Department of General Services oversight of aquatics, business management, parks (including the Division of Natural Resources), recreation and the Chesapeake Hills Golf Course.
- **Department of Community Planning & Building** – the department will be renamed the Department of Planning & Zoning.
- **Department of Finance & Budget** – the Benefits Office will relocate to the new Department of Human Resources and the Purchasing Office will be renamed the Procurement Office.
- **Office of Personnel** – the office will be renamed the Department of Human Resources to better reflect its functions. It will include the Benefits Office to better align with the services and functions of personnel operations.
- **Department of Public Safety** – Animal Control will relocate from the Sheriff’s Office to Public Safety, along with management and oversight of the county’s new animal shelter.

The reorganization creates three new positions: director of Parks & Recreation, director of Communications and Media Relations and an executive assistant position.

I know management changes can be difficult and distracting, but it is critical that we remain focused on what we do: providing the best customer service possible.

I believe that this new restructure will better serve all of us in our day-to-day mission. Please do not hesitate to discuss with your department heads, division chiefs and supervisors any questions you may have. I appreciate each of you and your ongoing commitment to making county government run as smoothly and efficiently as possible, and I value the great work you do in service to our constituents.

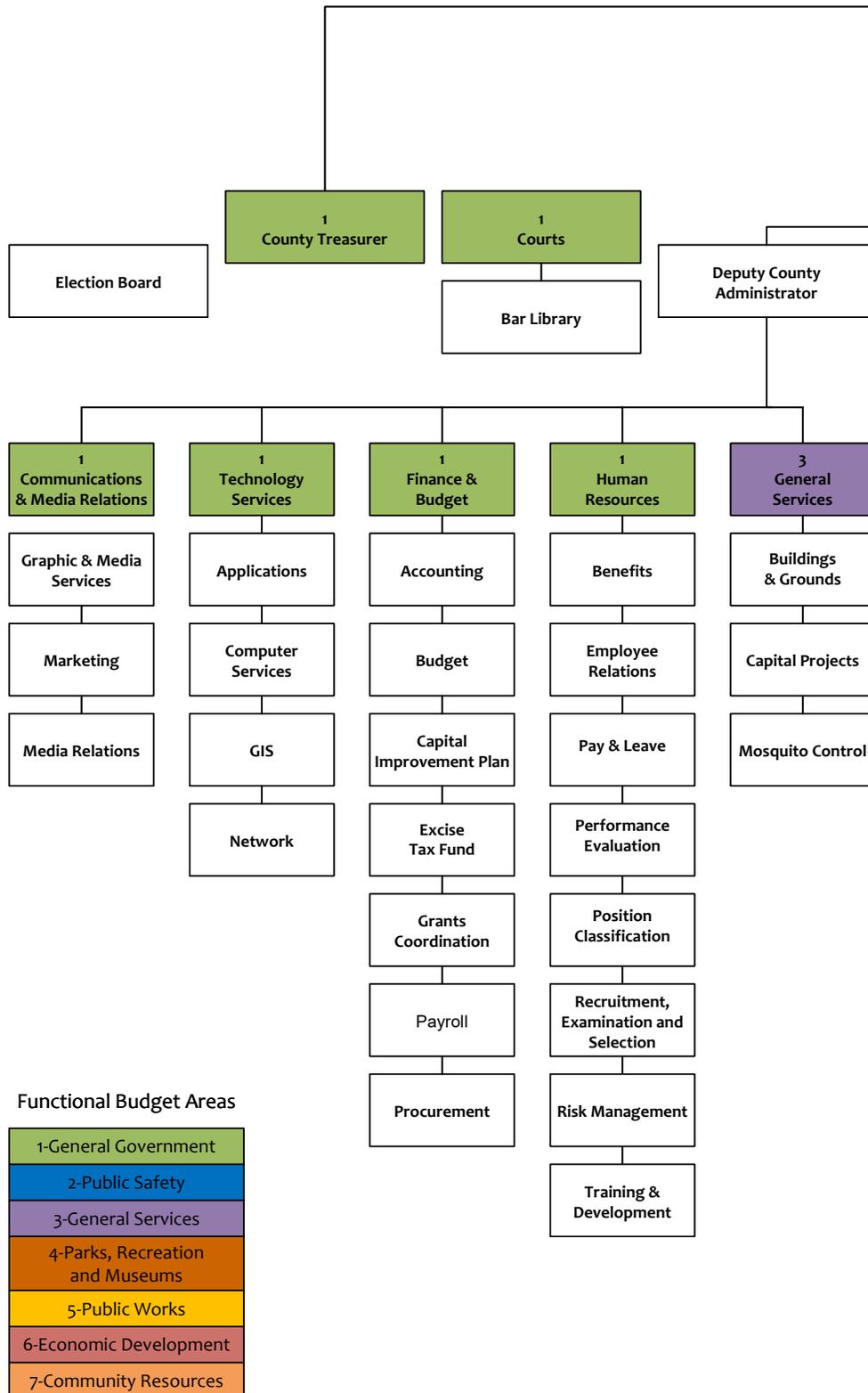
Thank you for your ongoing support and dedication to service.

Sincerely,
Terry

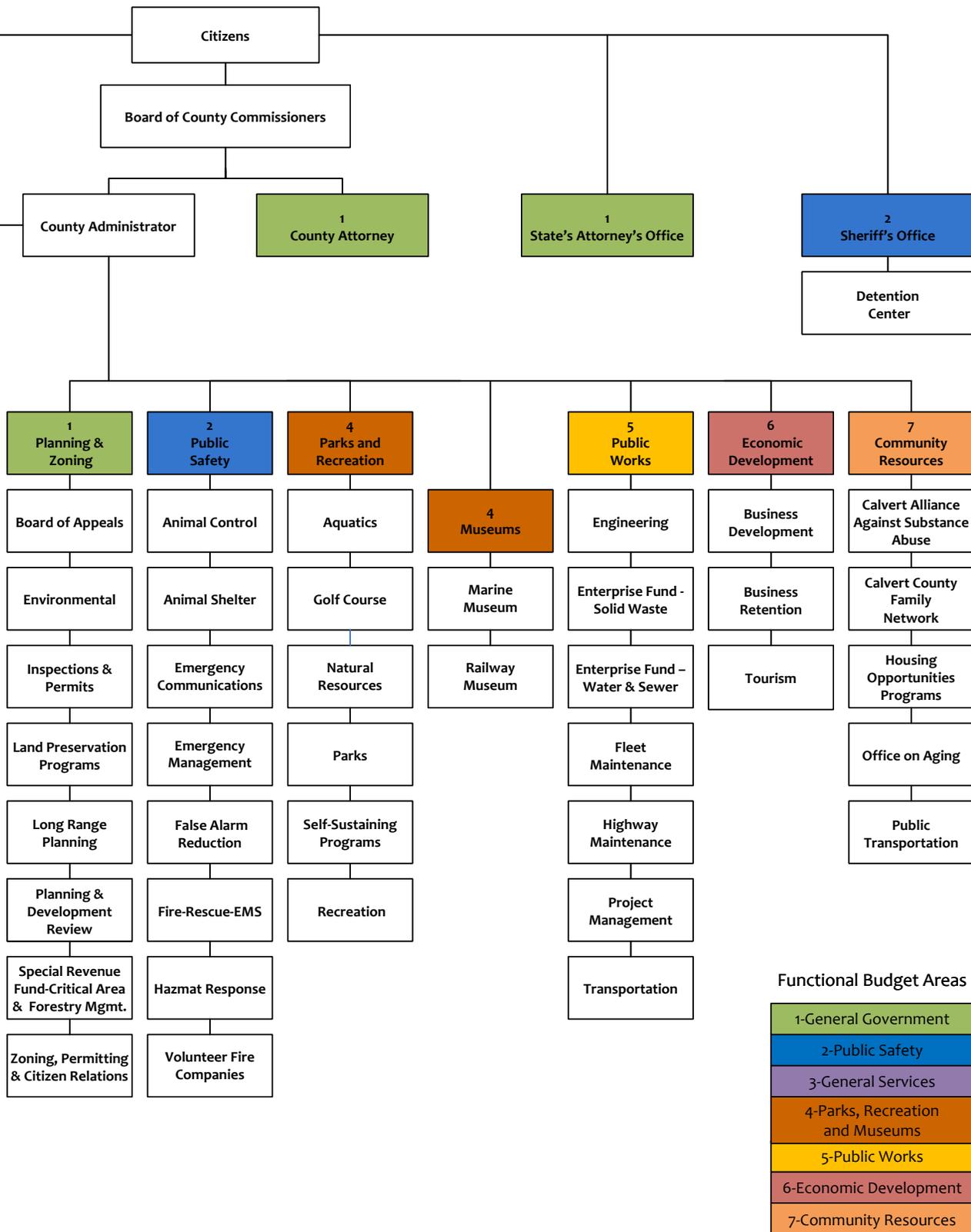
Summary of Changes by Dept.	Staffing Increase	Staffing Decrease
Technology Services		A/V Technician to CMR
Communications & Media Relations (CMR)	New Director position 5 staff from Economic Development New Executive Administrative Asst. position A/V Technician from Technology Services New part-time Office Assistant position	
Finance & Budget		3 Benefits staff to HR
Human Resources (HR)	3 Benefits staff from Finance & Budget	
Economic Development		5 ED staff to CMR
Parks and Recreation*	New Director position	

*No staffing for Parks and Recreation, Natural Resources or the Museums will be moved as part of the realignment of the divisions.

CALVERT COUNTY GOVERNMENT ORGANIZATION CHART



CALVERT COUNTY GOVERNMENT ORGANIZATION CHART



BOARD OF COUNTY COMMISSIONERS

12/16/2014 thru 12/19/2018

Tom Hejl, President

(410) 535-1600 ext. 2203

Email: hejltc@co.cal.md.us

Evan K. Slaughenhoupt, Jr., Vice President

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Mike Hart

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Pat Nutter

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Steven R. Weems

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CALVERT COUNTY DEPARTMENT DIRECTORS

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County Administrator

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Director, Planning & Zoning

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Wilson Parran

Deputy County Administrator

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County Attorney

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V. Wilson Freeland

Director, General Services

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Linda S. Vassallo

Director, Communications & Media Relations

(410) 535-1600 ext. 2483

Email: vassalls@co.cal.md.us

Director, Parks & Recreation

Joseph E. Klausner

Director, Technology Services

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P. Rai Sharma

Director, Public Works

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Timothy Hayden

Director, Finance & Budget

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Email: haydent@co.cal.md.us

Director, Economic Development

Paula G. Gray

Director, Human Resources

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Email: graypg@co.cal.md.us

Jennifer Moreland

Director, Community Resources

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Email: morelaje@co.cal.md.us

CALVERT COUNTY ELECTED & APPOINTED OFFICIALS

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 Sheriff, Calvert County
 (410) 535-1600 ext. 2654
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 State's Attorney
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Major Dave McDowell
 Assistant Sheriff, Calvert County
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Major T. D. Reece
 Detention Center Administrator
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Novalea Soper-Tracy
 Treasurer
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 Email: tracynf@co.cal.md.us

Gail I. Hatfield
 Elections Administrator
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Margaret H. Phipps
 Register of Wills
 (410) 535-1600 ext. 2353
 Email: mphipps@registers.maryland.gov

Thomas Pelagatti
 Chief Judge, Orphan's Court
 (410) 535-1600 ext. 2254
 Email: tom@tompel.com

COURT OFFICIALS

Marjorie L. Clagett
 County Administrative Judge, Circuit
 Court
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E. Gregory Wells
 Associate Judge, Circuit Court
 (410) 535-1600 ext. 2297

Mark S. Chandlee
 Associate Judge, Circuit Court
 (410) 535-1600 ext. 2295

Tracey A. McKirgan
 Family Magistrate
 (410) 535-1600 ext. 2424

Kathy P. Smith
 Clerk of the Court
 (410) 535-1660 ext. 2263
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Emanuel Demedis
 Court Administrator
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THE BOARD OF COUNTY COMMISSIONERS GOALS

BE RESPONSIBLE and ACCOUNTABLE

	Fiscal Responsibility	Exercise conservative financial management with the majority of resources directed to the most important services that our government provides, while seeking viable new sources of revenue.
	Culture of Engagement	Promote an environment where residents feel they can make a difference and work in partnership with others to understand and address pressing public issues. Continue to work on making county offices more citizen- and business-friendly and providing ample opportunities for citizen involvement.
	Public Stewardship and Accountability	Act responsibly with the planning and management of our County resources.

PROVIDE ESSENTIAL SERVICES and SUPPORT

	Services	Provide high quality, effective and efficient services to all stakeholders. Explore alternative approaches that would allow the county organization to operate in a more business-like fashion.
	Education	Provide educational resources, learning opportunities and training.
	Public Safety	Maintain Calvert County as a safe and healthy place to live, work and play.
	Roads & Infrastructure	Maintain our roads, bridges, water and sewerage infrastructure as well as other long-term physical assets and facilities.
	Parks & Recreation	Provide opportunities for leisure activities, including making the best possible use of the golf course and the indoor pool.

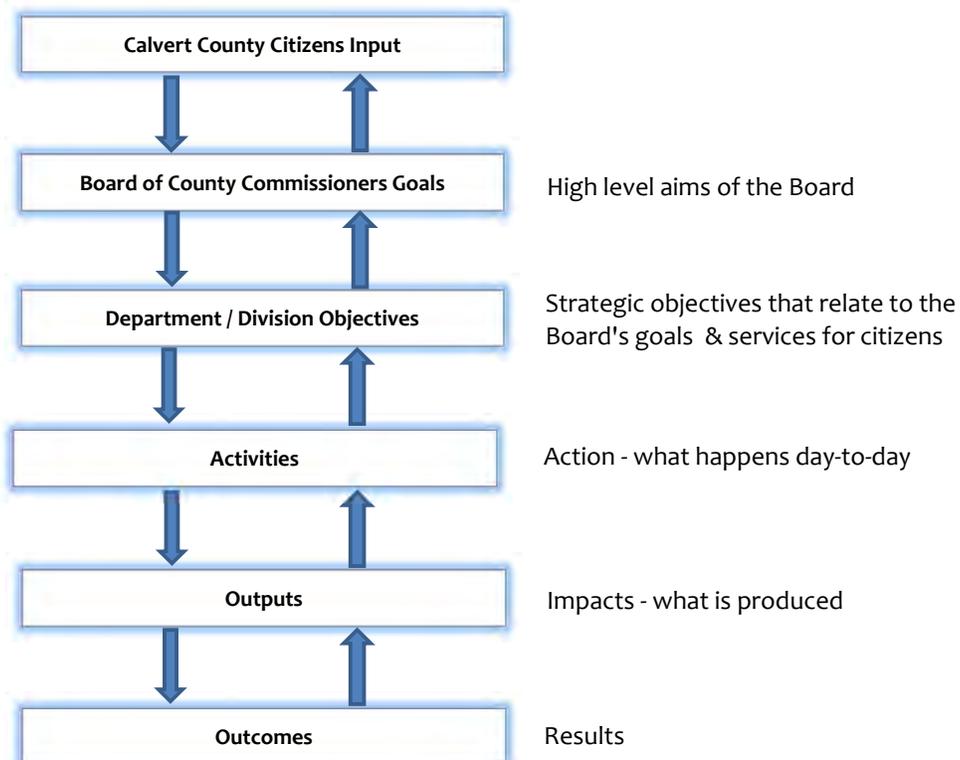
WORK TO PRESERVE CALVERT COUNTY

	Environment, Heritage and Rural Character	Create a sense of place, reflect the character, history and natural environment of the community.
	Growth Management & Land Preservation	Maintain the rural character through effective growth management with a proactive and consistent planning approach. Look at ordinances that impact growth outside of the town centers.

PROVIDE OPPORTUNITIES for RESIDENTIAL GROWTH and ECONOMIC DEVELOPMENT

	Homeownership	Promote homeownership by providing assistance to our citizens through Homestead and Homeowner Tax Credit programs as well as our House Keys 4 Employees program.
	Economic Development	Pursue many avenues of economic development to incentivize sustainable development while remaining a business-friendly community to small businesses, the farm and forestry community and corporations alike.

HOW CITIZEN INPUT SHAPES THE COUNTY'S FOCUS



SUMMARY OF OBJECTIVES TO ACHIEVE BOCC GOALS

BOCC Goals

Department / Division Objectives:	Fiscal Responsibility	Culture of Engagement	Public Stewardship & Accountability	Services	Education	Public Safety
General Government						
County Attorney	✓	✓	✓			
County Administrator	✓	✓	✓	✓		
Communications & Media Relations	✓	✓	✓			
Technology Services	✓			✓	✓	
State's Attorney				✓	✓	✓
County Treasurer	✓	✓	✓	✓	✓	
Finance & Budget	✓	✓	✓	✓	✓	
Human Resources				✓	✓	
Planning & Zoning		✓	✓	✓		
Inspections & Permits		✓		✓	✓	✓
Public Safety						
Director of Public Safety	✓		✓	✓	✓	✓
Animal Control			✓	✓	✓	✓
Animal Shelter	✓	✓		✓		✓
Emergency Communications	✓			✓	✓	✓
Emergency Management	✓		✓	✓	✓	✓
Fire-Rescue-EMS	✓			✓		✓
Sheriff's Office	✓		✓	✓	✓	✓
Detention Center	✓	✓			✓	✓
General Services						
General Services	✓	✓	✓	✓	✓	
Buildings & Grounds	✓	✓		✓		✓
Mosquito Control	✓	✓	✓	✓	✓	✓
Parks & Recreation						
Parks & Recreation		✓		✓	✓	
Natural Resources	✓	✓		✓	✓	
Museums						
Calvert Marine Museum	✓	✓		✓	✓	
Railway Museum	✓		✓	✓	✓	
Public Works						
Engineering		✓		✓		
Project Management			✓	✓		
Highway Maintenance				✓		✓
Fleet Maintenance			✓	✓		✓
Economic Development						
Economic Development		✓		✓	✓	
Community Resources						
Community Resources	✓	✓		✓		✓
Office on Aging	✓			✓	✓	✓
Transportation	✓		✓	✓	✓	✓
Other Organizations						
Substance Abuse	✓	✓	✓	✓	✓	✓
Library	✓	✓	✓	✓	✓	
Soil Conservation District				✓	✓	
University of Maryland Ext	✓		✓	✓	✓	✓
Enterprise Funds						
Water & Sewer	✓		✓	✓		✓
Solid Waste	✓			✓	✓	✓

BOCC Goals

						Department / Division Objectives
Roads & Infrastructure	Parks & Recreation	Environment, Heritage & Rural Character	Growth Management & Land Preservation	Homeownership	Economic Development	
						General Government
						County Attorney
						County Administrator
						Communications & Media Relations
✓						Technology Services
						State's Attorney
				✓		County Treasurer
						Finance & Budget
						Human Resources
		✓	✓			Planning & Zoning
						Inspections & Permits
						Public Safety
						Director of Public Safety
						Animal Control
						Animal Shelter
						Emergency Communications
						Emergency Management
						Fire-Rescue-EMS
						Sheriff's Office
✓						Detention Center
						General Services
	✓	✓				General Services
	✓	✓				Buildings & Grounds
		✓				Mosquito Control
						Parks & Recreation
	✓					Parks & Recreation
	✓	✓				Natural Resources
						Museums
	✓	✓			✓	Calvert Marine Museum
	✓	✓				Railway Museum
						Public Works
✓						Engineering
✓						Project Management
✓						Highway Maintenance
						Fleet Maintenance
						Economic Development
		✓			✓	Economic Development
						Community Resources
				✓		Community Resources
	✓					Office on Aging
						Transportation
						Other Organizations
						Substance Abuse
					✓	Library
		✓				Soil Conservation District
		✓	✓			University of Maryland Ext
						Enterprise Funds
✓						Water & Sewer
✓						Solid Waste

MOST NOTABLE ACCOMPLISHMENTS

GENERAL GOVERNMENT

Board of County Commissioners: Received AAA / Aaa Bond Ratings from all bond rating agencies.

County Attorney: Managed increasing workload.

County Administrator: Implemented a new budget tool for the FY 2017 Budget process – the Service Based Budgeting model. This tool will provide our citizens a deeper understanding of how we are using taxpayer dollars.

Technology Services: Implemented the Public Safety Field Reporting module for the Sheriff's Office. This application module allows deputies to enter incident reports in real time from their in-car mobile data terminal.

State's Attorney's Office: Our greatest accomplishment has been the multi-pronged approach to battle the heroin epidemic. Our office worked in conjunction with law enforcement to target larger scale dealers (enforcement). Secondly, we participated in the Drug Court Program that works to break the cycle of addiction (rehabilitation). Lastly, we participated in forums to inform the public about the heroin epidemic issue (education).

County Treasurer: Sent audit letters to all taxpayers with an outstanding balance on their taxes. This generated 2,010 more payments than were collected in the same time period from the previous year, with an increase of \$3,893,986 in taxes collected.

Finance & Budget: Obtained, and has maintained for several years, AAA bond ratings from Fitch (since 2010), and S&P (since 2011). Our major accomplishment in FY 2016 was working with other county departments to obtain the County's first ever Aaa rating from Moody's.

Human Resources: Absorbed the Safety function and created the Safety Officer position.

Planning & Zoning: Initiated the public participation process for the rewrite of the Comprehensive Plan and Zoning Ordinance, while continuing to update the existing Zoning Ordinance to accommodate the needs and desires of property owners, County citizens and the Board of County Commissioners.

Inspections & Permits: Improved the efficiency and effectiveness of the services provided to ensure the health, safety and welfare of all citizens of Calvert County. In FY 2016, provided laptops to the inspectors in the field to allow posting inspection results in real time to assist contractors with scheduling. Inspectors also have access to permitting information in the field which allows more flexibility to provide service to our customers.

PUBLIC SAFETY

Director of Public Safety: Replaced all multi gas meters and upgraded Chemical identifier metering for the Hazardous Materials Response Team. The 800 MHz Radio System Contract was awarded to Motorola Solutions, Inc., in March 2016.

Emergency Communications: Requested project funding from the Emergency Number Systems Board (ENSB) for the purchase and installation of diverse fiber and an alternate serving wire center from the Prince Frederick and Annapolis Center office to our main Public Safety Answering Point (PSAP). The project, which cost \$197,650, was approved by the ENSB which saved the county the cost of the project.

Emergency Management: Completed review and updates to all response plans to bring them into line with the National Framework.

Fire-Rescue-EMS Division: Provided continued guidance and administrative oversight for our all-volunteer fire, rescue and emergency medical service departments. Calvert County is the only remaining jurisdiction in Maryland that continues to provide 100% volunteer fire, rescue and emergency medical service personnel.

Calvert County Sheriff's Office: Continued to see a reduction in Part I (Serious Crimes) in Calvert County.

Detention Center: Reduced on duty injuries and sick leave usage significantly over the past year. In calendar year 2015, 2,235 hours of sick leave was attributed to on-the-job injuries and zero (0) hours in 2016.

GENERAL SERVICES

Mosquito Control: Provided an exceptionally coordinated effort with Maryland Department of Health and Mental Hygiene on Zika response, education and suppression.

PARKS & RECREATION

Parks & Recreation: Completed installation of a new playground at Hallowing Point Park. Opened the new Harriet Elizabeth Brown Community Center which is centrally located in Prince Frederick.

MUSEUMS

Calvert Marine Museum: Received enthusiastic public response to the Phase I renovation of Harms Gallery, the new River to Bay exhibit and the Otter exhibit. Participation in all programs is up, sales in The Museum Store are breaking records, membership and volunteers are at the highest level in our history. This exhibit was a timely and worthwhile investment.

Railway Museum: Continued to bring quality programs and events to the community and has consistently maintained its reputation as a trusted repository for historical and educational information. Our programs have received public recognition and our research resources for the public, history professionals and reporters, continues as a primary source for the area. Our reorganization was approved by the Calvert County Board of County Commissioners and all positions have been successfully filled.

PUBLIC WORKS

Department of Public Works: Brought our Engineering personnel to full staff level. Our reorganization has resulted in more capable professional engineering staff, which in turn has improved the department's customer service to stakeholders and county residents. This has also helped in completing several long standing Capital Projects.

Project Management: Implemented a new pipe rehabilitation technology to allow complete structural restoration of any type of pipe, without digging and disruption to traffic. This is not only environmentally friendly, but also cost effective.

Highway Maintenance Division: Provided the citizens of Calvert County with exceptional snow removal from the roadways during several significant winter snow events. Received a tremendous amount of positive feedback from citizens for these efforts.

Fleet Maintenance Division: In FY 2016, there were no vehicle accidents due to mechanical failures.

ECONOMIC DEVELOPMENT

Economic Development: Worked with almost 30 companies in FY 2016 who were looking to locate or expand their business in Calvert County. This resulted in an estimated capital investment of 67.5 million dollars in Calvert County.

COMMUNITY RESOURCES

Director of Community Resources: Coordinated successfully the partnership between the Board of County Commissioners and the Housing Authority of Calvert County to obtain state funding for new senior housing at Southern Pines II Senior Apartments, in Lusby. Ground-breaking occurred March 2017.

Office on Aging: Not satisfied with the service of the vendor contracted in January 2015 to provide congregate and home delivered meals. In March of 2016, the Office on Aging worked with Procurement and the Board of County Commissioners to terminate the contract and hire a new vendor who has worked out very well.

Public Transportation: Improved yearly ridership by over 12%.

STATE AGENCIES & INDEPENDENT BOARDS

Substance Abuse Treatment: 74% of clients in residential care returned to outpatient therapy after completing their stay and showed decreased substance abuse use.

Calvert Library: Partnered with Calvert County Public Schools to issue "digital" library cards to over 15,000 students. The CRAB (Calvert Research Access and Books) card gives students access to online library resources and 5 fine-free print books.

Soil Conservation District: Met our Watershed Implementation Plan-II goals for agriculture in Calvert County.

University of Maryland Extension Services (UME): Achieved positive youth development, improved the natural environment of the county, reduced storm water runoff, improved the nutrition of families, increased the health and safety of residents, and helped farmers comply with the nutrient management laws through our programs.

ENTERPRISE FUNDS

Water & Sewerage: Completed construction and commissioned a new sewer pumping station in the Calvert County Industrial Park. Also decommissioned and demolished the Industrial Park Wastewater Treatment Plant. Wastewater from the Industrial Park is now processed at the Prince Frederick Wastewater Treatment Plant.

Solid Waste: Created a Recycling Award Program to highlight the successes of businesses, agencies, organizations, institutions and individuals in Calvert County who go beyond the norm to advance recycling, and to make these examples available to others who may emulate them. 2016 Recycling Awards were given out in ten different categories to recognize and celebrate this excellence in recycling program.

FY 2018 BUDGET CALENDAR

Graphic Key:

Board of County Commissioners



Planning Commission



Finance & Budget



County Departments

Outside Agencies

2016

Public comment is welcomed beginning in August through the June budget adoption.

July

- July 1, 2016 Current approved fiscal year budget is implemented by Finance & Budget and placed into County Cost Centers

August

- Maintenance and repair project requests due to General Services

September

- Town Hall to explain the County budget process and to allow for early citizen input
- Capital project requests due to Finance & Budget
- Vehicle requests due to Fleet Maintenance
- Revenue projections prepared
- Staff presentation of high level overview of the projected FY 2018 budget to County Commissioners

October

- Expenditure strategy developed for FY 2018
- Budget packets distributed to departments
- Legislative requests due to County Attorney
- Initial CIP work session with County Commissioners on FY 2018 CIP
- Departmental budget requests due to Finance & Budget (All Funds)
- Outside agency requests due to Finance & Budget

November

- Budget work sessions with Department Heads begin

December

- Meeting with delegation on legislative requests

2017**January**

- Budget work sessions conclude
- FY 2018 land use projects reviewed by the Planning Commission

February

- Finalize Staff budget numbers
- 6 Year CIP work session with the Board of County Commissioners

March

- Public Hearing – Staff Recommended Budget
- Staff/Board receives public comment
- Budget work sessions with the Board of County Commissioners as required

April

- The Board of County Commissioners finalizes unresolved operating and capital project budget issues; Finance & Budget finalize Commissioners' budget numbers
- The Board of County Commissioners approves semi-annual payment option service charge rate
- County Commissioners meet with Town Mayors to approve tax differential
- Finance & Budget publish constant yield notice (if required)

May

- Public Hearing – Commissioners' Budget
- Board receives public comment

June

- The Board of County Commissioners adopt FY 2018 Budget

FY 2018 BUDGET PROCESS CHART

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
STRATEGIC PLANNING													
Revenues Projections and Forecasts													
Develop Expenditure Strategy													
Develop Goals and Strategic Objectives													
Water & Sewer rates evaluated for sufficiency													
Citizens are informed of budget process and start providing input													
CAPITAL IMPROVEMENT PLAN													
CIP Packages Distributed													
CIP Meetings													
CIP Work Sessions with County Commissioners													
CIP Requests Due and Reviewed by Finance & Budget													
Present CIP to the Planning Commission for land use projects													
Six-Year CIP work session with the County Commissioners													
BUDGET PROCESS													
Maintenance & Repair Projects													
Replacement Vehicles Requests													
Budget packets distributed to departments & outside agencies													
User Training: Budget Database													
Legislative requests due to County Attorney													
Meet with delegation to review legislative requests													
Department / Division budget development													
Non-county agency budget development													
Budget work sessions													
Finalize Staff Recommended budget													
Line item review of all county budgets													
Receive Public Comment on Budget													
County Commissioners finalize unresolved budget issues													
County Commissioners approve semi-annual payment service charge rate													
County Commissioners meet with Town Mayors to approve tax differential													
Publish constant yield notice (if required)													
County Commissioners adopt budget													
Post adopted budget in financial system													

BUDGETARY ACCOUNTING AND THE BUDGET PROCESS

The County budget consists of the current operating budget, the capital improvements program budget, and the budget message. It represents a complete financial plan of the County and reflects all receipts and disbursements from all sources. Formal budgetary integration is employed as a management control device during the year for the General Fund, Capital Projects Fund, and Enterprise Funds. Enterprise fund budgets and, generally, special revenue fund budgets are for management control only. Definitions for the acronyms and accounting terms used in this section can be found in the Glossary starting on page 570.

Budgetary Accounting

The budgets of the General Fund are prepared on a modified accrual basis. This means that the obligations of the County (for example, outstanding purchase orders) are budgeted as expenditures, but revenues are recognized only when they become measurable and available. Income and property taxes are the primary source of revenues susceptible to accrual. All other revenue is recognized when received. The County's annual financial statements are prepared on the basis of "generally accepted accounting principles" (GAAP), which conform to the way the budget is prepared except that encumbrances are recorded as a reservation of fund balance for financial reporting rather than as an expenditure.

The budget of the Capital Projects Fund is prepared on a project length basis, and encompasses six years. Only the first year of the six is adopted. This fund's annual financial statements are prepared using the modified accrual basis of accounting. The Special Revenue Funds budgets and annual financial statements are prepared on a modified accrual basis. The budgets of the Enterprise Funds (Water & Sewer, and Solid Waste & Recycling) are prepared on a cash basis but the annual financial statements are prepared on the full accrual method. Full accrual means all revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The Budget Process

The budget process spans approximately ten months, beginning with revenue projections in August through the formal budget adoption in June. This process is repeated annually. Generally, each County department, agency or board receiving County funds submits a budget request to the County Commissioners at a public hearing; additional public hearings are conducted to obtain taxpayer comments, and the budget is legally enacted through passage of a resolution by the County Commissioners. The budget calendars located on pages 24-25 encompass the process for both the operating and capital budgets. Budgetary policy is described in the Fiscal Policies section of the appendix.

Budget Adjustments

The Director of Finance & Budget is authorized to make administrative transfers of expenditure budgets in amounts up to \$10,000. The County Administrator is authorized to transfer budgeted amounts up to \$25,000. Budget adjustments exceeding \$25,000 but less than \$100,000 must be approved by the Board of County Commissioners (without passage of a resolution). Any change totaling more than \$100,000 may be made only by resolution approved by the Commissioners after compliance with certain public hearing requirements. In order to meet a public emergency affecting life, health or property, the Board of County Commissioners may, by resolution, make emergency appropriations from contingent or surplus funds. The budget policy is shown in the Appendix on pages 519-523 and the budget amendment policy is provided on pages 557-558.

DESCRIPTION OF FUNDS

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance/retained earnings, revenue and expenditures.

GOVERNMENTAL FUNDS

General Fund

The General Fund is the general operating fund of the County Commissioners. All financial resources are accounted for in this fund except those required to be accounted for in another fund.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects or expendable trusts) that are legally restricted or committed to expenditures for specified purposes. These funds consist of: Planning & Zoning Special Revenue Fund, Housing Fund, Parks & Recreation Fund, Chesapeake Hills Golf Course Fund, Bar Library Fund, Economic Development Authority Revolving Loan Fund, Calvert Family Network Fund, Revolving Loan Fund, Grants Fund, Excise Tax Fund, Land Preservation Fund and Economic Development Incentive Fund. The county's fund structure chart on page 28 contains a comprehensive list of funds by size and type.

Calvert Library and Calvert Marine Museum are budgeted within the General Fund, but due to other outside funding sources are presented as Special Revenue Funds in the Comprehensive Annual Financial Report (CAFR). The Housing Fund is presented as a Special Revenue Fund in the budget, but is combined with the General Fund in the CAFR as it does not meet GASB 54 standards for a special revenue fund. For more information on special revenue funds, see the Glossary on page 578.

Capital Projects Fund

The Capital Projects Fund is used to account for financial resources that are restricted, committed, or assigned to be used for the acquisition or construction of major capital facilities of the Board of Commissioners of Calvert County and the Board of Education of Calvert County Public Schools.

PROPRIETARY FUNDS

Enterprise Funds

Enterprise Funds are used to support any activity for which a fee is charged to external users for goods or services. These funds are used to account for the operations of the Water & Sewer Fund and the Solid Waste & Recycling Fund.

FIDUCIARY FUNDS

The County's trust funds (Length of Service Award Program for Volunteer Fire Department and Rescue Squads, the Calvert County Sheriff's Department Pension Plan, the Calvert County Employees Retirement Savings Plan and the Calvert County Maryland Other Post-Employment Benefits (OPEB) Trust Fund) are accounted for in essentially the same manner as a proprietary fund type. These funds serve as repositories of trust monies, and accordingly are not included in this budget.

COUNTY FUND STRUCTURE

<u>GOVERNMENTAL FUNDS</u>	<u>PROPRIETARY FUNDS</u>	<u>Budget Pages</u>	<u>Notes</u>
Major Funds			
Capital Projects Fund		239-273	
General Fund (includes funding for State Agencies and Independent Boards, shown on pages 143-156)		57-159	1
	Solid Waste Fund	169-171	2
	Water and Sewer Fund	163-167	2
Non-major Funds			
Bar Library Fund		234	
Calvert County Family Network Fund		236	
Calvert Marine Museum		116-117	3
Economic Development Incentive Fund		237	
Economic Development Revolving Loan Fund		237	
Excise Tax Fund		231	
Golf Course Fund		230	4
Grants Fund		173-223	
Housing Fund		237	5
Land Preservation Fund		232-233	
Parks and Recreation Fund		228-229	
Planning & Zoning Fund		235	
Revolving Loan Fund		237	

Notes:

1. All of the organizations shown in the State Agencies and Independent Boards are not County organizations and each has its own board. They are presented in this document to the extent that the County’s general funds are expended on them. The Calvert County Housing Authority is also not a part of County government, but is presented in the budget as the County acts as the pay agent for this organization. All but \$103k of their expenses are reimbursed to the County.
2. The Water & Sewer and Solid Waste Funds function as enterprise funds.
3. The Calvert Marine Museum expenses shown on these pages relate to their activities as funded by the General Fund. However, the County’s financial statements reflect the combined activity of the Calvert Marine Museum Society, Calvert Marine Museum Board of Governors, and the County funded portion as a special revenue fund in the the Comprehensive Annual Financial Report.
4. The Golf Course Fund was considered an enterprise fund from FY 2009 (inception) to FY 2012, but the fund’s status was changed to special revenue fund for FY 2013 and future years.
5. The Housing Fund is rolled into General Fund for presentation in the County’s financial statements because it does not qualify as a special revenue fund per GASB 54, but is budgeted separately.

BUDGET SUMMARY

Governor Thomas Johnson Bridge



Solomons, Maryland

[EXPENDITURE BUDGET SUMMARIES](#)

[WHERE THE MONEY COMES FROM](#)
[WHERE THE MONEY GOES](#)

[SOURCES AND USES OF FUNDS](#)

TOTAL EXPENDITURE BUDGET SUMMARY (INCLUDING TRANSFERS)

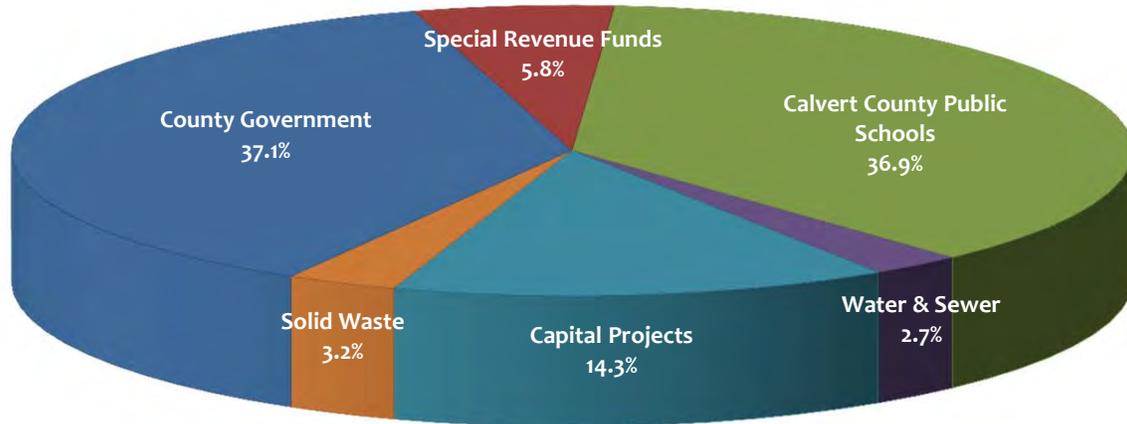
FUND DESCRIPTION	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget
General Fund:			
County Government	\$ 115,497,097	\$ 125,471,391	\$ 141,729,286
Calvert County Public Schools	122,341,359	121,303,582	141,071,252
Enterprise Funds: ¹			
Water & Sewer Fund	9,326,107	9,969,836	10,171,773
Solid Waste & Recycling Fund	11,034,789	10,070,223	12,169,714
Special Revenue Funds:			
Grants Fund	6,044,527	6,813,778	7,850,940
Parks & Recreation Fund	2,404,209	2,995,007	3,390,421
Golf Course Fund	1,051,600	992,102	1,082,450
Excise Tax Fund	2,049,000	2,682,011	3,745,714
Land Preservation Fund	3,059,772	5,061,351	5,182,939
Bar Library Fund	81,908	89,581	54,000
Planning & Zoning Fund	13,217	97,550	170,000
Calvert Family Network Fund	526,788	505,490	515,929
Housing Fund ²	10,000	25,000	25,000
Total Operating Funds	\$ 273,440,373	\$ 286,076,902	\$ 327,159,418
Total Capital Projects Fund	\$ 16,524,137	\$ 29,333,900	50,523,000
Total Capital Projects-Enterprise Funds ³	-	3,408,000	4,168,300
Total Capital Improvement Program	\$ 16,524,137	\$ 32,741,900	\$ 54,691,300
Total All Funds	\$ 289,964,510	\$ 318,818,802	\$ 381,850,718

¹Actual reflects full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.

²The Housing Fund is included in the General Fund for the financial statements, as required by GASB.

³Actual reflects full accrual accounting, which requires that expenses for capital projects be moved to the balance sheet at year end.

FY 2018 BUDGETED EXPENDITURES - ALL FUNDS OPERATING & CAPITAL (INCLUDING TRANSFERS)



General Fund:

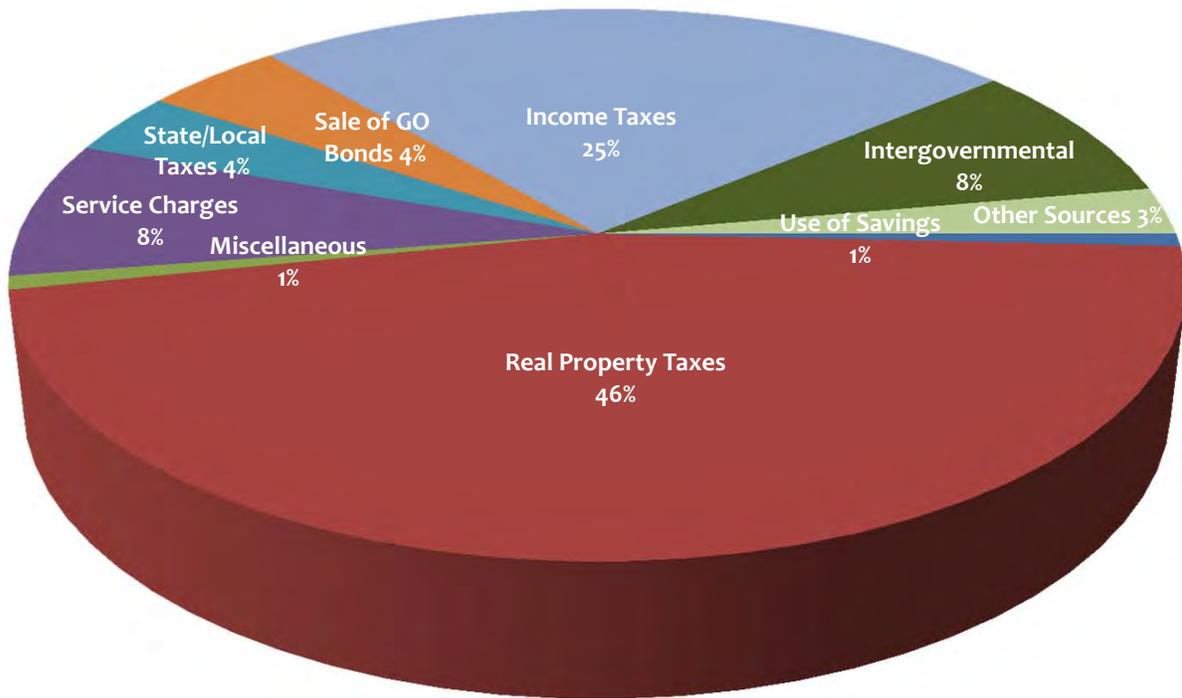
County Government	\$ 141,729,286
Calvert County Public Schools	141,071,252

Other Funds:

Water & Sewer Fund	10,171,773
Solid Waste Fund	12,169,714
Special Revenue Governmental Funds	22,017,393
Capital Projects-Enterprise Funds	4,168,300
Capital Projects Fund	<u>50,523,000</u>

Total Budget - All Funds \$ 381,850,718

WHERE THE MONEY COMES FROM



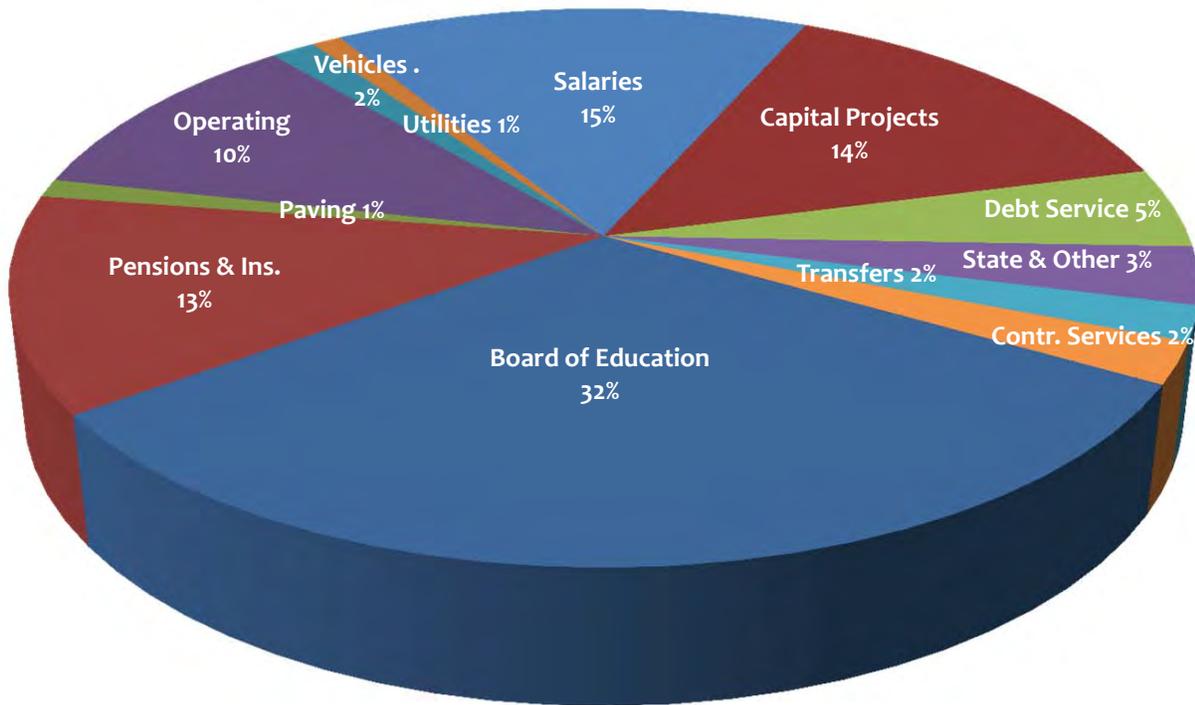
Real Property Taxes	\$ 174,027,103
Income Taxes	87,500,000
Service Charges ¹	28,119,237
Intergovernmental ²	30,585,000
Sale of General Obligation Bonds	28,752,400
Other State/Local Taxes	13,165,287
Other Financing Sources	12,859,263
Miscellaneous Revenues	3,014,653
Use of Prior Year Balances (Savings) ³	<u>3,827,775</u>
Total Revenue Budgets - All Funds	<u>\$ 381,850,718</u>

¹The majority of the service charges are Water & Sewer and Solid Waste user fees.

²Intergovernmental revenues are mostly made up of federal and state payments to the county, some of which are restricted grant revenues.

³The planned use of prior year balances are from Special Revenue Funds, not the General Fund. \$2.1 million of this funding is unspent grant and other accumulated funding in the Land Preservation Fund.

WHERE THE MONEY GOES



Board of Education	\$	120,670,112
Salaries		58,740,602
Capital Projects		54,691,300
Pensions & Insurance ¹		47,664,701
Operating		39,582,827
Debt Service		17,821,812
State Agencies & Other		12,722,966
Transfers		7,700,974
Contracted Services		9,076,161
Vehicles & Equipment		5,518,253
Utilities		3,661,010
Paving		4,000,000
		<hr/>
Total Expense Budgets - All Funds	\$	<u><u>381,850,718</u></u>

¹Includes both the County and Board of Education contribution to the Other Post Employment Benefits Trust Fund.

SOURCES AND USES - GOVERNMENTAL FUNDS

Summary of Estimated Financial Sources and Uses and Changes in Fund Balance - Governmental Funds

Categories	General Fund			Special Revenue Funds		
	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Financial Sources:						
Property Taxes	\$ 139,219,905	\$ 146,707,103	\$ 174,027,103	\$ -	\$ -	\$ -
Income Tax	74,566,392	80,000,000	87,500,000	-	-	-
Other Local Taxes	9,889,282	8,576,000	8,950,000	2,518,322	2,682,011	3,333,586
State Shared Taxes	587,376	565,582	881,701	-	-	-
Licenses & Permits	325,668	299,400	299,400	-	-	-
Intergovernmental	4,566,698	4,337,497	4,534,772	5,357,363	7,897,940	7,098,728
Charges for Services	4,165,048	4,162,434	4,454,596	1,564,725	1,800,935	2,022,235
Fines, Fees & Forfeitures	486,477	397,250	327,650	50,477	104,550	139,000
Other Revenues	870,430	527,849	562,151	2,364,283	1,740,095	2,197,761
Other Financing Sources (Transfers)	-	-	-	-	-	-
Use of Prior Year Fund Balance	1,963,305	-	-	-	2,347,976	3,609,435
Total Financial Sources	\$ 236,640,581	\$ 245,573,115	\$ 281,537,373	\$ 11,855,170	\$ 16,573,507	\$ 18,400,745
Use of Resources:						
General Government	\$ 12,774,134	\$ 14,399,733	\$ 16,569,937	\$ 5,504,685	\$ 7,884,695	\$ 7,964,667
Public Safety	29,418,694	30,872,320	34,219,499	886,610	1,030,284	1,527,364
General Services	11,991,785	13,200,347	6,148,533	3,486,686	3,966,131	4,490,893
Parks, Recreation & Museums	-	-	8,053,898	-	-	-
Economic Development	6,251,145	9,556,745	11,985,525	-	-	-
Public Works	1,084,949	1,252,951	898,285	-	-	-
Community Resources	1,912,547	2,033,936	2,190,471	3,314,040	3,635,070	4,248,755
Capital Projects	-	-	-	-	-	-
Pension & Insurance	26,827,061	27,480,158	46,476,577	-	-	-
Transfers	-	-	-	-	-	-
State & Other Agencies	15,339,175	15,628,443	16,059,206	-	-	-
Debt Service	17,079,679	17,639,942	17,821,812	-	-	-
Planned Surplus	-	-	-	-	374,990	67,514
Total Use of Resources	\$ 122,679,169	\$ 132,064,575	\$ 160,423,743	\$ 13,192,021	\$ 16,891,170	\$ 18,299,193
Other Financing Sources (Uses):						
Proceeds from Bond Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfers In (Out) - BOE	(110,121,742)	(109,367,835)	(115,675,821)	-	-	-
Operating Transfers In - Other	1,197,875	1,201,858	1,263,165	2,658,742	2,688,363	3,616,648
Operating Transfers Out - Other	(5,037,545)	(5,342,563)	(6,700,974)	(2,049,000)	(2,370,700)	(3,718,200)
Total Other Financing Sources (Uses)	\$ (113,961,412)	\$ (113,508,540)	\$ (121,113,630)	\$ 609,742	\$ 317,663	\$ (101,552)
Fund Balance						
Fund Balance - Beginning of Year	\$ 51,903,953	\$ 50,256,625	\$ 50,256,625	\$ 15,838,160	\$ 15,111,051	\$ 13,138,065
Net Budgetary Increase (Decrease) in Use of Fund Balance	(410,671)	-	-	(727,109)	(1,972,986)	(3,541,921)
Encumbrance Adjustment for GAAP ¹	(1,236,657)	-	-	-	-	-
Fund Balance - End of Year	\$ 50,256,625	\$ 50,256,625	\$ 50,256,625	\$ 15,111,051	\$ 13,138,065	\$ 9,596,144
Fund Balance by Type¹:						
Nonspendable	\$ 8,181,368	\$ 7,956,368	\$ 7,731,368	\$ 38,343	\$ 42,014	\$ 42,014
Restricted	54,030	54,030	54,030	11,479,057	11,629,096	9,078,237
Committed	22,512,444	22,512,444	26,004,705	4,093,126	1,459,646	1,451,851
Assigned	6,218,619	6,218,619	5,000,000	(492,224)	7,309	(975,958)
Unassigned	14,200,844	14,425,844	12,377,202	-	-	-
Total Fund Balance¹	\$ 51,167,305	\$ 51,167,305	\$ 51,167,305	\$ 15,118,302	\$ 13,138,065	\$ 9,596,144

¹The fund balance totals shown on this page differ because of the Encumbrance adjustment for GAAP of \$(1,236,657).

SOURCES AND USES - GOVERNMENTAL FUNDS

Capital Projects Funds			Total Governmental Funds			
FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	Categories
\$ -	\$ -	\$ -	\$ 139,219,905	\$ 146,707,103	\$ 174,027,103	Financial Sources:
-	-	-	74,566,392	80,000,000	87,500,000	Property Taxes
-	-	-	12,407,604	11,258,011	12,283,586	Income Tax
-	-	-	587,376	565,582	881,701	Other Local Taxes
-	-	-	325,668	299,400	299,400	State Shared Taxes
1,483,771	14,260,750	18,951,500	11,407,832	26,496,187	30,585,000	Licenses & Permits
-	-	-	5,729,773	5,963,369	6,476,831	Intergovernmental
-	-	-	536,954	501,800	466,650	Charges for Services
671,731	-	-	3,906,444	2,267,944	2,759,912	Fines, Fees & Forfeitures
-	-	-	-	-	-	Other Revenues
-	-	-	1,963,305	2,347,976	3,609,435	Other Financing Sources (Transfers)
-	-	-	-	-	-	Use of Prior Year Fund Balance
\$ 2,155,502	\$ 14,260,750	\$ 18,951,500	\$ 250,651,253	\$ 276,407,372	\$ 318,889,618	Total Financial Sources
\$ -	\$ -	\$ -	\$ 18,278,819	\$ 22,284,428	\$ 24,534,604	Use of Resources:
-	-	-	30,305,304	31,902,604	35,746,863	General Government
-	-	-	15,478,471	17,166,478	10,639,426	Public Safety
-	-	-	-	-	8,053,898	General Services
-	-	-	6,251,145	9,556,745	11,985,525	Parks, Recreation & Museums
-	-	-	1,084,949	1,252,951	898,285	Economic Development
-	-	-	5,226,587	5,669,006	6,439,226	Public Works
14,841,952	16,793,900	25,546,300	14,841,952	16,793,900	25,546,300	Community Resources
-	-	-	26,827,061	27,480,158	46,476,577	Capital Projects
-	-	-	-	-	-	Pension & Insurance
-	-	-	15,339,175	15,628,443	16,059,206	Transfers
-	-	-	17,079,679	17,639,942	17,821,812	State & Other Agencies
-	-	-	-	374,990	67,514	Debt Service
-	-	-	-	-	-	Planned Surplus
\$ 14,841,952	\$ 16,793,900	\$ 25,546,300	\$ 150,713,142	\$ 165,749,645	\$ 204,269,236	Total Use of Resources
\$ -	\$ 14,498,250	\$ 28,752,400	\$ -	\$ 14,498,250	\$ 28,752,400	Other financing sources (uses):
(1,682,185)	(15,948,000)	(29,145,000)	(111,803,927)	(125,315,835)	(144,820,821)	Proceeds from Bond Sales
3,426,674	3,982,900	6,987,400	7,283,291	7,873,121	11,867,213	Operating Transfers In (Out) - BOE
(50,831)	-	-	(7,137,376)	(7,713,263)	(10,419,174)	Operating Transfers In - Other
\$ 1,693,658	\$ 2,533,150	\$ 6,594,800	\$ (111,658,012)	\$ (110,657,727)	\$ (114,620,382)	Operating Transfers Out - Other
\$ 27,048,689	\$ 17,401,510	\$ 17,401,510	\$ 94,790,802	\$ 82,769,186	\$ 80,796,200	Total Other Financing Sources (Uses)
(9,647,179)	-	-	(10,784,959)	(1,972,986)	(3,541,921)	Fund Balance - Beginning of Year
-	-	-	(1,236,657)	-	-	Net Budgetary Increase (Decrease) in Use of Fund Balance
\$ 17,401,510	\$ 17,401,510	\$ 17,401,510	\$ 82,769,186	\$ 80,796,200	\$ 77,254,279	Encumbrance Adjustment for GAAP ¹
\$ -	\$ -	\$ -	\$ 8,219,711	\$ 7,998,382	\$ 7,773,382	Fund Balance - End of Year
-	-	-	11,533,087	11,683,126	9,132,267	Fund Balance by Type¹:
-	-	-	26,605,570	23,972,090	27,456,556	Nonspendable
6,408,718	6,408,718	6,408,718	12,135,113	12,634,646	10,432,760	Restricted
-	-	-	14,200,844	17,198,107	15,303,434	Committed
\$ 6,408,718	\$ 6,408,718	\$ 6,408,718	\$ 72,694,325	\$ 73,486,351	\$ 70,098,399	Assigned
						Unassigned
						Total Fund Balance¹

SOURCES AND USES - ENTERPRISE FUNDS

Summary of Estimated Financial Sources and Uses and Changes in Fund Balance - Enterprise Funds

Categories	Water & Sewer Fund			Solid Waste & Recycling Fund		
	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Financial Sources:						
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Local Taxes	-	-	-	-	-	-
State Shared Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	6,938,031	9,503,073	9,688,082	10,371,801	9,979,503	11,870,324
Prior Years Fund Balance	-	-	-	-	-	218,340
Prior Years Capital Connection	-	-	-	-	-	-
Capital Connection Charges	410,133	67,200	84,000	-	-	-
Other Revenue	979,933	173,563	173,691	94,227	90,720	81,050
Other Financing Sources	-	-	-	-	-	-
Total Financial Sources	\$ 8,328,097	\$ 9,743,836	\$ 9,945,773	\$ 10,466,028	\$ 10,070,223	\$ 12,169,714
Use of Resources:						
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	-	-	-	-	-	-
General Services	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
Public Works	7,233,676	8,060,024	8,134,170	10,999,518	9,926,488	11,957,771
Community Resources	-	-	-	-	-	-
Pension & Insurance	-	-	-	-	-	-
State / Other Agencies	-	-	-	-	-	-
Debt Service - Other	605,571	1,909,812	2,037,603	35,271	143,735	211,943
Planned Surplus	-	-	-	-	-	-
Total Use of Resources	\$ 7,839,247	\$ 9,969,836	\$ 10,171,773	\$ 11,034,789	\$ 10,070,223	\$ 12,169,714
Other Financing Sources (Uses):						
Capital Contributions	\$ 415,629	\$ 226,000	\$ 226,000	\$ -	\$ -	\$ -
Operating Transfers In (Out) - BOE	-	-	-	-	-	-
Operating Transfers In - Other	8,568	-	-	43,392	-	-
Operating Transfers Out - Other	-	-	-	-	-	-
Total Other Financing Sources (Uses)	\$ 424,197	\$ 226,000	\$ 226,000	\$ 43,392	\$ -	\$ -
Net Position						
Net Position - Beginning of Year	\$ 29,332,629	\$ 30,245,676	\$ 30,245,676	\$ 7,297,939	\$ 6,772,570	\$ 6,772,570
Change in Net Position	913,047	-	-	(525,369)	-	(218,340)
Net Position - End of Year	\$ 30,245,676	\$ 30,245,676	\$ 30,245,676	\$ 6,772,570	\$ 6,772,570	\$ 6,554,230

SOURCES AND USES - ENTERPRISE FUNDS

Summary of Estimated Financial Sources and Uses and Changes in Fund Balance - Enterprise Funds

Total Enterprise Funds			
FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	Categories
\$ -	\$ -	\$ -	Financial Sources:
-	-	-	Property Taxes
-	-	-	Other Local Taxes
-	-	-	State Shared Taxes
-	-	-	Licenses & Permits
-	-	-	Intergovernmental
17,309,832	19,482,576	21,558,406	Charges for Services
-	-	218,340	Prior Years Fund Balance
-	-	-	Prior Years Capital Connection
410,133	67,200	84,000	Capital Connection Charges
1,074,160	264,283	254,741	Miscellaneous
-	-	-	Other Financing Sources
\$ 18,794,125	\$ 19,814,059	\$ 22,115,487	Total Financial Sources
			Use of Resources
\$ -	\$ -	\$ -	General Government
-	-	-	Public Safety
-	-	-	General Services
-	-	-	Economic Development
18,233,194	17,986,512	20,091,941	Public Works
-	-	-	Community Resources
-	-	-	Pension & Insurance
-	-	-	State / Other Agencies
640,842	2,053,547	2,249,546	Debt Service - Other
-	-	-	Planned Surplus
\$ 18,874,036	\$ 20,040,059	\$ 22,341,487	Total Use of Resources
			Other Financing Sources (Uses)
\$ 415,629	\$ 226,000	\$ 226,000	Capital Contributions
-	-	-	Operating Transfers In (Out) - BOE
51,960	-	-	Operating Transfers In - Other
-	-	-	Operating Transfers Out - Other
\$ 467,589	\$ 226,000	\$ 226,000	Total Other Financing Sources (Uses)
			Net Position
\$ 36,630,568	\$ 37,018,246	\$ 37,018,246	Net Position - Beginning of Year
387,678	-	(218,340)	Change in Net Position
\$ 37,018,246	\$ 37,018,246	\$ 36,799,906	Net Position - End of Year

TOTAL SOURCES AND USES - ALL FUNDS

Summary of Estimated Financial Sources and Uses and Changes in Fund Balance - Combined

	Combined Governmental & Enterprise Funds		
	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Financial Sources:			
Property Taxes	\$ 139,219,905	\$ 146,707,103	\$ 174,027,103
Income Tax	74,566,392	80,000,000	87,500,000
Other Local Taxes	12,407,604	11,258,011	12,283,586
State Shared Taxes	587,376	565,582	881,701
Licenses & Permits	325,668	299,400	299,400
Intergovernmental	11,407,832	26,496,187	30,585,000
Charges for Services	23,039,605	25,445,945	28,035,237
Prior Years Fund Balance	1,963,305	2,347,976	3,827,775
Prior Years Capital Connection	-	-	-
Capital Connection Charges	410,133	67,200	84,000
Fines & Forfeitures	536,954	501,800	466,650
Other Revenue	4,980,604	2,532,227	3,014,653
Other Financing Sources	-	-	-
Total Financial Sources	\$ 269,445,378	\$ 296,221,431	\$ 341,005,105
Use of Resources:			
General Government	\$ 18,278,819	\$ 22,284,428	\$ 24,534,604
Public Safety	30,305,304	31,902,604	35,746,863
General Services	15,478,471	17,166,478	10,639,426
Economic Development	6,251,145	9,556,745	11,985,525
Public Works	19,318,143	19,239,463	20,990,226
Community Resources	5,226,587	5,669,006	6,439,226
Capital Projects	14,841,952	16,793,900	25,546,300
Pension & Insurance	26,827,061	27,480,158	46,476,577
State / Other Agencies	15,339,175	15,628,443	16,059,206
Debt Service - Other	17,720,521	19,693,489	20,071,358
Planned Surplus	-	374,990	67,514
Total Use of Resources	\$ 169,587,178	\$ 185,789,704	\$ 226,610,723
Other Financing Sources (Uses):			
Capital Contributions	\$ 415,629	\$ 226,000	\$ 226,000
Proceeds from Bond Sales	-	14,498,250	28,752,400
Operating Transfers In (Out) - BOE	(111,803,927)	(125,315,835)	(144,820,821)
Operating Transfers In - Other	7,335,251	7,873,121	11,867,213
Operating Transfers Out - Other	(7,137,376)	(7,713,263)	(10,419,174)
Total Other Financing Sources (Uses)	\$ (111,190,423)	\$ (110,431,727)	\$ (114,394,382)
Fund Balance (General Government)			
Fund Balance - Beginning of Year	\$ 94,790,802	\$ 82,769,186	\$ 80,796,200
Net Budgetary Increase (Decrease) in Use of Fund Balance	(10,784,959)	(1,972,986)	(3,541,921)
Encumbrance Adjustment for GAAP	(1,236,657)	-	-
Fund Balance - End of Year	\$ 82,769,186	\$ 80,796,200	\$ 77,254,279
Net Position (Enterprise Funds)			
Net Position - Beginning of Year	\$ 36,630,568	\$ 37,018,246	\$ 37,018,246
Change in Net Position	387,678	-	(218,340)
Net Position - End of Year	\$ 37,018,246	\$ 37,018,246	\$ 36,799,906
Governmental Fund Balance by Type:			
Nonspendable	\$ 8,219,711	\$ 7,998,382	\$ 7,773,382
Restricted	11,533,087	11,683,126	9,132,267
Committed	26,605,570	23,972,090	27,456,556
Assigned	12,135,113	12,634,646	10,432,760
Unassigned	14,200,844	17,198,107	15,303,434
Total Fund Balance	\$ 72,694,325	\$ 73,486,351	\$ 70,098,399



Calvert County Courthouse

GENERAL FUND SUMMARY

[STATEMENT OF REVENUES & EXPENDITURES](#)

[REVENUE & EXPENDITURE SUMMARIES](#)

[REVENUE DETAIL](#)

[REVENUE HIGHLIGHTS](#)

[EXPENDITURES BY ORGANIZATION](#)

[EXPENDITURE HIGHLIGHTS](#)

[FUND BALANCE TRENDS](#)

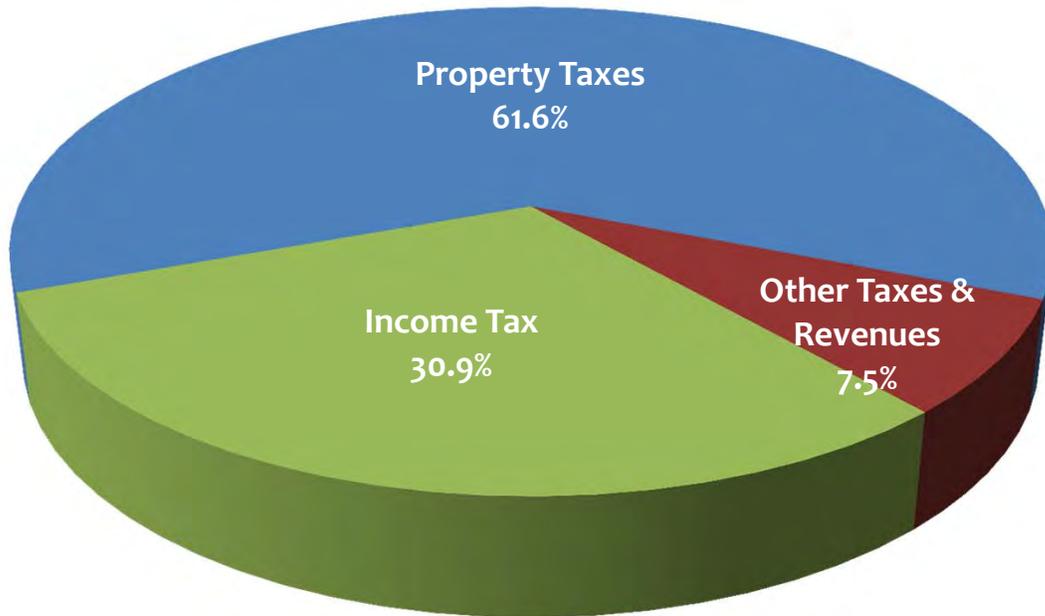
[GENERAL FUND FORECAST](#)

STATEMENT OF REVENUES & EXPENDITURES

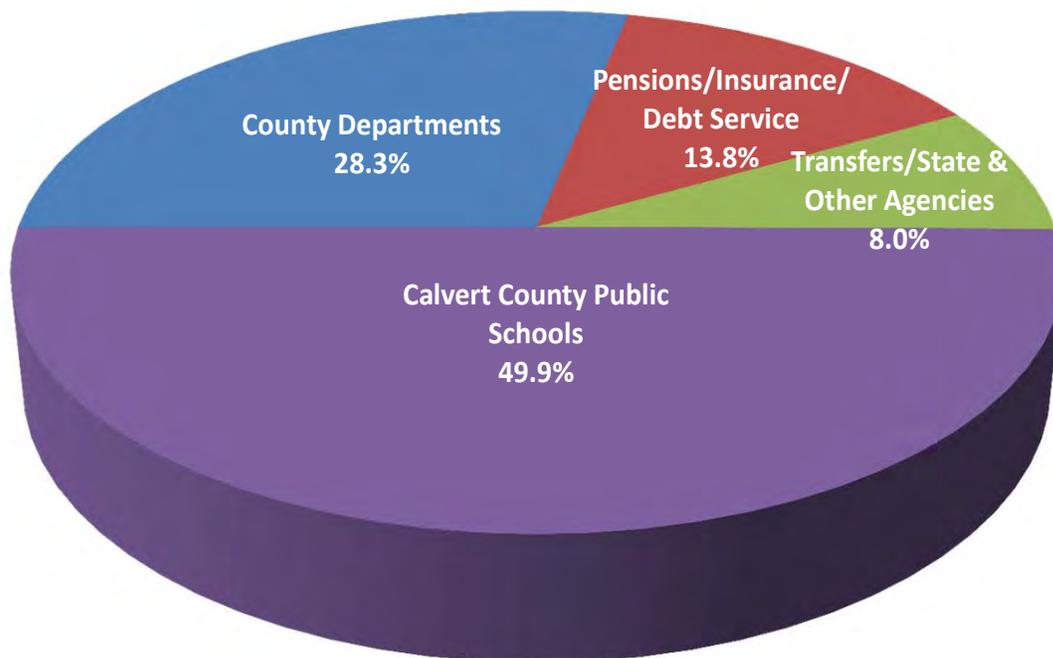
	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% Change from FY 2017 to FY 2018
Revenues				
Property Taxes	\$ 139,219,905	\$ 146,707,103	\$ 174,027,103	18.62%
Income Tax	74,566,392	80,000,000	87,500,000	9.38%
Other Local Taxes	9,889,282	8,576,000	8,950,000	4.36%
State Shared Taxes	587,376	565,582	881,701	55.89%
Licenses & Permits	325,668	299,400	299,400	0.00%
Intergovernmental	4,566,698	4,337,497	4,534,772	4.55%
Service Charges	4,165,048	4,162,434	4,454,596	7.02%
Fines, Fees & Forfeitures	486,477	397,250	327,650	-17.52%
Other Revenues	870,430	527,849	562,151	6.50%
Other Financing Sources (Transfers)	1,197,875	1,201,858	1,263,165	5.10%
Use of Prior Year Fund Balance	1,963,305	-	-	na
Total General Fund Revenues	\$ 237,838,456	\$ 246,774,973	\$ 282,800,538	14.60%
Expenditures				
General Government	\$ 12,774,134	\$ 14,399,733	\$ 16,569,937	15.07%
Public Safety	29,418,694	30,872,320	34,219,499	10.84%
General Services	11,991,785	13,200,347	6,148,533	} 7.59%
Parks, Recreation & Museums	-	-	8,053,898	
Public Works	6,251,145	9,556,745	11,985,525	25.41%
Economic Development	1,084,949	1,252,951	898,285	-28.31%
Community Resources	1,912,547	2,033,936	2,190,471	7.70%
Pensions & Insurance	20,872,681	22,154,155	23,527,370	6.20%
Other Post Employment Benefits-County	264,000	-	4,074,580	na
Transfers	5,037,545	5,342,563	6,700,974	25.43%
State/Other Agencies	15,339,175	15,628,443	16,059,206	2.76%
Debt Service - County	10,550,442	11,030,198	11,301,008	2.46%
Total County Government	\$ 115,497,097	\$ 125,471,391	\$ 141,729,286	12.96%
Board of Education-Operating	\$ 110,121,742	\$ 109,367,835	\$ 115,675,821	5.77%
Debt Service-Education	6,529,237	6,609,744	6,520,804	-1.35%
State Pension-Education	4,754,380	5,326,003	4,994,291	-6.23%
Other Post Employment Benefits-Education	936,000	-	13,880,336	na
Total Board of Education	\$ 122,341,359	\$ 121,303,582	\$ 141,071,252	16.30%
Total General Fund Expenditures	\$ 237,838,456	\$ 246,774,973	\$ 282,800,538	14.60%
Fund Balances by Category¹				
Nonspendable	\$ 8,181,368	\$ 7,956,368	\$ 7,731,368	-2.83%
Restricted	54,030	54,030	54,030	0.00%
Committed	22,512,444	22,512,444	26,004,705	15.51%
Assigned	6,218,619	6,218,619	5,000,000	-19.60%
Unassigned	14,200,844	14,425,844	12,377,202	-14.20%
Total General Fund Fund Balance¹	\$ 51,167,305	\$ 51,167,305	\$ 51,167,305	

¹ General Fund Fund Balance only is shown here. In the Comprehensive Annual Financial Report (CAFR), the Housing Opportunities Fund is combined with the General Fund. FY 2017 and FY 2018 projections are shown using the FY 2016 actual results, adjusted by the budgeted use of fund balance.

GENERAL FUND - SUMMARY OF REVENUES



GENERAL FUND - SUMMARY OF EXPENDITURES



GENERAL FUND REVENUES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% Change from FY 2017 to FY 2018
TAXES				
Real Estate & Personal Property Taxes				
Real Estate Tax	\$ 97,687,252	\$ 105,600,000	\$ 107,890,000	2.17%
Corporate and Personal Property Tax	2,701,941	2,570,000	3,000,000	16.73%
Payment In Lieu of Tax-Exelon	19,646,574	19,646,574	19,646,574	0.00%
Payment In Lieu of Tax-Dominion	-	-	40,100,000	na
Public Utility Tax	19,559,994	19,300,000	3,800,000	-80.31%
Additions and Abatements	(35,332)	200,000	200,000	0.00%
Penalties and Interest	501,519	500,000	500,000	0.00%
Tax Credits	(634,207)	(889,471)	(889,471)	0.00%
Land Preservation Credit	(207,836)	(220,000)	(220,000)	0.00%
Total Real Estate & Personal Property Taxes	\$ 139,219,905	\$ 146,707,103	\$ 174,027,103	18.62%
Other Local Taxes				
Income Tax	\$ 74,566,392	\$ 80,000,000	\$ 87,500,000	9.38%
Franchise Tax	1,485,691	1,250,000	1,250,000	0.00%
Hotel Tax	719,467	750,000	750,000	0.00%
Admissions & Amusements	17,456	30,000	30,000	0.00%
Recordations	7,551,986	6,426,000	6,800,000	5.82%
Trailer Parks	114,682	120,000	120,000	0.00%
Total Other Local Taxes	\$ 84,455,674	\$ 88,576,000	\$ 96,450,000	8.89%
State Shared Taxes				
Highway User	\$ 587,376	\$ 565,582	881,701	55.89%
Total State Shared Taxes	\$ 587,376	\$ 565,582	\$ 881,701	55.89%
TOTAL TAXES	\$ 224,262,955	\$ 235,848,685	\$ 271,358,804	15.06%
LICENSES & PERMITS				
Business Licenses and Permits				
Builder Licenses	\$ 36,040	\$ 25,000	\$ 25,000	0.00%
Beer, Wine, and Liquor Licenses	157,040	135,000	135,000	0.00%
Traders	93,973	95,000	95,000	0.00%
Hawkers and Peddlers	2,897	2,000	2,000	0.00%
Total Business Licenses and Permits	\$ 289,950	\$ 257,000	\$ 257,000	0.00%
Other Permits				
Animal	\$ 18,736	\$ 25,000	\$ 25,000	0.00%
Code Book Sales	992	700	700	0.00%
Marriage	2,840	3,700	3,700	0.00%
Gambling Permits	13,150	13,000	13,000	0.00%
Total Other Permits	\$ 35,718	\$ 42,400	\$ 42,400	0.00%
TOTAL LICENSES & PERMITS	\$ 325,668	\$ 299,400	\$ 299,400	0.00%
INTERGOVERNMENTAL				
Federal Grants				
Federal Emergency Performance Grant (EMPG)	\$ 87,382	\$ 82,407	\$ 82,407	0.00%
Build America Bond Subsidy	102,927	100,000	100,000	0.00%
Federal Emergency Grant for Snow Emergency	323,206	-	-	na
Total Federal Grants	\$ 513,515	\$ 182,407	\$ 182,407	0.00%

GENERAL FUND
REVENUES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% Change from FY 2017 to FY 2018
<u>State Grants and Payroll Reimbursements</u>				
Police Protection	\$ 671,653	\$ 775,000	\$ 790,877	2.05%
Library	409,632	425,036	449,770	5.82%
Soil Conservation	61,191	61,191	61,191	0.00%
State Prisoner Housing	79,245	100,000	100,000	0.00%
Jury Reimbursement	26,640	30,000	30,000	0.00%
State Reimbursement for Sex Offender Registry	25,211	8,255	9,576	16.00%
Criminal Justice Academy Director Reimbursement	47,992	70,000	71,000	1.43%
Total State Grants and Payroll Reimbursements	\$ 1,321,564	\$ 1,469,482	\$ 1,512,414	2.92%
<u>Other Intergovernmental Grants and Reimbursements</u>				
911 Fees	\$ 588,041	\$ 590,000	\$ 590,000	0.00%
Federal Prisoner Per Diem	13,575	-	-	
Shore Erosion	16,962	21,000	21,000	0.00%
Bus Maintenance Payroll Reimbursement	93,822	82,501	85,363	na
Housing Authority Payroll Reimbursement	1,346,433	1,347,011	1,383,177	2.68%
Calvert Marine Museum Payroll Reimbursement - Board	284,444	229,898	313,744	36.47%
Calvert Marine Museum Payroll Reimbursement - Society	372,509	399,365	430,834	7.88%
State Dept. of Assess.(SDAT) Costs paid by the Towns	15,833	15,833	15,833	0.00%
Total Other Intergovernmental Grants and Reimbursements	\$ 2,731,619	\$ 2,685,608	\$ 2,839,951	5.75%
TOTAL INTERGOVERNMENTAL	\$ 4,566,698	\$ 4,337,497	\$ 4,534,772	4.55%
CHARGES FOR SERVICES				
Public Safety				
Sheriff's Fees	\$ 80,126	\$ 75,000	\$ 75,000	0.00%
Chesapeake Beach Police Reimbursement	845,758	883,504	976,439	10.52%
North Beach Police Reimbursement	396,286	413,848	454,242	9.76%
Dominion Police Reimbursement	1,528,098	1,490,000	1,490,000	0.00%
Lab Fees	13,750	15,000	15,000	0.00%
Engineering Inspections	95,498	100,000	100,000	0.00%
Driving While Intoxicated (DWI) Facility	7,459	7,345	7,345	0.00%
Electronic Monitoring - Detention Center	24,828	16,000	16,000	0.00%
Telephone Commission - Detention Center	85,647	100,000	100,000	0.00%
Live In / Work Out - Detention Center	50,753	95,000	95,000	0.00%
Weekend Inmate Fees	47,003	55,000	55,000	0.00%
Sick Call - Detention Center	-	5,000	-	-100.00%
False Alarm Fees	22,815	2,000	2,000	0.00%
False Alarm Registration	4,375	3,800	3,800	0.00%
Protective Inspections	320,255	300,000	300,000	0.00%
Public Safety Tower Revenue	111,371	70,000	70,000	0.00%
Safety For Students Speed Camera Revenue	-	-	202,783	na
Total Public Safety	\$ 3,634,022	\$ 3,631,497	\$ 3,962,609	9.12%
General Services				
Watermen's Wharf	\$ 4,100	\$ 4,200	\$ 4,200	0.00%
Tennison Charters	35,233	50,000	50,000	0.00%
Kings Landing Camp Fees	21,648	10,000	10,000	0.00%
Flag Pond Entrance Fees	63,387	40,000	40,000	0.00%
Cypress Swamp Fees	1,075	-	-	
Boat Ramp Fees	1,586	6,000	6,000	0.00%
Tower Revenue	9,600	9,600	9,600	0.00%
Total General Services	\$ 136,629	\$ 119,800	\$ 119,800	0.00%

GENERAL FUND REVENUES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% Change from FY 2017 to FY 2018
Public Works				
Road Tax Districts	\$ 53,080	\$ 63,000	\$ 63,000	0.00%
Developer Street Signs	256	600	600	0.00%
Utility Permit Fee	39,840	25,000	25,000	0.00%
Waterway Improvements	6,299	6,837	6,387	-6.58%
Total Public Works	\$ 99,475	\$ 95,437	\$ 94,987	-0.47%
Community Resources				
Library - Copying and Miscellaneous	\$ 64,997	\$ 39,000	\$ 41,500	6.41%
Library - Other Sources	13,724	2,000	-	-100.00%
Library - E-Rate	-	4,000	4,000	na
Office on Aging Program Fees	68,348	78,000	84,000	7.69%
Total Community Resources	\$ 147,069	\$ 123,000	\$ 129,500	5.28%
Other Charges for Services				
Administration Fees - Semi-annual Taxes	\$ -	\$ 45,000	\$ -	-100.00%
Rents and Concessions	20,230	20,000	20,000	0.00%
Land Lease	120,254	120,000	120,000	0.00%
Rent - Health Department to Genoa	7,278	7,200	7,200	0.00%
Map Sales	91	500	500	0.00%
Total Other Charges for Services	\$ 147,853	\$ 192,700	\$ 147,700	-23.35%
TOTAL SERVICE CHARGES	\$ 4,165,048	\$ 4,162,434	\$ 4,454,596	7.02%
FINES, FEES & FORFEITURES				
General Government				
Soil Conservation Grading Fees	\$ 33,375	\$ 30,000	\$ 30,000	0.00%
Administration Planting Bond - P & Z	2,660	4,500	4,500	0.00%
Replatting Fees - Planning & Zoning	4,980	4,000	4,000	0.00%
Board of Appeals Application Fees	7,070	20,000	20,000	0.00%
Planning & Zoning Tower Fees	3,750	500	500	0.00%
Total General Government	\$ 51,835	\$ 59,000	\$ 59,000	0.00%
Public Safety				
Domestic Master Fees	\$ 2,091	\$ 800	\$ 800	0.00%
Community Service Programs	32,650	25,000	25,000	0.00%
Criminal Court Fines	7,635	9,000	9,000	0.00%
Home Study / Department of Social Services	9,547	2,000	2,000	0.00%
Animal Citation Fines	1,850	7,000	7,000	0.00%
State's Attorney Fees	196	-	-	na
Forfeiture Sheriff	49,069	-	-	na
Forfeiture State's Attorney	340	-	-	na
Total Public Safety	\$ 103,378	\$ 43,800	\$ 43,800	0.00%
Other Fines, Fees, and Forfeitures				
Administration Fee - Grant Coordinator	\$ 209,513	\$ 160,000	\$ 160,000	0.00%
Auto License Fees	2,094	2,600	2,600	0.00%
Library Fines	106,387	111,600	42,000	-62.37%
Zoning Fees	13,155	20,000	20,000	0.00%
Small lot clearing fees	-	100	100	0.00%
Filing Fees Elected Officials	115	150	150	0.00%
Total Other Fines, Fees, and Forfeitures	\$ 331,264	\$ 294,450	\$ 224,850	-23.64%
TOTAL FINES, FEES & FORFEITURES	\$ 486,477	\$ 397,250	\$ 327,650	-17.52%

GENERAL FUND
REVENUES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% Change from FY 2017 to FY 2018
OTHER REVENUE SOURCES				
Investment Revenue				
Interest and Dividends	\$ 42,119	\$ 200,000	\$ 245,000	22.50%
Interest on Notes	6,731	-	-	na
Appreciation of Investments	31,776	-	-	na
Total Investment Revenue	\$ 80,626	\$ 200,000	\$ 245,000	22.50%
Reimbursements				
Salary Reimbursements	\$ 70,062	\$ 35,000	\$ 35,000	0.00%
Battle Creek Payroll Reimbursement	6,702	7,418	7,800	5.15%
Insurance Reimbursements	386,140	-	-	na
Circuit Court Clerks Office Reimbursement	4,351	4,351	4,351	0.00%
Total Reimbursements	\$ 467,255	\$ 46,769	\$ 47,151	0.82%
Other Revenues				
Mosquito Control	\$ 18,058	\$ 31,080	\$ 20,000	-35.65%
Miscellaneous Income	304,491	250,000	250,000	0.00%
Total Other Revenues	\$ 322,549	\$ 281,080	\$ 270,000	-3.94%
TOTAL OTHER REVENUE SOURCES	\$ 870,430	\$ 527,849	\$ 562,151	6.50%
OTHER FINANCING SOURCES				
Board of Education Transfers:				
Sheriff Deputy	\$ 195,000	\$ 201,858	\$ 263,165	30.37%
Other Equipment	2,875	-	-	na
Transfer from Excise Tax Fund	1,000,000	1,000,000	1,000,000	0.00%
TOTAL OTHER FINANCING SOURCES	\$ 1,197,875	\$ 1,201,858	\$ 1,263,165	5.10%
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$ 235,875,151	\$ 246,774,973	\$ 282,800,538	14.60%

REVENUE HIGHLIGHTS

Some of the more significant revenue line items recorded in the funds and the assumptions used for the budget estimates are described in this section. Many of these revenue types are recorded in the General Fund and are detailed on the General Fund Revenue pages 42-45.

Real Estate Tax – Real property tax is our largest revenue line item. These revenues are generated by both residential and commercial real property assessments. This budget includes a proposed real property tax rate of \$0.952. Residents of the two incorporated towns, North Beach and Chesapeake Beach, are granted a differential of \$0.336 lowering their rate to \$0.616 to recognize the services provided by the towns. Real property tax revenues less tax credits are projected to increase by about \$2.0 million from the FY 2017 adopted budget based upon the latest State Department of Assessments assessable base projections and the County’s historical experience. This amount, \$107.4 million, represents 38% of General Fund revenues.

After six years of assessment declines, FY 2018 is the third consecutive year of increasing assessment values. The reassessments of the northern third of the County increased on average by 3.8%.

Personal, Corporate, Payments in Lieu of Tax and Public Utilities Taxes – The payments in lieu of tax (PILOTs) are the largest items in this group, at just over \$59.7m. This amount represents agreed upon payments from our nuclear power plant and liquefied natural gas (LNG) facility. The Dominion LNG facility is under construction to become an exportation facility. The PILOT with Dominion is new to FY 2018. Future payments from the PILOT require that the facility is in service by June 30, 2018.

Combined personal and corporate property taxes are estimated with a significant increase from the FY 2017 adopted budget level. This line item continues to surprise to the upside.

Public Utility assessments are prepared by the State Department of Assessments and Taxation using a unit cost method which considers the income generation capabilities as well as the operating and real assets which are owned and operated by utilities. Calvert County’s personal, corporate, and public utility tax rate was set when the law required the amount be 2.5 times the local real estate tax rate or \$2.23 per \$100 of assessed value (\$0.892 x 2.5). The state recently changed the law which now reads that the personal, corporate, and public utility tax rate cannot be more than 2.5 times the real property rate.

The large decrease in public utility revenues is related to the Dominion PILOT.

Income Taxes – Income tax revenue is our second largest source of revenue. Local subdivisions in Maryland levy a percent of tax based upon State taxable income. The proposed rate is 3.0%. Income tax amounts to 31% of General Fund revenues.

Income tax revenues are projected to total \$80 million in FY 2017. The FY 2018 budget totals \$87.5m. The forecasted increase includes the impact of the FY 2017 tax increase and the expectation that Income Tax will follow historical norms and increase about 4.5%.

Income tax is not very predictable. Along with economic forecasts used by the State of Maryland, inflation expectations and prior year actual variances are considered in this projection.

Other Taxes – Other tax revenue primarily includes cable television franchise fees and Recordation Taxes. Recordation taxes are established by the local governing body with prior approval from the state legislature. Tax revenue is generated from the recording of real property financing transactions upon settlement. Recordation tax is estimated at \$6.8 million in the FY 2018 budget, a \$0.4 million increase over the FY 2017 budget.

Intergovernmental Revenue – Revenues are received from the State and Federal governments, reimbursements from the Housing Authority, Calvert Marine Museum Board of Governors and Calvert Marine Museum Society for payroll processed on their behalf (the related payroll is included in the County's expenditures), and 911 fees collected through the telephone company. State and Federal grants may take the form of a general formula aid (e.g., Police Protection Aid) or a specific program grant (e.g., Aging – Title III – Congregate Meals) and may also fund capital projects.

Charges for Services – Fees and charges are assessed by the County to offset the costs of various services provided. Revenue is collected for zoning fees, inspection fees, protective inspections, reimbursements from Chesapeake Beach and North Beach for sheriff's deputies assigned to those jurisdictions, and fees collected from inmates at the Detention Center who are in the work release program.

Miscellaneous Other Revenues – Other miscellaneous sources of income are from investments, rents and concessions, donations, park entrance fees, and fees for recreation. This source of revenue fluctuates over the years.

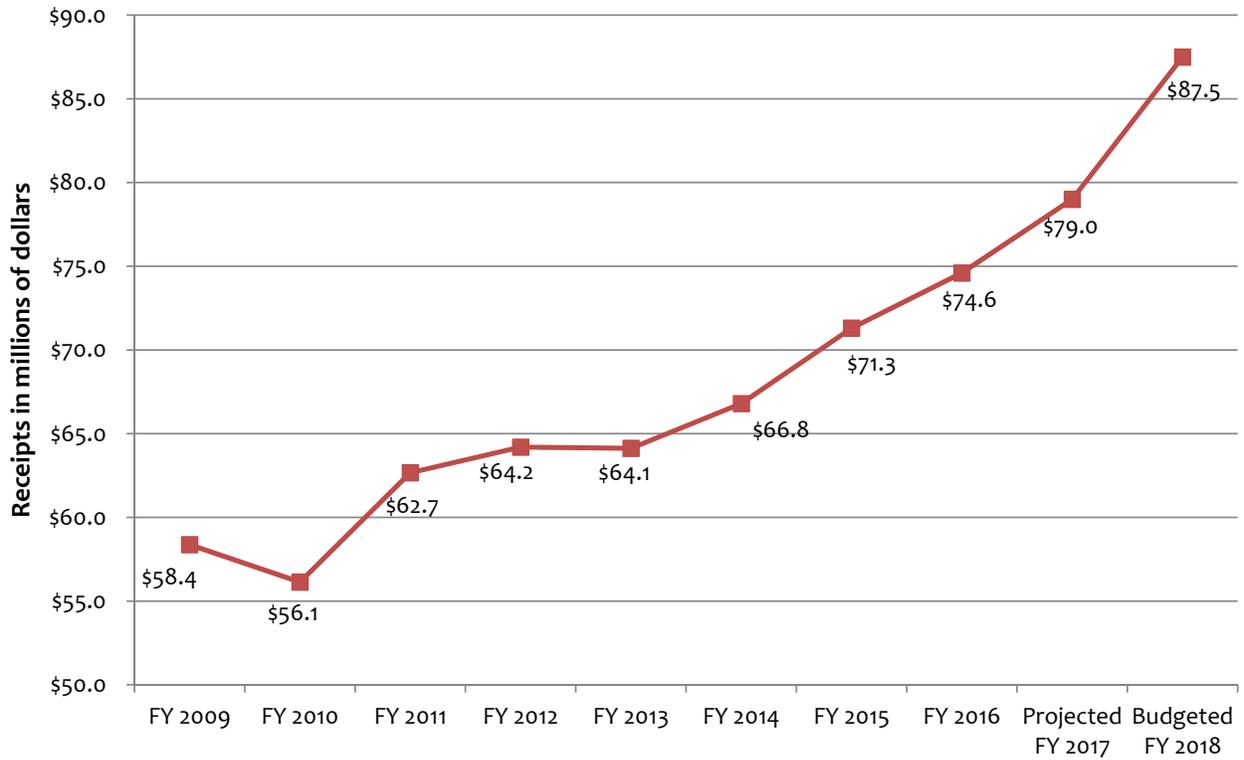
Other Financing Sources - Transfers In – Transfers between funds occur throughout the year. Transfers in are shown as a revenue source for the receiving fund. The corresponding transfers out are shown as expenditures of the paying fund.

Excise Tax and Other Fees – Excise taxes are collected from the property owners when a new home or building is constructed and provide a source of revenue to build schools, parks, roads and landfills/solid waste disposal centers necessitated by the growth associated with the new construction.

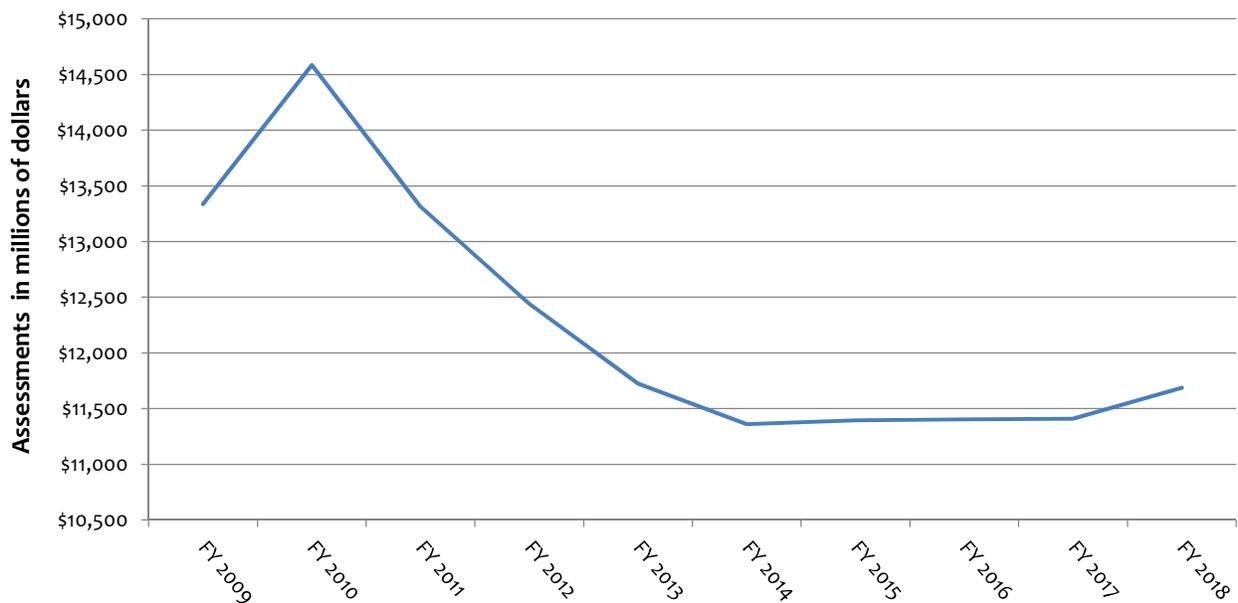
Revenue from excise taxes is recorded in a separate fund. However, when funds are available, a transfer to the General Fund is recorded to reimburse the General Fund for a portion of the debt service related to the borrowings to pay for the schools, parks, etc. mentioned above. The appendix provides a summary of the excise tax structure. In FY 2018 the transfer amounts to \$1.0 million.

REVENUE HIGHLIGHTS

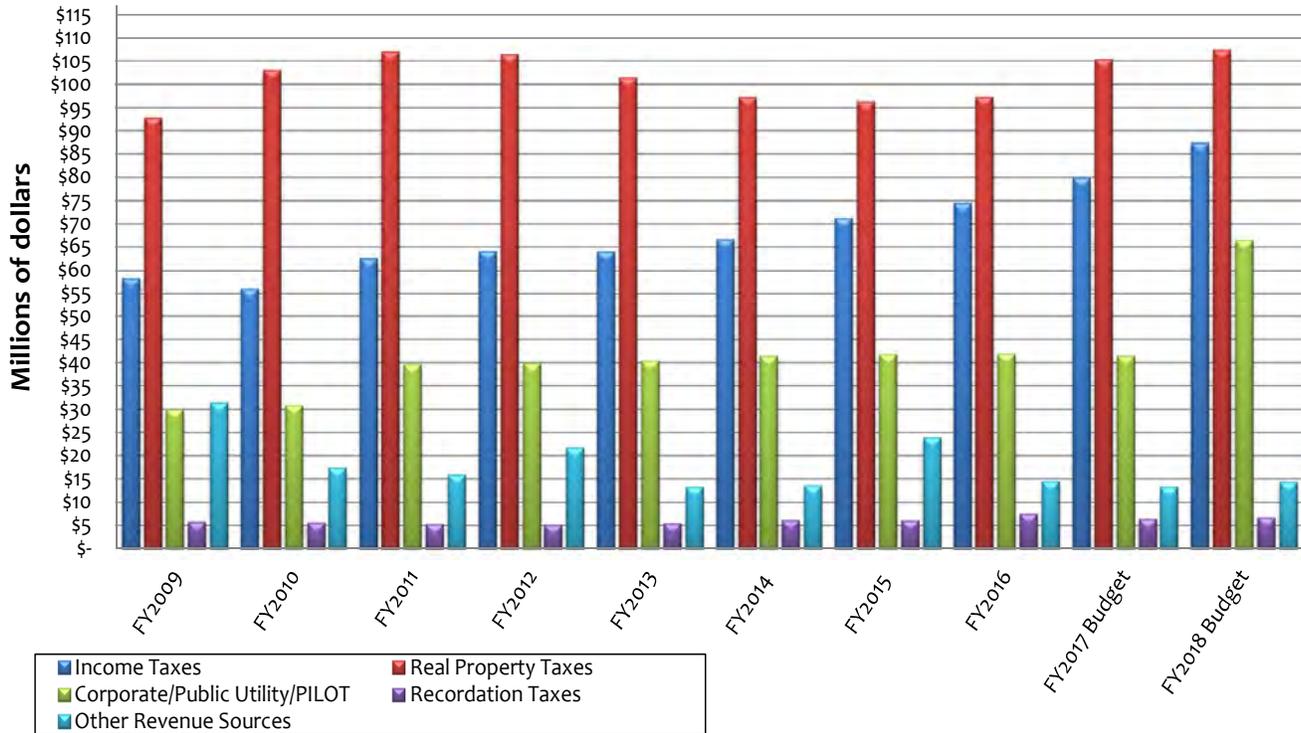
INCOME TAX TRENDS



REAL PROPERTY ASSESSMENT TRENDS



MAJOR COMPONENTS OF GENERAL FUND REVENUES



The general fund takes in all of the taxes and many other revenue sources which fund local government services. In the FY 2018 budget, General Fund revenues total \$282.8 million. The revenues components that make up this total are not constant; in fact, the revenue flows change from year to year. This chart reflects the changes in the Calvert County revenue “mix” over the past ten years.

The blue bars (first in each FY group) represent income taxes. FY 2018 shows the impact of the income tax rate increase from 2.8% to 3.0%, with an additional \$7.5 million expected for FY 2018. The red bars (second from the left in each FY group) represent real property tax revenues, which had a huge ramp up from FY 2008 for FY 2011 (more details on the charts on the previous page). Real property tax revenues increased in FY 2018 as a result of the proposed rate increase from \$0.892 to \$0.952 per \$100 of assessed value, and a modest increase in assessments is expected for FY 2018.

The green bars (third in each FY group) include corporate personal property taxes, payments in lieu of taxes, and public utility taxes. The addition of the Dominion liquid gas import facility is responsible for the uptick between FY 2010 and FY 2011, and the Dominion PILOT for the new export facility for FY 2018 accounts for the large increase in FY 2018. The purple bars (fourth in each FY group) are recordation taxes which have remained relatively flat in recent years.

All of the remaining revenues include state revenues and investment earnings, and are shown with the turquoise sections (fifth in each FY group). An additional \$1.5m transfer from the excise tax fund accounts for most of the increase in other revenues in FY 2015. A slight increase is expected in FY 2018 for our state revenues which include highway user fees and police protection.

GENERAL FUND EXPENDITURES BY ORGANIZATION

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% of FY 2018 General Fund Budget
General Government				
Board of County Commissioners	\$ 301,224	\$ 303,960	\$ 302,460	0.11%
Clerk to County Commissioners	66,631	66,492	73,985	0.03%
Maryland Association of Counties	16,987	17,000	17,000	0.01%
Paupers Burial	650	1,000	1,000	>.01%
Contingency Reserve	-	600,000	600,000	0.21%
County Administrator	242,309	338,435	399,818	0.14%
Communication & Media Relations	-	-	819,668	0.29%
County Attorney	434,655	491,998	639,111	0.23%
Technology Services	2,968,953	3,415,992	3,716,790	1.31%
Circuit Court	795,796	827,384	881,562	0.31%
Judge of Orphan's Court	27,574	28,430	28,430	0.01%
Grand Jury	4,620	5,000	5,000	>.01%
State's Attorney	1,896,159	1,872,542	2,030,617	0.72%
County Treasurer	316,892	357,491	377,942	0.13%
Finance & Budget	1,766,098	1,795,445	1,768,776	0.63%
Auditing & Related Services	60,483	60,750	65,000	0.02%
Human Resources	710,019	882,573	1,206,778	0.43%
Planning & Zoning	2,163,017	2,206,241	2,459,853	0.87%
Planning Commission: Devel. Review	103,090	144,444	97,380	0.03%
Board of Appeals: Appeals, Variances & Exceptions	28,466	55,475	55,175	0.02%
Inspections & Permits	870,511	929,081	1,023,592	0.36%
	\$ 12,774,134	\$ 14,399,733	\$ 16,569,937	5.86%
Public Safety				
Director of Public Safety	\$ 304,272	\$ 300,638	\$ 360,689	0.13%
Emergency Communications	2,191,864	2,526,677	3,237,858	1.14%
Emergency Management	207,670	249,992	275,465	0.10%
Fire-Rescue-EMS Division	534,834	562,964	588,358	0.21%
Volunteer Fire-Rescue-EMS Departments	4,159,976	4,481,026	4,747,045	1.68%
Animal Shelter	-	-	314,083	0.11%
Sheriff's Office	14,578,199	14,578,943	15,924,412	5.63%
Detention Center	6,815,609	7,382,658	7,995,544	2.83%
Animal Control	626,270	789,422	776,045	0.27%
	\$ 29,418,694	\$ 30,872,320	\$ 34,219,499	12.10%
General Services				
Director of General Services	\$ 372,855	\$ 390,325	\$ 439,212	0.16%
Buildings & Grounds	4,456,407	5,136,290	5,440,789	1.92%
Mosquito Control	181,724	222,315	268,532	0.09%
	\$ 5,010,986	\$ 5,748,930	\$ 6,148,533	2.17%
Parks & Recreation				
Parks & Recreation	3,463,436	3,858,746	4,213,896	1.49%
Natural Resources	782,994	833,744	870,749	0.31%
	\$ 4,246,430	\$ 4,692,490	\$ 5,084,645	
Museums				
Calvert Marine Museum	2,568,654	2,601,960	2,831,941	1.00%
Railway Museum	165,715	156,967	137,312	0.05%
	\$ 2,734,369	\$ 2,758,927	\$ 2,969,253	1.05%

GENERAL FUND
EXPENDITURES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% of FY 2018 General Fund Budget
Public Works				
Director of Engineering/Public Works	\$ 1,037,348	\$ 1,271,397	\$ 1,495,590	0.53%
Project Management	444,151	472,493	503,317	0.18%
Highway Maintenance	4,017,199	6,921,716	9,120,768	3.23%
Highway Lighting	268,305	275,000	213,752	0.08%
Fleet Maintenance	484,142	616,139	652,098	0.23%
	\$ 6,251,145	\$ 9,556,745	\$ 11,985,525	4.24%
Economic Development				
	\$ 1,084,949	\$ 1,252,951	\$ 898,285	0.32%
Community Resources				
Director - Community Resources	\$ 342,196	\$ 344,204	\$ 357,667	0.13%
Office on Aging	1,247,096	1,341,913	1,472,333	0.52%
Transportation	323,255	347,819	360,471	0.13%
	\$ 1,912,547	\$ 2,033,936	\$ 2,190,471	0.77%
Other Education				
College of Southern Maryland	\$ 4,542,192	\$ 4,542,192	\$ 4,542,192	1.61%
Calvert Library	3,961,837	4,128,872	4,391,623	1.55%
	\$ 8,504,029	\$ 8,671,064	\$ 8,933,815	3.16%
State/Other Agencies				
Health Department	\$ 2,470,501	\$ 2,494,258	\$ 2,494,258	0.88%
Residential Substance Abuse Treatment	159,200	159,200	159,200	0.06%
State Dept. of Assessments & Taxation	414,095	430,089	430,000	0.15%
Soil Conservation District	342,501	341,333	338,037	0.12%
University of Maryland Extension	91,112	91,688	143,122	0.05%
Department of Social Services	74,500	76,392	76,392	0.03%
Housing Authority	1,458,788	1,450,757	1,486,923	0.53%
Election Board	602,087	650,469	681,356	0.24%
Forestry Service	20,965	20,965	20,965	0.01%
Liquor Board	32,643	50,420	50,906	0.02%
Ethics Commission	888	8,000	8,000	>.01%
Environmental Commission	3,167	4,019	4,113	>.01%
Historic District Commission	12,999	9,693	9,723	>.01%
Commission for Women	3,895	3,895	3,895	>.01%
Non-County Agencies	1,147,805	1,166,201	1,218,501	0.43%
	\$ 6,835,146	\$ 6,957,379	\$ 7,125,391	2.52%
Pensions & Insurance				
Pension Contributions	\$ 9,241,349	\$ 10,677,004	\$ 9,467,177	3.35%
Worker's Compensation	1,444,211	1,123,771	1,662,090	0.59%
Health Insurance	9,462,626	9,424,756	11,462,987	4.05%
Other Post Employee Benefits County	264,000	-	4,074,580	1.44%
Other Post Employee Benefits BOE	936,000	-	13,880,336	4.91%
General Insurance	724,495	928,624	935,116	0.33%
	\$ 22,072,681	\$ 22,154,155	\$ 41,482,286	14.67%
Debt Service				
	\$ 17,079,679	\$ 17,639,942	\$ 17,821,812	6.30%
	\$ 17,079,679	\$ 17,639,942	\$ 17,821,812	6.30%

GENERAL FUND EXPENDITURES BY ORGANIZATION

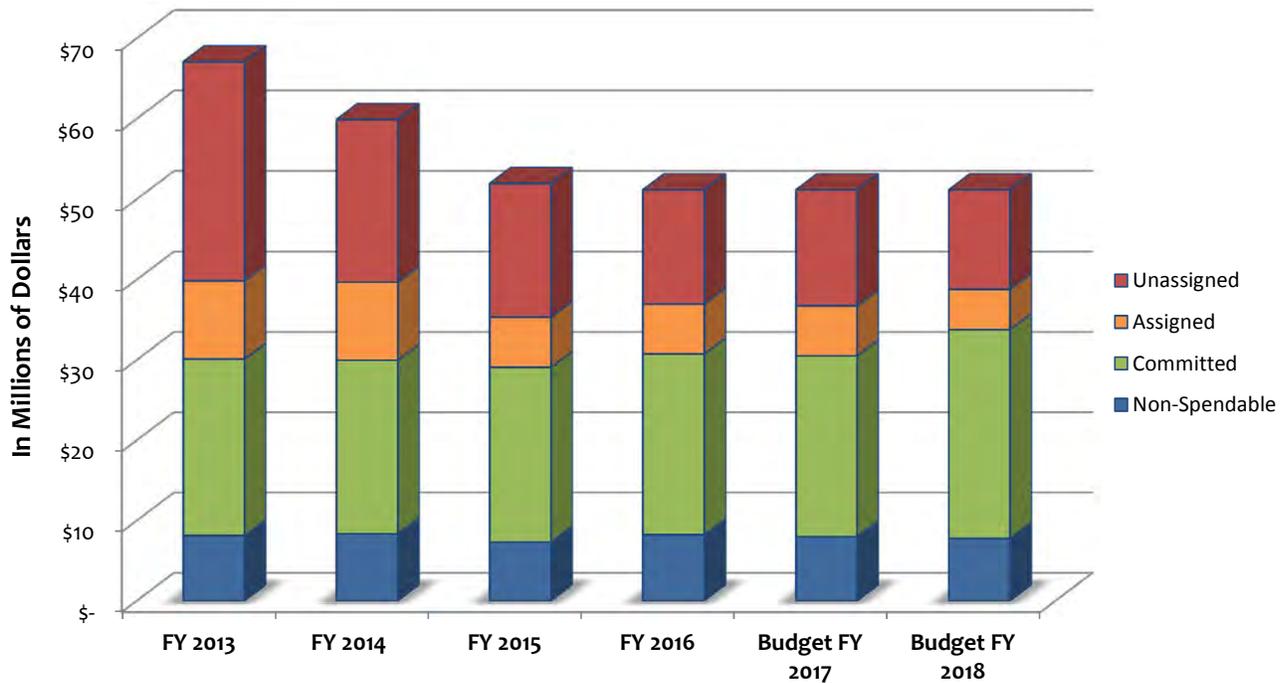
	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget	% of FY 2018 General Fund Budget
Transfers				
Transfer to Capital Projects Fund	\$ 2,377,674	\$ 2,612,200	\$ 3,041,300	1.08%
Transfer to Land Preservation Fund	403,945	403,945	1,025,000	0.36%
Transfer to Solid Waste & Recycl. Fund	43,392	42,000	30,300	0.01%
Transfer to Grants Fund	1,699,420	1,683,582	1,971,818	0.70%
Transfer to P & R Self-Sustaining Fund	302,055	402,055	445,681	0.16%
Transfer to Golf Course Fund	166,383	166,200	174,148	0.06%
Transfer to Bar Library Fund	36,108	32,581	-	0.00%
Transfer to Water & Sewer Fund	8,568	-	-	0.00%
Transfer to Family Network Fund	-	-	12,727	0.00%
	\$ 5,037,545	\$ 5,342,563	\$ 6,700,974	2.37%
Board of Education	\$ 114,876,122	\$ 114,693,838	\$ 120,670,112	42.67%
Total General Fund Expenditures	\$ 237,838,456	\$ 246,774,973	\$ 282,800,538	100.00%

GENERAL FUND EXPENDITURE HIGHLIGHTS

The General Fund is the primary operating fund of the County and accounts for most of the primary functions of local government. The General Fund has had to adjust to the contracting economy and for the past seven years has had to implement strategies to minimize growth in the budget while maintaining county services. In FY 2018, we have an additional revenue infusion due to the PILOT payment (payment in lieu of taxes) from Dominion, which is impacting our transition from the flat or reduced operating budgets in recent years. Here are some of the changes over the FY 2017 budget:

- County Employee Cost of Living Adjustment (COLA): 1% COLA included in salary budgets
- County Employee salaries: one step increase for FY 2018 plus an additional longevity step for eligible employees hired on or before July 1, 2015
- Land Preservation Budget: General Fund share set at \$1 million
- Paving Budget: phased-in increase from \$2 to \$4 million included
- Board of Education Funding: new funding formula agreement, \$6.0 million in additional funding over FY 2017
- Other Post Employment Benefit (OPEB) – Retiree Health Subsidy Funding: funded at \$17.9 million, which is 83% of the Annual Required Contribution (ARC) to the OPEB trust fund
- A restructure of County Departments and the overall county organization to all for a more efficient and effective structure
- 48.2 FTEs added to General Fund organizations through the budget process and the restructure of county departments

FUND BALANCE TRENDS



Fund Balances	FY 2013	FY 2014	FY 2015	FY 2016	Budget FY 2017	Budget FY 2018
Non-Spendable	\$ 8,098,274	\$ 8,317,376	\$ 7,288,398	\$ 8,181,368	\$ 7,956,368	\$ 7,731,368
Restricted	-	-	-	54,030	54,030	54,030
Committed	21,983,132	21,597,630	21,764,820	22,512,444	22,512,444	26,004,705
Assigned	9,718,619	9,718,619	6,218,619	6,218,619	6,218,619	5,000,000
Unassigned	27,228,179	20,212,026	16,622,116	14,200,844	14,425,844	12,377,202
Total Fund Balances	\$ 67,028,204	\$ 59,845,651	\$ 51,893,953	\$ 51,167,305	\$ 51,167,305	\$ 51,167,305

Note: Fund Balances shown above are for the General Fund only, whereas the Comprehensive Annual Financial Report includes the Housing Fund as part of the General Fund per GASB requirements.

Fund Balance Trends

The fund balance schedule and the chart above present a recent history and a near-term projection of the County's General Fund fund balance. The FY 2018 General Fund budget is a balanced budget and should not impact fund balance. The tax increases from FY 2017 together with the new revenues from the Dominion facility will end the downward trend in fund balance that occurred in FY 2013-FY 2016.

About the fund balance components: committed fund balance is comprised mostly of the County's stabilization arrangement established by resolution at 8% of the General Fund expenditures. With the additional revenue from the PILOT and other sources in FY 2018, the amount of committed fund balance for this arrangement will increase by \$3.5 million in FY 2018, with a corresponding reduction in the other fund balance categories.

GENERAL FUND FORECAST

Long Term General Fund Forecast				
	FY2017 Adopted Budget	% Inc/Dec	FY2018 Budget	% Inc/Dec
General Fund Projections				
Revenues				
Real Property Tax	\$ 105,440,529	8.35%	\$ 107,480,529	1.93%
Corporate & Personal Property Tax	2,570,000	-4.88%	3,000,000	16.73%
Public Utility Tax	19,300,000	-1.33%	3,800,000	-80.31%
Constellation PILOT	19,646,574	0.00%	19,646,574	0.00%
Dominion PILOT	-	Not Mngfl	40,100,000	Not Mngfl
Income Tax	80,000,000	7.29%	87,500,000	9.38%
Other Sources	19,817,870	-10.28%	21,273,435	7.34%
Total Revenues	\$ 246,774,973	4.62%	\$ 282,800,538	14.60%
Expenditures				
County Government				
Salaries	\$ 47,040,000	-0.57%	\$ 50,500,000	7.36%
County Step	1,223,040	Not Mngfl	2,165,244	77.04%
County COLA	-	Not Mngfl	482,630	Not Mngfl
Operating	41,630,698	21.96%	46,684,524	12.14%
Insurances, Pensions, Other	21,937,096	5.10%	23,480,000	7.03%
Calvert County Schools (operating)	109,365,994	-0.69%	115,675,821	5.77%
State Teacher Pension Expense	5,326,003	12.03%	4,994,291	-6.23%
OPEB - Schools	-	Not Mngfl	13,880,336	Not Mngfl
OPEB - County Government	-	Not Mngfl	4,074,580	Not Mngfl
Debt Service	17,639,942	3.28%	17,821,812	1.03%
Capital Projects (General Fund Transfer)	2,612,200	9.86%	3,041,300	16.43%
Total Expenditures	\$ 246,774,973	3.75%	\$ 282,800,538	14.60%
Projected Surplus/(Deficit)	\$ (0)		\$ (0)	

Revenue Assumptions:

Real Property revenues increased in FY 2017 based on a tax rate increase from .892 to .952. No change is planned for FY 2018. We forecast slight growth in the near term of assessments and new construction.

Income Tax revenues increased in FY 2017 based on tax rate increase from 2.8% to 3.0%. No change is planned for FY 2018. Near term growth of base is projected at about 4.0%.

Other Revenue assumptions: Dominion's LNG exporting facility will be in service by 06/30/2018. Other revenue lines anticipate a continued modest increase.

COLA: Cost of Living Allowance

OPEB: Other Post Employment Benefits

PILOT: Payment in lieu of taxes

Not Mngfl: Not meaningful

These estimates were current as of the publication of the Commissioners Budget, but are subject to change at any time.

GENERAL FUND FORECAST (CONTINUED)

						Long Term General Fund Forecast
FY2019 Projection	% Inc/Dec	FY2020 Projection	% Inc/Dec	FY2021 Projection	% Inc/Dec	General Fund Projections
\$ 109,098,879	1.51%	\$ 111,289,046	2.01%	\$ 113,523,017	2.01%	Revenues
3,000,000	0.00%	3,000,000	0.00%	3,000,000	0.00%	Real Property Tax
3,850,000	1.32%	3,900,000	1.30%	3,950,000	1.28%	Corporate & Personal Property Tax
19,646,574	0.00%	19,646,574	0.00%	19,646,574	0.00%	Public Utility Tax
50,905,000	26.95%	60,200,000	18.26%	63,995,000	6.30%	Constellation PILOT
91,000,000	4.00%	94,640,000	4.00%	98,425,600	4.00%	Dominion PILOT
20,703,112	-2.68%	20,665,783	-0.18%	20,907,277	1.17%	Income Tax
\$ 298,203,565	5.45%	\$ 313,341,403	5.08%	\$ 323,447,468	3.23%	Other Sources
						Total Revenues
						Expenditures
\$ 53,147,874	5.24%	\$ 54,779,352	3.07%	\$ 56,751,042	3.60%	County Government
1,100,000	-49.20%	1,150,000	4.55%	1,200,000	4.35%	Salaries
531,478	10.12%	821,690	54.60%	851,266	3.60%	County Step
48,551,905	4.00%	50,493,981	4.00%	52,513,740	4.00%	County COLA
24,419,200	4.00%	25,395,968	4.00%	26,411,807	4.00%	Operating
120,755,265	4.39%	124,353,074	2.98%	127,965,577	2.91%	Insurances, Pensions, Other
5,000,000	0.11%	5,200,000	4.00%	5,500,000	5.77%	Calvert County Schools (operating)
17,070,000	22.98%	17,070,000	0.00%	17,070,000	0.00%	State Teacher Pension Expense
4,525,000	11.05%	4,525,000	0.00%	4,525,000	0.00%	OPEB - Schools
19,780,658	10.99%	18,026,491	-8.87%	18,810,295	4.35%	OPEB - County Government
3,068,400	0.89%	2,669,700	-12.99%	2,318,400	-13.16%	Debt Service
\$ 297,949,780	5.36%	\$ 304,485,257	2.19%	\$ 313,917,127	3.10%	Capital Projects (General Fund Transfer)
						Total Expenditures
\$ 253,784		\$ 8,856,146		\$ 9,530,340		Projected Surplus/(Deficit)

About this forecast:

Numerous assumptions are required in order to map out four years of revenues and expenditures. Financial forecasts can and will have many factors that affect the estimates. Few economists can accurately predict when the next recession or recovery will occur, and yet changes in the economy must be measured along with the growth in businesses, value of real and personal property, employment and the population of the county.

Revenue forecasts are generally based on recent historical data mixed with any known facts that mainly affect future revenues. If future rate or fee changes are not known or planned, it is assumed they remain at the current level. Revenue estimates are extremely important, especially those for real property and income taxes as they make up 90% of the county's general revenues.

Expenditures are estimated by applying inflationary factors to base year budgets. Future salary and fringe benefits are expected to increase as shown, and debt service is estimated based on what is required to fund the current six year Capital Project Budget during the forecasted four year period.

These estimates were current as of the publication of the Commissioners Budget, but are subject to change at any time.



Provides leadership in the coordination, implementation, and administration of County policy



Calvert County Courthouse

[BOARD OF COUNTY COMMISSIONERS](#)
[COUNTY ATTORNEY](#)
[COUNTY ADMINISTRATOR](#)
[COMMUNICATIONS & MEDIA RELATIONS](#)
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GENERAL GOVERNMENT

BOARD OF COUNTY COMMISSIONERS

DESCRIPTION

To serve the citizens of Calvert County by setting policy; provide effective efficient services; foster responsible, sustainable growth and economic development; and support the County’s essential institutions to keep them strong.

OBJECTIVES

- ◆ Preserve the County’s excellent financial position by maintaining a strong bond rating.
- ◆ Continue to provide financial assistance to eligible citizens through the Homeowner’s Tax Credit Program.
- ◆ Increase the commercial tax base.
- ◆ Increase transparency in the budget building process.
- ◆ Work toward having the Golf Course and Aquatic Center become enterprise operations and self-sustainable.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
BOCC Meetings	42	40	38	41
Public Hearings Conducted	39	31	36	36
Resolutions Passed	56	33	44	45
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Preserve the County's excellent financial position by maintaining a strong Bond Rating	Fitch AAA Moody's Aa1 S&P AAA	Fitch AAA Moody's Aa1 S&P AAA	Fitch AAA Moody's AAA S&P AAA	Fitch AAA Moody's AAA S&P AAA
Continue to provide financial assistance to eligible citizens through the Homeowner's Tax Credit Program	\$438,872	\$419,775	\$425,000	\$425,000
Increase commercial tax base (includes public utility taxes)	17.62%	17.41%	17.35%	12.35%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Board of County Commissioners					
Salaries	\$ 261,563	\$ 258,801	\$ 258,801	\$ 260,441	\$ 261,640
Operating	38,052	42,259	40,820	40,820	40,820
Contracted Services	1,609	2,900	-	-	-
Total	\$ 301,224	\$ 303,960	\$ 299,621	\$ 301,261	\$ 302,460
Total Expenditures as a percent of Total Operating Budget	0.13%	0.12%	0.11%	0.11%	0.11%
Clerk to County Commissioners					
Salaries	\$ 66,515	\$ 64,483	\$ 64,483	\$ 66,065	\$ 66,976
Operating	116	2,009	7,009	7,009	7,009
Contracted Services	-	-	-	-	-
Total	\$ 66,631	\$ 66,492	\$ 71,492	\$ 73,074	\$ 73,985
Total Expenditures as a percent of Total Operating Budget	0.03%	0.03%	0.03%	0.03%	0.03%
Maryland Association of Counties					
Operating	\$ 16,987	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Total	\$ 16,987	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Total Expenditures as a percent of Total Operating Budget	0.01%	0.01%	0.01%	0.01%	0.01%
Paupers Burial					
Operating	\$ 650	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 650	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Expenditures as a percent of Total Operating Budget	0.00%	0.00%	0.00%	0.00%	0.00%
Contingency					
Contingency Reserve	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Total	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Total Expenditures as a percent of Total Operating Budget	0.00%	0.24%	0.21%	0.21%	0.21%

STAFFING

GENERAL FUND STAFFING						
		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Board of County Commissioners						
	Level					
Commissioner	E	5.0	5.0	5.0	5.0	5.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
TOTAL		6.0	6.0	6.0	6.0	6.0
Clerk to County Commissioners						
	Level					
Clerk to County Commissioners	A	1.0	1.0	1.0	1.0	1.0
TOTAL		1.0	1.0	1.0	1.0	1.0

COUNTY ATTORNEY

DESCRIPTION

Provide legal service and is legal counsel to the Board of County Commissioners, County Administrator and various County departments, offices, agencies, boards, committees and commissions. Collect past due accounts. Because of the many departments to which the Office of the County Attorney provides legal support, it is essential that the Office of the County Attorney utilize a method of prioritizing work in order to provide prompt and efficient service. Furthermore, the Office of the County Attorney must assist and contribute to the overall mission of County Government.

BOCC GOALS



OBJECTIVES

- ◆ Prioritize workload within the Office of the County Attorney in order to provide timely and sound legal advice to all clients while maintaining the approved budget in a fiscally conservative manner.
- ◆ Attend meetings of Board of County Commissioners and other departments and agencies boards and commissions confronted by occasional legal issues at public meetings and public hearings.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Review of documents and provide advice and legal opinions	7,065	12,252	7,500	12,000
Bankruptcy cases processed	985	912	400	400
Foreclosure notices processed	284	359	100	350
Zoning enforcement - New cases	14	29	15	5
Notice of Tort Claims received	16	3	15	15
Public Information Act Requests received and processed (Calendar year)	32	94	40	40
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Bankruptcy cases collection (amount collected)	\$4,059	\$1,135	\$2,000	\$5,000
Collection cases (amount collected)	\$28,672	\$35,046	\$100,000	\$100,000
Water and Sewer Liens applied	24	26	10	20
Water and Sewer Liens collected (amount collected)	\$14,095	\$46,381	\$10,000	\$10,000

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
County Attorney					
Salaries	\$ 338,202	\$ 386,518	\$ 436,123	\$ 430,104	\$ 445,596
Operating	13,743	25,965	28,840	28,015	28,015
Contracted Services	82,710	75,000	600,000	165,500	165,500
Capital Outlay	-	4,515	3,605	-	-
Total	\$ 434,655	\$ 491,998	\$ 1,068,568	\$ 623,619	\$ 639,111
Total Expenditures as a percent of Total Operating Budget	0.18%	0.20%	0.38%	0.22%	0.23%

STAFFING

County Attorney	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
County Attorney	C	1.0	1.0	1.0	1.0	1.0
Associate County Attorney	C	1.0	1.0	1.0	1.0	1.0
Attorney I	C	0.0	0.0	1.0	1.0	1.0
Senior Paralegal	724	1.0	1.0	1.0	1.0	1.0
Paralegal	723	0.0	1.0	1.0	0.0	0.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
TOTAL		4.0	5.0	6.0	5.0	5.0

COUNTY ADMINISTRATOR

DESCRIPTION

Direct and oversee the implementation of the Board of County Commissioners' (BOCC) policies to all County departments and divisions, as prescribed by the BOCC and Administrative Codes. Direct and oversee the day-to-day operations of County Government.

BOCC GOALS



OBJECTIVES

- ◆ Ensure implementation of BOCC goals, directives, and policies.
- ◆ Provide regular communication via weekly Department Head meetings.
- ◆ Practice open communication with employees via effective problem resolution and promotion of equal opportunity and affirmative action.
- ◆ Continue to enhance working relationships with other local and state governmental agencies.
- ◆ Continue to ensure the general public's needs are met and all inquiries are responded to in a timely manner.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
BOCC Directives and Policies Issued & Completed	100%	100%	100%	100%
Administrative Referrals & Administrative Assignments Completed	100%	100%	100%	100%
Number of Board & Staff Meetings	40	38	40	40
Number of Department Head Meetings	40	38	40	40
Number of Online Form Submittals (Website "Contact Us")	323	309	315	325
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Correspondence Assigned for Action (TRIM)	292	244	250	250
Correspondence Assigned for Action (Due Dates Met)	100%	99%	100%	100%
Directives Assigned for Action (TRIM)	173	213	200	200
Trim Directives Assigned for Action (Due Dates Met)	75%	86%	95%	100%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
County Administrator					
Salaries	\$ 244,811	\$ 319,096	\$ 402,361	\$ 370,584	\$ 385,423
Operating	7,498	14,972	18,396	14,395	14,395
Contracted Services	(10,000)	-	4,435	-	-
Capital Outlay	-	4,367	-	-	-
Total	\$ 242,309	\$ 338,435	\$ 425,192	\$ 384,979	\$ 399,818
Total Expenditures as a percent of Total Operating Budget	0.10%	0.14%	0.15%	0.14%	0.14%

STAFFING

County Administrator	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
County Administrator	C	1.0	1.0	1.0	1.0	1.0
Deputy County Administrator	C	0.0	1.0	1.0	1.0	1.0
Ombudsperson	C	0.0	0.0	1.0	0.0	0.0
Exec Admin Asst to the County Administrator	723	1.0	1.0	1.0	1.0	1.0
TOTAL		2.0	3.0	4.0	3.0	3.0

COMMUNICATIONS & MEDIA RELATIONS

DESCRIPTION

Provide internal and external communications, media relations, website services and intergovernmental relations. Facilitate engagement with county agencies, the public and the media to ensure the accurate and timely dissemination of county government information. Inform about activities that affect Calvert County residents and Calvert County Government employees.

BOCC GOALS



OBJECTIVES

- ◆ Continue to expand outreach efforts for county government activities through electronic media including increased distribution and enhanced awareness of Board of County Commissioner goals and objectives.
- ◆ Conduct an assessment of county government public information and marketing needs and report to the Board of County Commissioners.
- ◆ Develop updated communications strategy and execute improved programs to deliver communications objectives throughout the county government organization.
- ◆ Create updated, cohesive, branded marketing approach and systems for county government.

PERFORMANCE MEASURES

Not yet determined.

Communications and Media Relations is a new department created as part of the overall FY 2018 County Restructure that is detailed on pages 10-13 of this document.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Communication & Media Relations					
Salaries	\$ -	\$ -	\$ -	\$ -	\$ 541,914
Operating	-	-	-	-	243,513
Contracted Services	-	-	-	-	20,000
Capital Outlay	-	-	-	-	14,241
Total	\$ -	\$ -	\$ -	\$ -	\$ 819,668
Total Expenditures as a percent of					
Total Operating Budget	0.00%	0.00%	0.00%	0.00%	0.29%

STAFFING

Communications & Media Relations	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Communications & Media Relations	C	0.0	0.0	0.0	0.0	1.0
Marketing Communications Specialist	727	0.0	0.0	0.0	0.0	1.0
Public Information Specialist	724	0.0	0.0	0.0	0.0	1.0
Executive Administrative Assistant	722	0.0	0.0	0.0	0.0	1.0
Program Specialist	722	0.0	0.0	0.0	0.0	1.0
Audio Visual Technician	721	0.0	0.0	0.0	0.0	1.0
Media Specialist	721	0.0	0.0	0.0	0.0	1.0
Office Specialist I	718	0.0	0.0	0.0	0.0	1.0
Office Assistant III	717	0.0	0.0	0.0	0.0	0.5
TOTAL		0.0	0.0	0.0	0.0	8.5

TECHNOLOGY SERVICES

DESCRIPTION

Enable County departments to accomplish their goals through the provision of dependable and secure computer systems and technological solutions.

BOCC GOALS



OBJECTIVES

- ◆ Complete the software implementation of the County’s Enterprise Asset Management System in the Highway Maintenance division. Work in this phase includes continuing field verification and mapping of highway infrastructure.
- ◆ Complete the phone upgrade of the Appeal Landfill by switching over to voice over internet protocol (VOIP) phones and expand the core system to provide voice “quality of service,” as well as capability to enhance employee safety and accessibility.
- ◆ Begin removal of old wireless equipment from American Tower Company towers and install new equipment on the Public Safety Towers with the goal of minimum downtime.
- ◆ Complete the acquisition of new countywide aerial imagery and update of topographic and planimetric features.
- ◆ Complete the system requirements analysis for the replacement of the enterprise financial and human resources system.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Countywide support to managed desktops and laptop computers	929	1,041	1,093	1,148
Work Orders completed	4,015	4,098	4,302	4,517
Mobile Data terminals supported	238	241	250	260
Number of servers	215	247	225	265
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Meet Milestones of Implementation for EDMS/ERMS	Yes	Yes	Yes	Yes
Meet Milestones of Land Management System Upgrade	Yes	Yes	Yes	Yes
Meet Milestones of Upgrade of Public Safety System	Yes	Yes	Yes	Yes
Meet Milestones of the Asset Management System	Yes	Yes	Yes	Yes

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Technology Services					
Salaries	\$ 1,452,994	\$ 1,595,564	\$ 1,618,155	\$ 1,686,043	\$ 1,729,852
Operating	127,194	130,876	132,926	131,426	139,251
Contracted Services	1,177,487	1,173,188	1,343,301	1,343,301	1,343,301
Capital Outlay	211,278	516,364	463,531	473,031	504,386
Total	\$ 2,968,953	\$ 3,415,992	\$ 3,557,913	\$ 3,633,801	\$ 3,716,790
Total Expenditures as a percent of Total Operating Budget	1.25%	1.38%	1.26%	1.29%	1.32%

STAFFING

Technology Services	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Technology Services	C	1.0	1.0	1.0	1.0	1.0
Technology Services Infrastructure Manager	728	1.0	1.0	1.0	1.0	1.0
Technology Services Program Manager	728	1.0	1.0	1.0	1.0	1.0
Network Administrator Supervisor	726	1.0	1.0	1.0	1.0	1.0
Systems Analyst Supervisor	726	1.0	1.0	1.0	1.0	1.0
GIS Administrator	725	1.0	1.0	1.0	1.0	1.0
Network Administrator II / I	725/724	4.0	4.0	4.0	4.0	4.0
Systems Analyst II / I	725/724	5.0	5.0	6.0	5.0	6.0
Computer Services Supervisor	724	1.0	1.0	1.0	1.0	1.0
GIS Analyst	724	1.0	2.0	2.0	2.0	2.0
Computer Services Technician II / I	722/720	4.0	4.0	4.0	4.0	4.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Audio Visual Technician	721	1.0	1.0	1.0	1.0	0.0
Office Specialist II	719	0.0	0.0	1.0	1.0	1.0
Office Assistant III	717	1.0	1.0	0.0	0.0	0.0
Office Assistant II	716	0.0	0.0	0.0	1.0	1.0
Intern	n/a	0.0	0.0	0.0	0.3	0.3
TOTAL		24.0	25.0	26.0	26.3	26.3

CIRCUIT COURT

DESCRIPTION

A court of general jurisdiction that serves the citizens of Calvert County by resolving issues in civil and criminal cases.

BOCC GOALS

Although the court is heavily funded by the County Commissioners, the court is a part of the judicial branch of government and does not conduct its business under the direction or supervision of the county government.

OBJECTIVES

- ◆ The major objective of the Circuit Court is to resolve the cases before it in a timely and equitable fashion so that the disruption in the lives of the litigants can be minimized as much as possible.

PERFORMANCE MEASURES

The Maryland Judiciary has adopted time periods within which cases should be completed. Different standards have been established for different types of cases. Below is a table showing the performance of the Circuit Court in meeting those standards in the most common cases over the past four years. The key column is the one entitled “time standard”. This column shows the percentage of the number of cases that have to be completed within the number of days listed in order for the court to have met the state standard. For instance, 98% percent of all criminal cases should be completed within 180 days of the time they commence. In FY 2012, the court completed 88.5% of the criminal cases within the prescribed number of days.

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Civil Cases Filed (New & Reopened)	3,013	2,830	2,525	2,500
Juvenile Cases (New)	180	154	157	150
Criminal Cases Filed (New)	475	544	506	500
Domestic Violence Cases (New)	76	55	48	45
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Criminal (state standard: 98% of all cases completed within 180 days)	89.6%	85.5%	84.2%	89.9%
Civil, non-domestic (state standard: 98% of all cases completed within 548 days)	90.7%	88.8%	89.4%	91.2%
Juvenile (state standard: 98% of all cases completed within 90 days)	94.2%	94.9%	92.5%	95.2%
Family Law (state standard: 98% of all cases completed within 365 days)	91.2%	87.5%	92.0%	93.2%
Limited Divorce (state standard: 98% of all cases completed within 730 days)	98.8%	94.3%	93.3%	89.9%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Circuit Court					
Salaries	\$ 655,815	\$ 668,284	\$ 705,446	\$ 711,191	\$ 722,432
Operating	86,289	98,000	100,230	100,230	100,230
Contracted Services	25,830	61,100	58,900	58,900	58,900
Capital Outlay	27,862	-	-	-	-
Total	\$ 795,796	\$ 827,384	\$ 864,576	\$ 870,321	\$ 881,562
Total Expenditures as a percent of Total Operating Budget	0.33%	0.34%	0.31%	0.31%	0.31%
Orphan's Court					
Salaries	\$ 27,188	\$ 26,980	\$ 26,980	\$ 26,980	\$ 26,980
Operating	386	1,450	1,450	1,450	1,450
Total	\$ 27,574	\$ 28,430	\$ 28,430	\$ 28,430	\$ 28,430
Total Expenditures as a percent of Total Operating Budget	0.01%	0.01%	0.01%	0.01%	0.01%
Grand Jury					
Operating	\$ 4,620	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total	\$ 4,620	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Expenditures as a percent of Total Operating Budget	0.00%	0.00%	0.00%	0.00%	0.00%

STAFFING

	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Circuit Court						
Court Administrator	A	1.0	1.0	1.0	1.0	1.0
Court Reporter	A	2.0	2.0	2.0	2.0	2.0
Assistant Court Administrator	A	0.3	0.3	0.3	1.0	1.0
Judicial Secretary	CC04	3.4	3.4	3.4	3.4	3.4
Assignment Clerk	CC03	3.0	3.0	3.0	3.0	3.0
Legal Secretary	CC02	0.4	0.4	0.4	0.4	0.4
Bailiff	A	3.8	3.8	3.8	3.8	3.8
TOTAL		13.9	13.9	13.9	14.6	14.6
Orphan's Court						
Chief Judge of Orphan's Court	E	1.0	1.0	1.0	1.0	1.0
Associate Judge of Orphan's Court	E	2.0	2.0	2.0	2.0	2.0
TOTAL		3.0	3.0	3.0	3.0	3.0

STATE'S ATTORNEY

DESCRIPTION

Fulfill a State Legislative mandate to prosecute all felony and misdemeanor offenses that occur in the County, including homicide, assault, sexual assault, child abuse and neglect, elder abuse, burglary, narcotics, domestic violence, economic crimes, DWI/DUI, incarcerable traffic violations and more. Handle certain civil proceedings, such as asset forfeiture and child support enforcement. Provide outreach services and education to the community through lectures and forums to community groups, schools and law enforcement agencies.

BOCC GOALS



OBJECTIVES

- ◆ Continue to strengthen the Domestic Violence Unit by providing training to existing members (two attorneys, one support staff and one investigator) to ensure well documented and investigated cases for evidence-based prosecutions and swifter completion through the criminal justice system.
- ◆ Continue to strengthen the narcotic unit (one full-time and two part-time attorneys with one support staff) and provide training to ensure felony drug distributors within our county borders are incarcerated and removed from our county.
- ◆ Continue to actively participate and support the Circuit Court Drug Court Program by providing an experienced attorney to evaluate, screen and recommend low-level, non-violent offenders for entrance in the program as well as aid in monitoring of their progress in this educational and rehabilitative program.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Domestic Violence Unit - cases closed	377	407	410	415
Narcotic Cases - Circuit Court	109	113	115	120
Drug Court Participants	43	74	80	85
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Domestic Violence-Invocation of Spousal Privilege	24	27	25	23
Percentage of Successful Prosecutions (Circuit Court)	95%	93%	95%	95%
Successful Completion of the Recovery Court Program	0	5	10	15

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
State's Attorney					
Salaries	\$ 1,784,215	\$ 1,740,864	\$ 1,788,266	\$ 1,854,995	\$ 1,884,918
Operating	90,679	110,436	123,832	123,832	123,832
Contracted Services	15,705	20,242	20,242	20,242	20,242
Capital Outlay	5,560	1,000	1,625	1,625	1,625
Total	<u>\$ 1,896,159</u>	<u>\$ 1,872,542</u>	<u>\$ 1,933,965</u>	<u>\$ 2,000,694</u>	<u>\$ 2,030,617</u>
Total Expenditures as a percent of					
Total Operating Budget	0.80%	0.76%	0.69%	0.71%	0.72%

STAFFING

State's Attorney	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
State's Attorney	E	1.0	1.0	1.0	1.0	1.0
Deputy State's Attorney	A	1.0	1.0	1.0	1.0	1.0
Senior Assistant State's Attorney	A	5.0	5.0	5.0	5.0	5.0
Assistant State's Attorney	A	4.0	4.0	5.0	5.0	5.0
Investigator	A	2.0	2.0	2.0	2.0	2.0
Legal Office Specialist	723	1.0	1.0	1.0	1.0	1.0
Community Service Coordinator	722	1.0	1.0	1.0	1.0	1.0
Victim Witness Advocate	720	5.0	5.0	5.0	5.0	5.0
Legal Secretary II	719	1.0	1.0	1.0	1.0	1.0
Legal Secretary I	718	3.0	3.0	3.0	3.0	3.0
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
Office Assistant III	717	2.0	2.0	2.0	2.0	2.0
TOTAL		27.0	27.0	28.0	28.0	28.0

COUNTY TREASURER

DESCRIPTION

Receive and disburse funds for the Calvert County Government. Responsible for initiating the enforcement of tax collection.

BOCC GOALS



OBJECTIVES

- ◆ Continue to increase public awareness of the Treasurer’s Office billing process and credits offered by the State of Maryland Department of Assessments and Calvert County Government via newspaper advertisements and Comcast Cable Channel 6 slides.
- ◆ Utilize innovative software programs to locate property owners with insufficient addresses.
- ◆ Look at the feasibility of accepting credit card payments for transactions associated with walk-in payments.
- ◆ Continue with enhancements to the Munis Tax System: tax sale, audit letters, credits to better meet the needs of the customers and the Treasurer’s Office.
- ◆ Increase the number of Homeowner Tax Credits approved for homeowners in Calvert County.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Real Estate Tax Bills	42,949	43,008	43,050	43,100
Personal/Corporate Tax Bills	2,333	1,984	2,000	2,025
Tax Bill Credits Issued:				
Barn	588	593	595	597
Land Preservation	578	604	606	608
Commissioner	569	575	578	580
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
% of Tax Sale buyers registered in Munis Tax System	87%	91%	92%	92%
Number of returned mail pieces for insufficient address	1,053	1,045	1,000	950
Number of transactions	520	607	668	735
Amount	\$703,951	\$780,121	\$858,133	\$943,946

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
County Treasurer					
Salaries	\$ 299,725	\$ 320,581	\$ 334,403	\$ 323,121	\$ 341,032
Operating	17,366	27,410	24,910	24,910	24,910
Contracted Services	(199)	9,500	12,000	12,000	12,000
Capital Outlay	-	-	-	-	-
Total	\$ 316,892	\$ 357,491	\$ 371,313	\$ 360,031	\$ 377,942
Total Expenditures as a percent of Total Operating Budget	0.13%	0.14%	0.13%	0.13%	0.13%

STAFFING

County Treasurer	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Treasurer	E	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	A	1.0	1.0	1.0	1.0	1.0
Treasurer Clerk II	719	1.0	1.0	1.0	1.0	1.0
Treasurer Clerk I	718	2.0	2.0	2.0	2.0	2.0
Office Aide	713	2.0	2.0	2.5	2.0	2.5
Office Clerk (Temporary)	n/a	0.4	0.4	0.0	0.4	0.0
TOTAL		7.4	7.4	7.5	7.4	7.5

FINANCE & BUDGET

DESCRIPTION

Provide County management with accurate fiscal information to make informed decisions, maintain a standard of excellence in financial reporting and budgeting, safeguard assets, and add value to accounting data through financial analysis. Includes budget, general accounting and auditing, procurement, health & retirement benefits, payroll, tax and utility billing, capital projects, grants coordination, debt management and oversight of county funds and investments.

BOCC GOALS



OBJECTIVES

- ◆ Implement the changes required by the Federal Affordable Care Act (ACA) as the mandates are due, and implement the annual changes to the new state minimum wage.
- ◆ Work with the Board to examine and propose improvements to the County's procurement requirements, including a review of formal bidding, vendor preferences, and newspaper advertising. Seek legislative support for these changes.
- ◆ Continue with our three-year plan to implement improvements to the budget document as part of the overall initiative to add greater transparency to budget development and reporting.
- ◆ Continue work on telephone audit to analyze all county land lines, long distance and wireless communication contracts, telephone locations, and related billing.
- ◆ Complete the implementation of the new benefits module and general billing software.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Average number of employees per pay	1,075	1,095	1,105	1,110
Employee/retiree health care benefits managed	846/218*	872/223	880/230	890/240
Purchase Orders Processed	6,201	6,208	6,300	6,400
Number of Formal Bids between \$15,000 and \$100,000	86	88	90	95
Budget document improvements (% of completion)	50%	75%	90%	95%
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
ACA Changes including changes to annual W-2s, reporting, and eligibility tracking for employees and beneficiaries	3	2	2	2
Percentage of purchasing requirements reviewed for improvements; changes recommended to governing body	30%	60%	80%	100%
Software upgrades to major applications implemented	3	3	2	2
Measure improvements to the Budget Document by reducing the # of "does not satisfy" marks while increasing the "outstanding" marks based on the Distinguished Budget Award program criteria: 81 total grades provided	4 does not satisfy 22 outstanding	1 does not satisfy 17 outstanding	0 does not satisfy 17 outstanding	0 does not satisfy 22 outstanding
Manage the telephone audit process.	15%	50%	88%	100%

*Actual FY 2015 amount adjusted to correct FY 2017 document

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Expenditures					
Finance & Budget					
Salaries	\$ 1,532,767	\$ 1,534,981	\$ 1,580,211	\$ 1,537,569	\$ 1,478,771
Operating	84,257	104,940	115,900	115,650	114,400
Contracted Services	139,689	151,264	162,000	162,000	162,000
Capital Outlay	9,385	4,260	13,605	10,000	13,605
Total	\$ 1,766,098	\$ 1,795,445	\$ 1,871,716	\$ 1,825,219	\$ 1,768,776
Total Expenditures as a percent of					
Total Operating Budget	0.74%	0.73%	0.66%	0.65%	0.63%
Auditing & Related Services					
Contracted Services	\$ 60,483	\$ 60,750	\$ 65,000	\$ 65,000	\$ 65,000
Total	\$ 60,483	\$ 60,750	\$ 65,000	\$ 65,000	\$ 65,000
Total Expenditures as a percent of					
Total Operating Budget	0.03%	0.02%	0.02%	0.02%	0.02%

STAFFING

	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Finance & Budget						
Director of Finance & Budget	C	1.0	1.0	1.0	1.0	1.0
Deputy Director	C	1.0	1.0	1.0	1.0	1.0
Accounting Supervisor	727	1.0	1.0	1.0	1.0	1.0
Benefits & Risk Manager	726	1.0	0.0	0.0	0.0	0.0
Capital Projects Analyst	726	1.0	1.0	1.0	1.0	1.0
Procurement Officer	726	0.0	0.0	0.0	0.0	1.0
Purchasing Officer	726	1.0	1.0	1.0	1.0	0.0
Accountant III	725	1.5	1.5	1.5	1.5	1.5
Senior Budget Analyst	725	0.0	1.0	1.0	1.0	1.0
Budget Analyst	725	1.0	0.0	0.0	0.0	0.0
Benefits Supervisor	724	0.0	1.0	1.0	1.0	0.0
Accountant I	723	1.0	1.0	1.0	1.0	1.0
Budget Analyst	723	0.0	1.0	1.0	1.0	1.0
Grants Coordinator	723	1.0	1.0	1.0	1.0	1.0
Benefits Coordinator	722	1.0	0.0	0.0	0.0	0.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Procurement Specialist	722	0.0	0.0	0.0	0.0	3.0
Purchasing Specialist	722	3.0	3.0	3.0	3.0	0.0
Payroll Specialist	722	0.0	0.0	0.0	0.0	1.0
Accounts Receivable Technician II	721	1.0	1.0	1.0	1.0	1.0
Benefits Specialist	721	0.0	1.0	1.0	1.0	0.0
Payroll Specialist	721	1.0	1.0	1.0	1.0	0.0
Accounts Payable Technician	720	2.0	2.0	2.0	2.0	2.0
Accounts Receivable Technician I	720	1.0	1.0	1.0	1.0	1.0
Benefits Assistant	720	1.0	0.0	0.0	0.0	0.0
Fixed Asset/Procurement Assistant	720	0.0	0.0	0.0	0.0	1.0
Fixed Asset/Purchasing Assistant	720	1.0	1.0	1.0	1.0	0.0
Procurement Assistant	720	0.0	0.0	0.0	0.0	1.0
Purchasing Assistant	720	1.0	1.0	1.0	1.0	0.0
Risk Management Assistant	720	1.0	0.0	0.0	0.0	0.0
Procurement Administrative Technician	719	0.0	0.0	0.0	0.0	1.0
Purchasing Administrative Technician	719	0.0	0.0	1.0	0.0	0.0
Office Assistant II	716	1.0	1.0	1.0	0.0	0.0
Office Aide	713	0.0	1.0	1.0	1.0	0.0
Intern	n/a	0.0	0.0	0.0	0.0	0.3
TOTAL		25.5	25.5	26.5	24.5	22.8

HUMAN RESOURCES

DESCRIPTION

Provide employment related services to the Calvert County Government as well as to its employees and managers so that they may achieve their operational goals. Administer programs for recruitment, examination, and selection; position classification; pay and leave; performance evaluation; training and development; safety and risk management and employee relations.

BOCC GOALS



OBJECTIVES

- ◆ To provide employee development services.
- ◆ To provide an effective recruitment program.
- ◆ Continue to develop and enhance the Occupational Safety Program to ensure a safe working environment for County employees.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Offer trainings on various topics	26	32	42	45
Offer tuition assistance	Yes	Yes	Yes	Yes
Employment applications received and reviewed	5,849	3,958	4,156	4,364
Employment interviews scheduled	588	704	739	775
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of employees trained on various topics	536	617	623	629
Number of tuition assistance applications received	83	67	70	70
Number of hires	274	314	330	347
Number of safety inspections	NA	NA	15	20

Personnel was re-named Human Resources and acquired Benefits as part of the overall FY 2018 County Restructure, that is detailed on pages 10-13 of this document.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Human Resources					
Salaries	\$ 565,855	\$ 656,757	\$ 738,418	\$ 699,649	\$ 902,175
Operating	29,146	54,834	55,659	54,834	57,159
Tuition Program	43,031	40,000	55,000	55,000	55,000
Contracted Services	69,452	130,982	159,331	159,331	163,331
Capital Outlay	2,535	-	29,113	25,508	29,113
Total	\$ 710,019	\$ 882,573	\$ 1,037,521	\$ 994,322	\$ 1,206,778
Total Expenditures as a percent of Total Operating Budget	0.30%	0.36%	0.37%	0.35%	0.43%

STAFFING

Human Resources	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Human Resources	C	0.0	0.0	0.0	0.0	1.0
Director of Personnel	C	1.0	1.0	1.0	1.0	0.0
Senior Human Resources Analyst	726	0.0	0.0	0.0	0.0	2.0
Senior Personnel Analyst	726	2.0	2.0	2.0	2.0	0.0
Human Resources Analyst II	724	0.0	0.0	0.0	0.0	1.0
Personnel Analyst II	724	1.0	1.0	1.0	1.0	0.0
Safety Officer	724	1.0	1.0	1.0	1.0	1.0
Benefits Supervisor	724	0.0	0.0	0.0	0.0	1.0
Human Resources Analyst I	722	0.0	0.0	0.0	0.0	1.0
Personnel Analyst I	722	1.0	1.0	1.0	1.0	0.0
Risk Management Specialist	722	0.0	0.0	1.0	1.0	1.0
Benefits Specialist	721	0.0	0.0	0.0	0.0	1.0
Executive Administrative Aide	721	1.0	1.0	1.0	1.0	1.0
Risk Management Assistant	720	0.0	0.0	1.0	1.0	1.0
Personnel Aide	719	1.0	1.0	0.0	0.0	0.0
Human Resources Aide (Floater)	717	0.0	0.0	0.0	0.0	2.0
Personnel Aide (Floater)	717	0.0	1.0	2.0	1.0	0.0
Human Resources Aide	717	0.0	0.0	0.0	0.0	2.0
Personnel Aide	717	0.0	0.0	2.0	2.0	0.0
Office Assistant II	716	0.0	1.0	0.0	0.0	0.0
Office Assistant I	715	1.0	1.0	0.0	0.0	0.0
Office Assistant I (Floater)	715	1.0	1.0	0.0	0.0	0.0
Office Aide	713	0.0	0.0	0.0	0.0	1.0
Intern	n/a	0.0	0.0	0.0	0.3	0.3
TOTAL		10.0	12.0	13.0	12.3	16.3

PLANNING & ZONING

DESCRIPTION

Coordinate all planning activities within Calvert County Government, including Development Review, Appeals, Variances, and Exceptions, as well as other Boards and Commissions. Administer the Zoning Ordinance, Subdivision Regulations and the Building Code. Advise the Board of County Commissioners about growth and development in Calvert County.

BOCC GOALS



OBJECTIVES

- ◆ Continue the public participation process of updating the Comprehensive Plan, with the goal of the plan completion and adoption by 2018.
- ◆ Support and apply the Calvert County Zoning Ordinance and all plans and regulations as adopted by the Board of County Commissioners through plan review, permitting and enforcement.
- ◆ Continue to research and advocate for funding the Watershed Implementation Plan.
- ◆ Continue the updating process the land management software (Hansen) for all department sections and continue to work towards providing all services through Hansen to optimize customer response.
- ◆ Work toward providing adequate department staffing to improve the level of service provided to customers and to efficiently manage the workload as required by State and County regulations.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Subdivision applications - 3 months after certification of complete application in accordance with calendar schedule.	100%	100%	100%	100%
Site plan applications receive technical evaluation within calendar schedule	100%	100%	100%	100%
Non-critical area residential and commercial building permits receive CPB review within 2 business days.	97%	97%	95%	100%
Board of Appeals applications scheduled for 1st possible hearing date	100%	100%	100%	100%
Conducts site inspections within 2 business days of zoning violation complaint.	100%	100%	100%	100%
Agricultural Preservation applications reviewed within 45 days by Agricultural Board.	100%	100%	100%	100%
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
New Major and Minor Subdivision Applications	21	15	30	30
Replatting	67	61	83	85
New Site Plan Applications	8	16	15	15
New Board of Appeals Cases Heard	29	33	40	40
Service Requests Generated	367	325	400	400
New Zoning Violations - CASE Generated	212	206	230	240
Service Requests / Inspections without CASE	119	119	170	160
New Agricultural Preservation Applications	2	NA	NA	NA
New Historic District Applications	2	1	1	1

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Expenditures					
Planning & Zoning					
Salaries	\$ 2,010,914	\$ 2,052,116	\$ 2,191,098	\$ 2,074,277	\$ 2,279,738
Operating	54,438	62,675	78,850	76,000	78,850
Contracted Services	51,974	52,850	76,850	76,850	76,850
Capital Outlay	45,691	38,600	24,415	13,600	24,415
Total	\$ 2,163,017	\$ 2,206,241	\$ 2,371,213	\$ 2,240,727	\$ 2,459,853
Total Expenditures as a percent of Total Operating Budget	0.91%	0.89%	0.84%	0.80%	0.87%
Planning Commission: Devel. Review					
Operating	\$ 15,956	\$ 20,367	\$ 24,180	\$ 24,180	\$ 24,180
Contracted Services	33,934	50,877	-	-	-
Honorarium	53,200	72,000	72,000	72,000	72,000
Capital Outlay	-	1,200	1,200	1,200	1,200
Total	\$ 103,090	\$ 144,444	\$ 97,380	\$ 97,380	\$ 97,380
Total Expenditures as a percent of Total Operating Budget	0.04%	0.06%	0.03%	0.03%	0.03%
Board of Appeals: Appeals, Variances & Exceptions					
Operating	\$ 2,346	\$ 7,475	\$ 7,475	\$ 7,175	\$ 7,175
Contracted Services	6,372	24,000	24,000	24,000	24,000
Honorarium	19,100	24,000	24,000	24,000	24,000
Capital Outlay	648	-	-	-	-
Total	\$ 28,466	\$ 55,475	\$ 55,475	\$ 55,175	\$ 55,175
Total Expenditures as a percent of Total Operating Budget	0.01%	0.02%	0.02%	0.02%	0.02%

STAFFING

		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Planning & Zoning						
Director of Planning & Zoning	C	1.0	1.0	1.0	1.0	1.0
Deputy Director of Planning	C	0.0	0.0	0.0	0.0	1.0
Deputy Director of Zoning	729	1.0	1.0	1.0	1.0	1.0
Planning Commission Administrator	728	1.0	1.0	1.0	1.0	1.0
Board of Appeals Administrator	727	1.0	1.0	1.0	1.0	1.0
Environmental Principal Planner	727	1.0	1.0	1.0	1.0	0.0
Long Range Planner	727	1.0	1.0	1.0	1.0	1.0
Community Designer	726	1.0	1.0	1.0	1.0	1.0
Principal Planner	726	3.0	3.0	3.0	2.0	2.0
Zoning Code Enforcement Chief	726	1.0	1.0	1.0	1.0	1.0
Planner III	725	6.0	6.0	5.0	6.0	6.0
Manager Administrative Services	724	1.0	1.0	1.0	1.0	1.0
Planner II	724	2.5	2.5	3.5	3.5	3.5
Zoning Code Enforcer	724	1.0	1.0	1.0	1.0	1.0
GIS Mapping Technician	723	1.0	1.0	1.0	1.0	1.0
Planner I	722	0.0	0.0	2.0	0.0	2.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
Development Navigator	720	1.0	1.0	1.0	1.0	1.0
Planning Assistant	720	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
GIS / Planning Assistant	718	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	2.0	2.0	3.0	2.0	3.0
Intern	n/a	0.0	0.0	0.0	0.3	0.3
TOTAL		29.5	29.5	32.5	29.8	32.8

INSPECTIONS & PERMITS

DESCRIPTION

Prevent and correct hazards attributed to the built environment. Provide effective, efficient and equitable administration and enforcement of the International Building Codes, National Electric Code, the National Standard Plumbing Code and all other applicable local ordinances. Act as a liaison between local government agencies and the construction community to ensure that a service oriented, professional atmosphere is always present. Maintain effective working relationships with our customers, that includes property owners, developers, contractors, sub-contractors, engineers, architects and coworkers, through effective communication skills.

BOCC GOALS



OBJECTIVES

- ◆ Provide citizens with timely inspections (within 24 hours of scheduling) for all Calvert County construction projects.
- ◆ Provide at least two (2) educational seminars for staff and public regarding code updates/compliance within the next fiscal year.
- ◆ Create public outreach and educational materials for citizens regarding code adoptions and permitting processes within the next two (2) years.
- ◆ Provide “real-time” results and information of inspections performed for all Calvert County construction projects.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Building/Home Occupation/Signs/Demo/Use:				
Permits Processed	1,552	1,909	1,600	1,500
Permits Issued	1,583	1,752	1,600	1,500
Inspections Performed	5,841	6,180	5,700	5,500
Grading:				
Permits Processed	602	745	550	500
Permits Issued	735	665	600	600
Plumbing:				
Permits Processed	835	917	750	750
Permits Issued	834	913	750	750
Inspections Performed	4,547	4,505	4,100	4,100
Electrical:				
Permits Processed	1,526	1,647	1,450	1,500
Permits Issued	1,490	1,633	1,400	1,500
Inspections Performed	3,486	3,740	3,200	3,500
Revenue:				
Licensing and Miscellaneous Fees	\$27,009	\$38,737	\$22,000	\$30,000
Permitting Fees	\$354,327	\$322,561	\$275,000	\$300,000
Excise Tax	\$1,925,917	\$1,347,225	\$1,100,000	\$1,200,000
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Inspections performed within 24 hours of scheduling	98%	98%	98%	98%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Inspections & Permits					
Salaries	\$ 818,515	\$ 867,956	\$ 950,439	\$ 849,620	\$ 948,882
Operating	39,732	52,625	58,300	54,800	57,800
Contracted Services	4,169	-	1,000	1,000	1,000
Capital Outlay	8,095	8,500	15,910	6,900	15,910
Total	<u>\$ 870,511</u>	<u>\$ 929,081</u>	<u>\$ 1,025,649</u>	<u>\$ 912,320</u>	<u>\$ 1,023,592</u>
Total Expenditures as a percent of Total Operating Budget	0.37%	0.38%	0.36%	0.32%	0.36%

STAFFING

Inspections & Permits	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Inspections & Permits Division Chief	727	1.0	1.0	1.0	1.0	1.0
Land Management Systems Coordinator	725	1.0	1.0	1.0	1.0	1.0
Permit Coordinator	725	1.0	1.0	1.0	1.0	1.0
Plan Reviewer	723	0.0	0.0	1.0	0.0	1.0
Building Inspector	723	2.0	2.0	2.0	2.0	2.0
Electrical Inspector	723	2.0	2.0	2.0	2.0	2.0
Plumbing Inspector	723	2.0	2.0	2.0	2.0	2.0
Permit Technician II	722	1.0	1.0	1.0	1.0	1.0
Permit Technician I	720	3.5	3.5	3.5	3.5	3.5
Office Aide	713	0.0	0.0	1.0	0.0	1.0
Temporary Inspectors	n/a	0.7	0.7	0.7	0.7	0.7
TOTAL		14.2	14.2	16.2	14.2	16.2



PUBLIC SAFETY

Responds efficiently to emergency fire, rescue, and medical needs within the County; assists in the enforcement of State and County laws



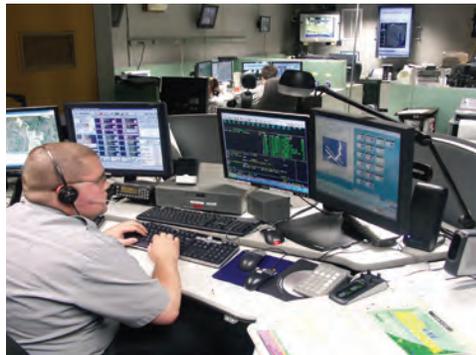
Calvert County Detention Center



Calvert County Sheriff's Office



Prince Frederick Volunteer Fire Department



Emergency Communications

- [DIRECTOR OF PUBLIC SAFETY](#)
- [ANIMAL CONTROL](#)
- [ANIMAL SHELTER](#)
- [EMERGENCY COMMUNICATIONS](#)
- [EMERGENCY MANAGEMENT](#)
- [FIRE-RESCUE-EMS](#)
- [SHERIFF'S OFFICE](#)
- [DETENTION CENTER](#)

DIRECTOR OF PUBLIC SAFETY

DESCRIPTION

Enhance safety and preparedness in Calvert County through strong leadership, collaboration, and meaningful partnerships. Manage efficiently daily calls that requires emergency responders; mitigate proactively man-made, technological and/or natural disasters; respond effectively to emergency, fire, rescue and medical service needs within the County; reduce assertively the number of false alarm dispatches; serve as the representative for Homeland Security issues and our Hazardous Materials Response Team; and assist the Calvert County Sheriff's Office, as well as the Maryland State Police to protect and serve the citizens of Calvert County.

BOCC GOALS



OBJECTIVES

- ◆ Protect lives and property by effectively preparing for, preventing, responding to, and recovering from two natural disasters or storms in Calvert County with partial or full activation of the Emergency Operations Center in Fiscal Year 2018.
- ◆ Collaborate with internal and external agencies to contain, supervise, enforce, and mitigate two events that have the potential of attracting large crowds in Calvert County during Fiscal Year 2018.
- ◆ Continuation of the distribution of False Alarm Reduction Unit brochures to citizens and business owners in Calvert County in Fiscal Year 2018 to educate the public on the purpose of the False Alarm Reduction Unit.
- ◆ To ensure that initial and/or recertification training that is required for Hazardous Materials/Weapons of Mass Destruction Incidents as described in NFPA 472 is provided to the members of the HazMat Responses Team in Fiscal Year 2018.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Integrated Disaster Drills and Exercises	7	9	9	9
Countywide Employee Safety Training Classes	9	9	10	0
False Alarm Reduction Unit - Business and Residential Registrations	1,100	2,255	1,200	2,300
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Disaster Assistance to citizens of Calvert County	2	1	2	2
Contain, supervise, enforce, and mitigate events that can potentially attract large crowds.	2	2	3	3
False Alarm Reduction Unit Flyers disseminated	N/A	N/A	250	400
Replace equipment that allows HMRT to operate in IDLH environment	N/A	N/A	1	1
HazMat Technician level classes for HMRT	N/A	N/A	5	5

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Public Safety					
Salaries	\$ 142,645	\$ 147,044	\$ 153,621	\$ 156,867	\$ 210,338
Operating	138,499	139,694	95,350	95,450	97,596
Contracted Services	22,833	13,900	21,000	20,900	20,900
Capital Outlay	295	-	28,000	28,000	31,855
Total	\$ 304,272	\$ 300,638	\$ 297,971	\$ 301,217	\$ 360,689
Total Expenditures as a percent of					
Total Operating Budget	0.13%	0.12%	0.11%	0.11%	0.13%

STAFFING

Director of Public Safety	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Public Safety	C	1.0	1.0	1.0	1.0	1.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Grant Writer	721	0.0	0.0	0.0	0.0	1.0
TOTAL		2.0	2.0	2.0	2.0	3.0

ANIMAL CONTROL

DESCRIPTION

Enforce fairly and humanely the Animal Control laws, regulations and ordinances as set forth by the State of Maryland and the Board of County Commissioners for Calvert County.

BOCC GOALS



OBJECTIVES

- ◆ To reduce the number of animal bites in Calvert County by 10% within two years.
- ◆ Implement Animal Matters Hearing Board to hear violations of the County Ordinance and be in place within FY 2017.
- ◆ Create a County Animal Response Team (CART) and fully train volunteer citizens within three years to assist at times of disasters, both natural and man-made.
- ◆ Further expand participation in community events to provide instructional material about rabies, animal welfare and bite prevention.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual CY 2015	Actual CY 2016	Projected CY 2017	Projected CY 2018
Number of animal bites	535	531	520	510
Sale of County Pet Licenses	3,050	2,760	2,900	3,000
Fees collected from County Pet Licenses and Citations	\$23,000	\$1,741	\$1,800	\$1,800
Number of calls for assistance	4,850	4,665	4,500	4,450
Number of animals running at large	765	700	675	650
Program/Service Outcomes: (based on objectives)				
	Actual CY 2015	Actual CY 2016	Projected CY 2017	Projected CY 2018
Create a bite prevention program to reduce the number of animal bites in the county.	NA	NA	5%	25%
Implement Animal Matters Hearing Board	NA	25%	100%	100%
Create training for a CART Team to assist at times of disasters.	NA	NA	15%	20%
Community events attended providing instructional information.	30	30	30	30

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Animal Control					
Salaries	\$ 347,657	\$ 363,572	\$ 428,069	\$ 374,107	\$ 382,145
Operating	16,710	29,600	72,982	35,625	39,225
Vehicle Related	29,778	38,250	38,250	38,250	38,250
Contracted Services	178,735	242,000	243,425	243,425	283,425
Capital Outlay	53,390	116,000	98,835	33,000	33,000
Total	\$ 626,270	\$ 789,422	\$ 881,561	\$ 724,407	\$ 776,045
Total Expenditures as a percent of Total Operating Budget	0.26%	0.32%	0.31%	0.26%	0.28%

STAFFING

Animal Control	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Animal Control Chief	724	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	719	5.0	5.0	6.0	5.0	5.0
Office Assistant II	716	1.0	1.0	1.5	1.0	1.0
TOTAL		7.0	7.0	8.5	7.0	7.0

ANIMAL SHELTER

DESCRIPTION

Save all healthy and treatable stray animals in Calvert County in the first ever county-run animal shelter. Since the signing of a 1975 agreement with Charles and St. Mary's counties, Calvert County has maintained a 25% share of the costs of operations and maintenance for the Tri-County Animal Shelter. During FY 2017, the Board of County Commissioners decided to embark on a separate venture, with a goal to ensure the safe and humane treatment of all animals. The Linda L. Kelley Animal Shelter will be built in Prince Frederick. Upon its completion, tentatively scheduled for Spring 2018, county participation in the Tri-County Animal Shelter in Hughesville will end. The leased facility will also house the Calvert County Animal Control unit. The shelter budget has been pro-rated for three (3) months of operation in FY 2018.

BOCC GOALS



OBJECTIVES

It is planned that the new shelter will save all healthy and treatable animals, and only terminally ill animals or those considered dangerous to public safety will be euthanized.

- ◆ Individual objectives will be developed in accordance with the Board's goals.

PERFORMANCE MEASURES

Not yet determined.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Animal Shelter					
Salaries	\$ -	\$ -	\$ -	\$ 127,033	\$ 127,033
Operating	-	-	-	174,550	174,550
Contracted Services	-	-	-	12,500	12,500
Capital Outlay	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 314,083	\$ 314,083
Total Expenditures as a percent of Total Operating Budget	0.00%	0.00%	0.00%	0.11%	0.11%

STAFFING

Animal Shelter	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Animal Shelter Manager	C	0.0	1.0	1.0	1.0	1.0
Volunteer Coordinator	721	0.0	0.0	0.0	1.0	1.0
Office Specialist II	719	0.0	0.0	0.0	1.0	1.0
Veterinary Technicians	719	0.0	0.0	0.0	2.0	2.0
Office Assistant II	716	0.0	0.0	0.0	2.0	2.0
Kennel Technicians	713	0.0	0.0	0.0	8.0	8.0
TOTAL		0.0	1.0	1.0	15.0	15.0

EMERGENCY COMMUNICATIONS

DESCRIPTION

Provide answers or direction to help save lives, protect property and assist the public during times of emergencies or crisis. Handle requests for services by phone or radio. Work collaboratively with Police, Fire and Emergency Medical personnel to provide police, fire and EMS services to County citizens and visitors.

BOCC GOALS



OBJECTIVES

- ◆ Continue to submit projects to the Emergency Number Systems Board which meet guidelines for reimbursement to Calvert County.
- ◆ Continue to deploy the Public Education and Awareness (PEAR) Team to as many events as possible to teach the citizens about 9-1-1.
- ◆ Secure a Quality Assurance Technician position in order to provide the necessary reports to the State of Maryland and to provide adequate feedback to call takers to improve service to callers.
- ◆ Continue to work towards the next step in the completion of the new 800 MHz radio system.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Total Administrative Calls Received	74,784	62,504*	78,754	82,691
Total 9-1-1 Calls Received	35,366	29,056*	36,611	38,442
Total Calls Dispatched	79,123	66,290*	83,525	87,701
Warrants and Protection Orders Entered	4,501	3,737*	4,709	4,944
Increase Staffing Level to to Complement of Staff	30 of 34	28 of 34	32 of 34	34 of 34
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Emergency Number Systems Board Reimbursement	\$ 660,648	\$ 291,772	Yes	Yes
Complete Side B installation of our 911 phone system to the back-up center.	NA	Complete	NA	NA
Critique and score EMD calls for quality assurance to meet Maryland State Law and requirements under MIEMSS**	456	473	496	521
Critique and score EPD and EFD calls for quality assurance to meet State requirements (QA reports sent monthly to ENSB) reporting implemented January 1, 2011	620	589	618	649
Continue to deploy the PEAR Team to as many events as possible to teach the citizens about 9-1-1	6 events	6 events	8 events	10 events
Complete the selection process of a radio vendor for the new radio system with the assistance of Altaris consultants	NA	Complete	NA	NA

* not a full year (stats through 10/28/2016)

** formal report given three (3) times per year to Calvert EMS Advisory Council

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Emergency Communications					
Salaries	\$ 1,731,172	\$ 1,840,564	\$ 2,117,453	\$ 1,968,558	\$ 2,179,690
Operating	145,685	166,950	173,485	168,914	172,480
Radio Maintenance	244,119	458,160	501,285	501,285	501,285
Contracted Services	49,563	61,003	65,856	65,856	65,856
Capital Outlay	21,325	-	318,547	275,000	318,547
Total	\$ 2,191,864	\$ 2,526,677	\$ 3,176,626	\$ 2,979,613	\$ 3,237,858
Total Expenditures as a percent of					
Total Operating Budget	0.92%	1.02%	1.13%	1.06%	1.15%

STAFFING

Emergency Communications	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Communications Chief	814	1.0	1.0	1.0	1.0	1.0
Communications Assistant Chief	812	1.0	1.0	1.0	1.0	1.0
Communications Supervisor	810	1.0	1.0	1.0	1.0	1.0
Public Safety Dispatcher II	809	5.0	5.0	5.0	5.0	5.0
Public Safety Dispatcher I/Trainee	807/805	23.0	23.0	19.0	19.0	19.0
Public Safety Call-Taker	804	0.0	0.0	8.0	4.0	5.0
Radio Systems Support Administrator	725	0.0	0.0	1.0	0.0	1.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
Quality Assurance Coordinator	719	0.0	0.0	1.0	0.0	1.0
Audio & Data Entry Clerk	717	1.0	1.0	1.0	1.0	1.0
Records Clerk	717	1.0	1.0	1.0	1.0	1.0
TOTAL		34.0	34.0	40.0	34.0	37.0

EMERGENCY MANAGEMENT

DESCRIPTION

Minimize the effects of disasters to citizens through planning, training, mitigation, and response efforts; coordinate the response agencies, fostering public education and awareness. Develop recovery plans in order for the county and its citizens to recover as soon as possible from a natural or manmade disaster.

BOCC GOALS



OBJECTIVES

- ◆ Be responsive to and provide great customer service to the citizens and visitors of Calvert County.
- ◆ Enhance the ability to communicate during an emergency or disaster, both within county government and to the citizens and visitors of Calvert County.
- ◆ Work with all stakeholders, County, State, Citizens Groups, Private Industry to ensure preparedness to respond to and recover from an emergency or disaster as well as develop ways to prevent an emergency or disaster.
- ◆ Ensure that staff is trained and strives to meet the State and National training goals for Emergency Management in the Professional Development Series standard.
- ◆ Work with citizens groups to assist in preparing their families to protect themselves in the event of a natural or manmade disaster.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Provide WebEOC Training to all partners	N/A	50	50	125
Annual Update of Maintain County Emergency Operations Plan	N/A	Updated	Updated	Updated
Review and Update all Emergency Plans	N/A	Updated	Updated	Updated
Emergency Exercises	7	7	7	7
Staff Training to Professional Development Series	3	4	4	4
Train and Support CERT	N/A	12	15	15
Maintain Tier II Hazardous reporting information	N/A	Maintained	Maintained	Maintained
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
WebEOC Training	N/A	100% of 50	100% of 50	125
Maintain County Emergency Operations Plan	N/A	Updated	Updated	Updated Nov 2017
Review all Emergency Plans	N/A	Updated	Updated	Updated
Emergency Exercises	N/A	7	7	7
Staff Training	N/A	100% of 4	100% of 4	100% of 4
Train and support CERT	N/A	12 of 50	15	15
Maintain Tier II information	N/A	Maintained	Maintained	Maintained

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Emergency Management					
Salaries	\$ 110,134	\$ 158,267	\$ 158,267	\$ 164,593	\$ 169,315
Operating	41,262	41,725	45,400	45,400	45,400
Contracted Services	46,335	50,000	57,000	57,000	57,000
Capital Outlay	9,939	-	3,750	3,750	3,750
Total	\$ 207,670	\$ 249,992	\$ 264,417	\$ 270,743	\$ 275,465
Total Expenditures as a percent of Total Operating Budget	0.09%	0.10%	0.09%	0.10%	0.10%

STAFFING

Emergency Management	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Emergency Management Division Chief	C	1.0	1.0	1.0	1.0	1.0
Emergency Management Specialist	723	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
TOTAL		3.0	3.0	3.0	3.0	3.0

FIRE-RESCUE-EMS

DESCRIPTION

Serve as a liaison between the County Government and our all-volunteer Fire-Rescue-EMS Departments. Protect and preserve our 100 percent volunteer fire-rescue-EMS system, support their delivery of high quality services to the citizens of Calvert County in the most effective, professional and efficient manner possible, while upholding the County’s policies, procedures and directives. Promote partnerships within the public safety community as well as recruitment and retention of volunteer personnel by providing education, training and benefit opportunities.

BOCC GOALS



OBJECTIVES

- ◆ Continue to collaborate with our Volunteer Fire-Rescue-EMS departments to revise the Infectious Control policies and procedures to include designation and training of each departments Infection Control Officer(s).
- ◆ Increase participation by 10% in community events to promote recruitment and recognition of our Volunteer Fire-Rescue-EMS services.
- ◆ Provide comments to the commercial and planned residential site plan review requests received through the Technical Evaluation Group in a timely manner.
- ◆ Collaborate with our Volunteer Fire-Rescue-EMS departments to review our EMS response performance measures and work to identify areas that need improvement.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual CY 2015	Actual CY 2016	Projected CY 2017	Projected CY 2018
Number of <i>Active</i> Volunteer Members (Average)	550	577	585	590
Number of Responses	22,027	21,854	21,500	21,500
High School Career Tech Recruit Students	7	22	25	25
Program/Service Outcomes: (based on objectives)				
	Actual CY 2015	Actual CY 2016	Projected CY 2017	Projected CY 2018
Document EMS response performance measures	NA	NA	50%	75%
Participation in community events promoting our services	4	7	10	12
Site plan review comments provided within 3 weeks	85%	85%	90%	95%
Reorganize volunteer departments infection control programs	NA	Completed	NA	NA

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Fire-Rescue-EMS Division					
Salaries	\$ 314,848	\$ 312,102	\$ 348,520	\$ 322,247	\$ 328,956
Operating	127,408	188,862	197,652	197,402	197,402
Contracted Services	83,543	62,000	62,000	62,000	62,000
Capital Outlay	9,035	-	3,605	-	-
Total	\$ 534,834	\$ 562,964	\$ 611,777	\$ 581,649	\$ 588,358
Total Expenditures as a percent of Total Operating Budget	0.22%	0.23%	0.22%	0.21%	0.21%
Volunteer Fire-Rescue-EMS Departments					
Operating	\$ 2,491,225	\$ 2,642,405	\$ 2,718,045	\$ 2,718,045	\$ 2,718,045
Insurance	1,131,000	1,256,021	1,319,000	1,319,000	1,319,000
Capital Outlay	537,751	582,600	710,000	461,000	710,000
Total	\$ 4,159,976	\$ 4,481,026	\$ 4,747,045	\$ 4,498,045	\$ 4,747,045
Total Expenditures as a percent of Total Operating Budget	1.75%	1.82%	1.68%	1.60%	1.69%
By Company:					
Company 1: North Beach Volunteer Fire Department & Rescue Squad					
Total	\$ 428,949	\$ 487,377	\$ 517,250	\$ 517,250	\$ 517,250
Company 2: Prince Frederick Volunteer Fire Department					
Total	\$ 383,879	\$ 463,746	\$ 461,600	\$ 461,600	\$ 461,600
Company 3: Solomons Volunteer Rescue Squad & Fire Department					
Total	\$ 611,680	\$ 608,223	\$ 705,790	\$ 635,790	\$ 705,790
Company 4: Prince Frederick Volunteer Rescue Squad					
Total	\$ 302,698	\$ 353,292	\$ 330,450	\$ 330,450	\$ 330,450
Company 5: Dunkirk Volunteer Fire Department & Rescue Squad					
Total	\$ 612,066	\$ 485,729	\$ 556,850	\$ 540,850	\$ 556,850
Company 6: Huntingtown Volunteer Fire Department & Rescue Squad					
Total	\$ 589,090	\$ 673,219	\$ 636,300	\$ 595,300	\$ 636,300
Company 7: St. Leonard Volunteer Fire Department & Rescue Squad					
Total	\$ 465,783	\$ 494,117	\$ 620,780	\$ 528,780	\$ 620,780
Little Cove Point Substation					
Total	\$ 12,915	\$ 13,600	\$ 13,650	\$ 13,650	\$ 13,650
Calvert Advanced Life Support					
Total	\$ 708,069	\$ 803,807	\$ 826,050	\$ 796,050	\$ 826,050
Calvert County Rescue Dive Team					
Total	\$ 44,848	\$ 97,916	\$ 78,325	\$ 78,325	\$ 78,325

STAFFING

Fire-Rescue-EMS Division	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Fire-Rescue-EMS Coordinator	726	1.0	1.0	1.0	1.0	1.0
Assistant Fire-Rescue-EMS Coordinator	723	1.0	1.0	1.0	1.0	1.0
Emergency Medical Services Specialist	723	1.0	1.0	1.0	1.0	1.0
Recruitment & Retention Specialist	721	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
Office Assistant II	716	0.0	0.0	1.0	0.0	0.0
EMS Medical Director	C	1.0	1.0	1.0	1.0	1.0
Nurses (Temporary)	n/a	0.5	0.5	0.5	0.5	0.5
TOTAL		6.5	6.5	7.5	6.5	6.5

SHERIFF'S OFFICE

DESCRIPTION

Provide exceptional law enforcement services to the citizens of the County. Prevent crime and the fear of crime through innovative law enforcement efforts. Serve as the primary law enforcement agency for the County.

BOCC GOALS



OBJECTIVES

- ◆ Reduce illegal drug use and its affects.
- ◆ Reduce crashes on our roadways.
- ◆ Remove impaired drivers from our roadways.

PERFORMANCE MEASURES

Program/Service Outputs: (services, units produced)				
	Actual FY 2015	Actual FY 2016	*Projected FY 2017	**Projected FY 2018
Illegal Drug Investigations Initiated	144	104		
Crash Prevention Initiatives	42	38		
DUI/Impaired Driver Initiatives	19	38		
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	*Projected FY 2017	**Projected FY 2018
Illegal Drug Arrest Outcomes (Arrests Made)	678	858		
Crash Prevention Outcomes (Citations Issued)	3,941	2,367		
DUI/Impaired Driver Arrest Outcomes (Arrests Made)	405	407		

*FY 17 Statistics were inaccurate due to a data entry error.

**FY 18 Outputs and Outcomes cannot be projected due to the unpredictability of law enforcement demands.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Sheriff's Office					
Salaries	\$ 11,691,588	\$ 11,218,886	\$ 12,876,693	\$ 11,869,516	\$ 12,404,185
Operating	1,292,140	1,093,702	1,564,661	1,219,555	1,303,844
Vehicle Related	660,750	1,102,363	1,278,875	908,919	913,467
Contracted Services	132,289	163,598	197,351	170,863	273,921
Capital Outlay	801,432	1,000,394	1,890,395	989,156	1,028,995
Total	\$ 14,578,199	\$ 14,578,943	\$ 17,807,975	\$ 15,158,009	\$ 15,924,412
Total Expenditures as a percent of Total Operating Budget	6.13%	5.91%	6.32%	5.38%	5.66%

STAFFING

Sheriff's Office	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Sheriff	E	1.0	1.0	1.0	1.0	1.0
Assistant Sheriff	A	1.0	1.0	1.0	1.0	1.0
Deputy Sheriff Captain	DS07	4.0	5.0	5.0	5.0	4.0
Deputy Sheriff Lieutenant	DS06	3.0	3.0	5.0	5.0	5.0
Deputy Sheriff First Sergeant	DS05	6.0	5.0	4.0	3.0	3.0
Automated Enforcement Program Administrator	DS05	0.0	0.0	0.0	0.0	1.0
Deputy Sheriff Sergeant	DS04	12.7	12.7	13.7	13.7	13.7
Internal Affairs Investigator - Sergeant	DS04	1.0	1.0	1.0	1.0	1.0
Deputy Sheriff Corporal	DS03	15.0	15.0	14.0	14.0	15.0
Deputy Sheriff	DS02/01	82.0	82.0	96.0	82.0	84.0
Contract Deputy (Child Support Grant)	DS02	0.0	0.0	0.2	0.0	0.2
Crime Scene Technician	809	2.0	2.0	3.0	2.0	2.0
Crime Analyst	807	0.0	0.0	1.0	1.0	1.0
Fleet Technician	807	1.0	1.0	1.0	1.0	1.0
Special Deputy	C	10.5	10.5	10.5	10.5	10.5
Civilian Academy Director	C	1.0	1.0	1.0	1.0	1.0
Evidence Property Manager	C	1.0	1.0	1.0	1.0	1.0
Criminal Intelligence Analyst	C	0.2	0.2	0.2	0.2	0.2
Property Room Assistant	C	0.4	0.4	0.4	0.4	0.4
Liquor Board Inspector	C	0.0	0.0	0.0	0.0	0.3
Systems Analyst II	725	0.0	0.0	1.0	0.0	0.0
Civilian Public Information Officer	724	0.0	0.0	1.0	0.0	0.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Grants Manager	722	0.0	0.0	1.0	0.0	0.0
Communication Operator Supervisor	721	1.0	1.0	1.0	1.0	1.0
Special Projects Coordinator	721	1.0	1.0	1.0	1.0	1.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
Civil Process Specialist	720	0.7	0.7	0.7	0.7	0.7
Quartermaster (Civilian)	720	0.0	0.0	0.5	0.0	0.0
Victim Witness Advocate	720	0.0	0.0	1.0	0.0	0.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	2.0	2.0	2.5	2.0	2.5
Office Assistant III	717	2.4	2.4	3.4	2.4	2.4
Communication Operator	716	5.0	5.0	9.0	5.0	6.0
Office Assistant II	716	3.1	3.6	4.1	3.1	4.0
Sheriff's Cadet	716	0.0	0.0	0.5	0.0	0.0
Office Assistant I	715	1.0	1.0	1.0	1.0	1.0
Office Aide	713	1.0	1.0	1.0	1.0	1.0
TOTAL		162.0	162.4	190.5	163.0	168.9

DETENTION CENTER

DESCRIPTION

Protect the community through the safe and efficient housing of incarcerated individuals. Provide programs intended to reduce the likelihood of re-incarceration. Conduct daily security operations while demanding the highest level of professionalism and integrity from our staff.

BOCC GOALS



OBJECTIVES

- ◆ Operate the Detention Center in the most efficient and effective manner.
- ◆ Maintain a safe and secure environment for staff and the inmate population.
- ◆ Continue to provide assistance with re-entry into society by providing educational opportunities, G.E.D. programs, Life Skills, and parenting workshops.
- ◆ Continue to improve facility safety and security by upgrading the infrastructure and critical operating systems. These improvements effect the lighting, door controls, video recording and physical structure.
- ◆ Promote public safety by preparing inmates for release to the community and decrease the likelihood of recidivism.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Average Daily Population	202	199	250	250
Inmates processed (Intakes and Releases)	10,524	8,423	10,000	10,000
Inmate Transports	5,564	5,389	5,740	5,900
Indigent Inmates	101	136	165	170
Incidents	2,137	2,393	2,560	2,700
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Work Release	78	82	88	88
Pre-trial and Home Detention Inmates	30	24	44	48
Volunteers	114	101	120	125
Jail Substance Abuse Program (JSAP)	168	30	185	110
Work Detail Inmates	210	215	210	220

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Detention Center					
Salaries	\$ 5,155,452	\$ 5,364,185	\$ 6,179,449	\$ 5,622,722	\$ 5,920,911
Operating	210,471	245,300	266,201	253,785	256,113
Utilities	316,832	461,000	473,000	473,000	473,000
Inmate Care	20,415	86,775	70,700	70,700	70,700
Food	319,892	358,000	360,000	360,000	360,000
Contracted Services	745,574	787,998	805,000	805,000	805,000
Capital Outlay	46,973	79,400	109,820	109,820	109,820
Total	\$ 6,815,609	\$ 7,382,658	\$ 8,264,170	\$ 7,695,027	\$ 7,995,544
Total Expenditures as a percent of Total Operating Budget	2.87%	2.99%	2.93%	2.73%	2.84%

STAFFING

Detention Center	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Detention Center Administrator	C	1.0	1.0	1.0	1.0	1.0
Captain Deputy Administrator	814	1.0	1.0	1.0	1.0	1.0
Correctional Lieutenant	CO5	2.0	2.0	2.0	2.0	2.0
Correctional Sergeant	CO4	7.0	7.0	7.0	7.0	7.0
Correctional Corporal	CO3	11.0	11.0	11.0	11.0	11.0
Correctional Officer	CO2/1	51.0	53.0	69.0	53.0	56.0
Building Maintenance Mechanic	808	2.0	2.0	2.0	2.0	2.0
Cook I	804	1.0	1.0	1.0	1.0	1.0
Custodian II	803	1.0	1.0	1.0	1.0	1.0
Classification Supervisor	724	1.0	1.0	1.0	1.0	1.0
Work Release Supervisor	723	2.0	1.0	1.0	1.0	1.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
Office Assistant III	717	2.0	2.0	2.0	2.0	2.0
Office Aide	713	2.0	1.0	1.0	1.0	1.0
Custodian	711	0.5	0.5	0.5	0.5	0.5
TOTAL		87.5	87.5	103.5	87.5	90.5



Provides efficient facility
maintenance and management



County Services Building

[DIRECTOR OF GENERAL SERVICES](#)
[BUILDINGS & GROUNDS](#)
[MOSQUITO CONTROL](#)

GENERAL SERVICES

The divisions of Parks & Recreation, Natural Resources, Calvert Marine Museum and the Railway Museum have moved from the Department of General Services as part of the overall FY 2018 County Restructure that is detailed on pages 10-13 of this document.

DIRECTOR OF GENERAL SERVICES

DESCRIPTION

Oversee the operations and maintenance of all County offices, libraries, senior centers, community centers, and the County mailroom. Provide oversight and direction to the following divisions: Buildings & Grounds, Mosquito Control, and the Johnson Grass Program. Provide oversight for the County's building-based capital projects.

BOCC GOALS



OBJECTIVES

- ◆ Courthouse bathroom renovations to provide Americans with Disabilities Act accessibility.
- ◆ Design state complete, and in permit phase for the Solomons Island Public Boat Ramp.
- ◆ Roof replacement for Calvert Marine Museum.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of pieces of outgoing mail processed	166,077	144,000	148,320	152,800
Number of packages dropped off/shipped	NA	180	185	191
Number of copies made	790,000	910,358	937,665	965,800
Number of new Capital Improvement Projects	11	15	17	17
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Customers with mail needs met in a cost-effective and timely manner	95%	97%	98%	98%
Customers with printing needs met in a cost effective and timely manner	95%	97%	98%	98%
Number of Capital Improvement Projects initiated	7	15	18	18

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of General Services					
Salaries	\$ 341,668	\$ 341,153	\$ 373,336	\$ 349,163	\$ 348,166
Operating	8,979	15,599	16,649	15,899	15,899
Contracted Services	21,934	33,573	48,522	48,522	48,522
Capital Outlay	274	-	27,825	26,625	26,625
Total	\$ 372,855	\$ 390,325	\$ 466,332	\$ 440,209	\$ 439,212
Total Expenditures as a percent of					
Total Operating Budget	0.16%	0.16%	0.17%	0.16%	0.16%

STAFFING

Director of General Services	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of General Services	C	1.0	1.0	1.0	1.0	1.0
Project Inspector I	810	1.0	1.0	1.0	1.0	0.0
Capital Project Supervisor	725	1.0	1.0	1.0	1.0	1.0
Capital Project Quality Control Coordinator	723	0.0	0.0	0.0	0.0	1.0
Executive Administrative Assistant II	723	1.0	1.0	1.0	1.0	1.0
Mail Services Technician	717	0.0	0.0	1.0	0.0	0.0
Mailroom Clerk	714	1.0	1.0	0.0	1.0	1.0
Assistant Mailroom Clerk	713	0.0	0.0	1.0	0.0	0.0
TOTAL		5.0	5.0	6.0	5.0	5.0

BUILDINGS & GROUNDS

DESCRIPTION

Responsible for the custodial care, buildings and grounds maintenance, repair and renovation of County-owned and leased facilities with its staff and contractors. Provide these services to all county departments, the county libraries, the Sheriff's department, the circuit court system, county community centers, aquatic facilities and senior centers.

BOCC GOALS



OBJECTIVES

- ◆ Monitor air quality in county occupied office facilities.
- ◆ Continue to retrofit existing lighting with energy efficient lighting.
- ◆ Complete requested maintenance projects in county occupied facilities requested by county departments.
- ◆ Continue to add street scape landscaping along Maryland Route 4 in Solomons in increments of \$10,000 over a four year period with completion in FY 2019.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of work orders completed	2,900	3,433	3,535	3,641
Total square footage of facilities maintained	693,880	697,320	704,320	704,320
Total work force to which facility maintenance is provided	800	1,027	1,057	1,089
Number of fixed asset transfers performed	154	109	125	150
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Budgeted planned maintenance projects completed	100%	100%	100%	100%
Budgeted retrofitting of energy efficient lighting completed	100%	100%	100%	100%
Budgeted HVAC replacement projects completed	100%	100%	100%	100%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Buildings & Grounds					
Salaries	\$ 1,271,400	\$ 1,298,090	\$ 1,354,819	\$ 1,429,213	\$ 1,558,798
Operating	643,940	769,918	789,738	787,787	789,738
Utilities	978,407	1,283,344	1,282,594	1,282,594	1,282,594
Rent	505,837	544,090	564,201	564,201	564,201
Maintenance and Repair Projects	362,686	417,320	434,100	434,100	434,100
Contracted Services	627,157	671,528	675,528	675,528	675,528
Capital Outlay	66,980	152,000	135,830	135,000	135,830
Total	\$ 4,456,407	\$ 5,136,290	\$ 5,236,810	\$ 5,308,423	\$ 5,440,789
Total Expenditures as a percent of Total Operating Budget	1.87%	2.08%	1.86%	1.88%	1.93%

STAFFING

Buildings & Grounds	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Building & Grounds Division Chief	C	0.0	0.0	1.0	1.0	1.0
Building & Grounds Division Chief	726	1.0	1.0	0.0	0.0	0.0
Building Maintenance Supervisor	725	1.0	1.0	1.0	1.0	1.0
Custodial Supervisor	724	1.0	1.0	1.0	1.0	1.0
Access Control Technician	722	0.0	0.0	1.0	0.0	1.0
Grounds Maintenance Supervisor	722	1.0	1.0	1.0	1.0	1.0
HVAC Master Mechanic	722	3.0	3.0	3.0	3.0	3.0
Master Electrician	722	1.0	1.0	1.0	1.0	1.0
Building Maintenance Mechanic	720	2.0	2.0	2.0	2.0	2.0
Buildings & Grounds Lead Worker	718	0.0	0.0	0.0	0.0	1.0
Buildings & Grounds Maintenance Worker II	718	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
Buildings & Grounds Maintenance Worker I	716	1.0	1.0	1.0	1.0	1.0
Office Assistant II	716	1.0	1.0	1.0	1.0	1.0
Buildings & Grounds Worker II	714	1.0	1.0	1.0	1.0	0.0
Fixed Asset Transfer Worker	714	1.0	1.0	1.0	1.0	1.0
Buildings & Grounds Worker I	713	3.0	3.0	3.0	3.0	3.0
Custodian	711	10.0	10.0	10.0	10.0	10.0
Grounds Maintenance Worker (Hourly)	H05	0.6	0.6	0.6	0.6	0.6
Custodian (Temporary)	n/a	0.4	0.4	0.4	0.4	0.4
TOTAL		30.0	30.0	31.0	30.0	31.0

MOSQUITO CONTROL

DESCRIPTION

Promote effective and environmentally sound control of disease-transmitting and pestiferous mosquitoes. Enhance public interest, awareness, and support for the control of mosquitoes, through our meetings, training and education of the public as we provide services. Committed to an integrated approach that includes physical, biological and chemical control options to reduce the mosquito population throughout Calvert County.

BOCC GOALS



OBJECTIVES

- ◆ Continue community outreach presentations to educate homeowners on the habits and biology of the Asian tiger mosquito and West Nile Virus.
- ◆ Complete all scheduled spray routes.
- ◆ Reduction of chemical usage by continuous testing via light traps and landing rate counts.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual CY 2015	Actual CY 2016	Projected CY 2017	Projected CY 2018
Number of citizen inquiries received with increased community education	208	321	325	325
Number of spray routes scheduled	1,266	1,198	1,200	1,200
Number of light trap and landing rate testing counts	1162	436	450	450
Program/Service Outcomes: (based on objectives)				
	Actual CY 2015	Actual CY 2016	Projected CY 2017	Projected CY 2018
Citizen inquiries responded to within one (1) business day	100%	100%	100%	100%
Community spraying completed as scheduled	98%	99%	100%	100%
Test counts under action threshold	20%	37%	35%	35%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Mosquito Control					
Salaries	\$ 118,177	\$ 144,338	\$ 144,338	\$ 177,392	\$ 183,735
Operating	22,463	23,796	24,296	24,296	24,296
Chemicals	21,344	24,156	24,156	24,156	24,156
Contracted Services	240	2,925	4,160	4,160	4,160
Capital Outlay	19,500	27,100	32,185	32,185	32,185
Total	\$ 181,724	\$ 222,315	\$ 229,135	\$ 262,189	\$ 268,532
Total Expenditures as a percent of Total Operating Budget	0.08%	0.09%	0.08%	0.09%	0.10%

STAFFING

Mosquito Control	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Supervisor of Mosquito Control	721	1.0	1.0	1.0	1.0	1.0
Office Assistant III	717	1.0	1.0	1.0	1.0	1.0
Lead Truck Driver (Seasonal)	H10	0.4	0.4	0.4	0.4	0.4
Pest Management Technician (Seasonal)	H07	0.3	0.2	0.9	0.9	0.9
Truck Driver Operator II/I (Seasonal)	H07/05	1.4	1.5	1.5	1.5	1.5
Field Inspector	H04	0.0	0.0	0.7	0.7	0.7
TOTAL		4.1	4.1	5.5	5.5	5.5



Provides cultural, educational, recreational opportunities, and preserves, manages and operates county natural resource areas



Fishing Shanty at Flag Ponds Nature Park

[PARKS & RECREATION](#)
[NATURAL RESOURCES](#)

PARKS & RECREATION

Parks and Recreation is a new department created as part of the overall FY 2018 County Restructure that is detailed on pages 10-13 of this document. Natural Resources falls under the new Department of Parks & Recreation.

PARKS & RECREATION

DESCRIPTION

Provide healthful, enjoyable and lifetime leisure activities to our entire community through a comprehensive program of recreational activities in the community centers, the public schools and the County parks. Manage the County's five community centers; and manage, maintain, and develop the County's active recreation parks, pools, beach and campground, as well as an 18-hole golf course, driving range and clubhouse facility.

BOCC GOALS



OBJECTIVES

- ◆ Provide a wide variety of recreational programs.
- ◆ Provide a high level of customer service to the public.
- ◆ Provide high quality recreational facilities including the Indoor Aquatic Center and Chesapeake Hills Golf Course.
- ◆ Participate in community events.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Provide quality recreation programs for the citizens of Calvert County	2,233	2,489	2,500	2,500
Increase the number of recreation program registrations	19,498	22,300	23,000	23,000
Increase the number of participants in open and drop-in programs	33,921	32,121*	34,000	34,000
Number of indoor facility reservations processed	3,405	4,388	4,500	4,525
Completed capital projects	2	2	2	2
Increase number of community events Parks & Recreation participation from previous years	58	78	80	85
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Complete facility reservations as requested by the public	100%	10%	90%	100%
Complete capital budget projects as approved by Commissioners	100%	75%	75%	100%
Implement a diverse program of recreational activities	100%	100%	100%	100%
Implement community involvement programs	2	26	2	5

*Easter Egg Hunt and "Blast-Off" had to be postponed due to weather that affected attendance and had to cancel Halloween at the Point.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Parks & Recreation					
Salaries	\$ 2,690,674	\$ 2,994,503	\$ 3,052,615	\$ 3,060,694	\$ 3,261,351
Operating	428,894	453,539	459,091	458,641	461,637
Utilities	172,814	194,604	196,975	196,975	196,975
Maintenance and Repair Projects	47,206	85,000	85,000	85,000	85,000
Contracted Services	43,408	76,000	70,678	70,678	70,678
Capital Outlay	80,440	55,100	146,400	134,400	138,255
Total	\$ 3,463,436	\$ 3,858,746	\$ 4,010,759	\$ 4,006,388	\$ 4,213,896
Total Expenditures as a percent of					
Total Operating Budget	1.46%	1.56%	1.42%	1.42%	1.50%

STAFFING

Parks & Recreation	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Parks & Recreation	C	0.0	0.0	0.0	0.0	1.0
Division Chief - Parks & Recreation	729	1.0	1.0	1.0	1.0	1.0
Park Supervisor	726	1.0	1.0	1.0	1.0	1.0
Recreation Supervisor	726	1.0	1.0	1.0	1.0	1.0
Business Manager	725	0.6	0.6	0.6	0.6	0.6
Aquatics Supervisor	724	1.0	1.0	1.0	1.0	1.0
Park Maintenance Coordinator	723	1.0	1.0	1.0	1.0	1.0
Recreation Coordinator	723	3.0	3.0	3.0	3.0	3.0
Sports Coordinator	723	1.0	1.0	1.0	1.0	1.0
Therapeutic Recreational Specialist	723	1.0	1.0	1.0	1.0	1.0
Assistant Therapeutic Recreational Specialist	721	1.0	1.0	1.0	1.0	1.0
Executive Administrative Aide	721	1.0	1.0	1.0	1.0	1.0
Recreation Assistant Coordinator	721	3.0	3.0	3.0	3.0	3.0
Recreation Automation Specialist	721	1.0	1.0	1.0	1.0	1.0
Sports Assistant Coordinator	721	1.0	1.0	1.0	1.0	1.0
Building Maintenance Mechanic	720	1.0	1.0	1.0	1.0	1.0
Account Technician I	719	1.0	1.0	1.0	1.0	1.0
Buildings & Grounds Lead Worker	718	0.0	0.0	0.0	3.0	3.0
Buildings & Grounds Lead Worker	716	3.0	3.0	3.0	0.0	0.0
Buildings Maintenance Worker I	716	1.0	1.0	1.0	2.0	2.0
Office Assistant II	716	3.0	3.0	3.0	3.0	3.0
Recreation Facility Coordinator	716	4.1	4.1	4.0	4.0	4.0
Buildings & Grounds Worker II	714	5.0	5.0	5.0	5.0	5.0
Facility Coordinator II	714	1.0	1.0	1.0	0.0	0.0
Front Desk Attendant (Part-time)	714	2.9	2.9	2.4	2.4	2.4
Building Supervisor (Part-time)	712	8.5	8.5	6.8	6.8	6.8
Custodian	711	3.2	3.2	3.2	3.2	3.2
Building Coordinator (Hourly)	H12	4.0	4.0	5.5	5.5	5.4
Customer Service Attendant III (Hourly)	H09	2.5	2.5	3.0	3.0	3.0
Recreation Aide (Hourly)	H07	1.2	1.2	2.0	2.0	2.0
Therapeutic Recreational Aide (Hourly)	H07	0.0	0.0	1.0	0.0	1.0
Facility Coordinator I (Hourly / Seasonal)	H05	5.4	5.4	7.0	5.4	5.0
Grounds Maintenance Worker (Seasonal)	H05	8.6	8.6	8.6	8.6	8.6
TOTAL		73.0	73.0	76.1	73.5	75.0

NATURAL RESOURCES

DESCRIPTION

Preserve, manage and operate the natural resource areas for the purpose of providing compatible outdoor recreation and educational opportunities for the public. Areas/Sites managed: Battle Creek Cypress Swamp Sanctuary, Flag Ponds Nature Park, Kings Landing Park, Biscoe Gray Heritage Farm, Nan’s Cove, Solomons Boat Ramp and Fishing Pier, Hughes Tree Farm, Hutchins Pond and Ward Farm Recreation and Nature Park.

BOCC GOALS



OBJECTIVES

- ◆ Provide curriculum-based educational field experiences for all 1st, 3rd, & 5th grade classes in Calvert County Public Schools throughout the school-year.
- ◆ Schedule at least 100 outdoor recreation and environmental education programs at each nature park for the general public (ages 18 months through adult) throughout the year.
- ◆ Offer a comprehensive volunteer program including job descriptions, recruitment, training, evaluation, and recognition objectives to expand volunteer opportunities. For FY 2018, coordinate at least 80 volunteer opportunities to engage 85 volunteers in park stewardship, ecological monitoring, and educational programs providing over 3500 hours of service throughout the year and to engage over 100 volunteers in 5,000 hours of service by 2020.
- ◆ Implement the six-year plan of the Natural Resources components of the Ward Farm Recreation and Nature Park Master Plan including budget requirements (CIP & Operating) and identifying support (funding & in-kind) opportunities from other organizations.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Percentage of Calvert County 1st, 3rd and 5th grade classes	100%	100%	100%	100%
Number of Public Programs	164	197	130	130
Number of Volunteers	60	75	80	85
Number of Volunteer Hours	2,000	2,950	3,000	3,500
Number of Volunteer Workshops and Activities	40	80	80	80
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Students will achieve the curriculum standard indicators established for each field trip	Yes	Yes	Yes	Yes
Citizens will learn about the ecology of Calvert County via naturalist-led activities that explore the different nature parks	Yes	Yes	Yes	Yes
Volunteers will be engaged in a variety of projects to promote and protect the natural and cultural heritage of Calvert County	NA	Yes	Yes	Yes
Natural Resources components of the Ward Farm Recreation and Nature Park will be developed.	NA	Yes	5%	10%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Natural Resources					
Salaries	\$ 640,366	\$ 655,819	\$ 659,698	\$ 673,388	\$ 698,624
Operating	74,145	75,675	78,385	78,385	78,385
Utilities	32,543	49,250	45,700	45,700	45,700
Maintenance and Repair Projects	6,015	12,500	20,500	20,500	20,500
Contracted Services	4,894	7,500	6,540	6,540	6,540
Capital Outlay	25,031	33,000	69,000	21,000	21,000
Total	\$ 782,994	\$ 833,744	\$ 879,823	\$ 845,513	\$ 870,749
Total Expenditures as a percent of					
Total Operating Budget	0.33%	0.34%	0.31%	0.30%	0.31%

STAFFING

Natural Resources	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Natural Resources Division Chief	727	1.0	1.0	1.0	1.0	1.0
Naturalist II	724	1.0	1.0	1.0	1.0	1.0
Naturalist I	722	3.0	3.0	3.0	3.0	3.0
Park Manager	722	2.0	2.0	2.0	2.0	2.0
Building & Grounds Worker II	718	1.0	1.0	1.0	1.0	1.0
Office Assistant II	716	1.0	1.0	1.0	1.0	1.0
Nature Center Aide	714	0.6	0.6	0.0	0.6	0.0
Naturalist (Hourly)	H13	0.8	0.8	0.8	0.8	0.8
Nature Center Aide	H11	0.0	0.0	0.8	0.0	0.8
Park Ranger (Hourly)	H11	0.0	0.0	1.2	0.0	1.2
Park Ranger (Hourly)	H07	1.2	1.2	0.0	1.2	0.0
Grounds Maintenance Worker (Hourly)	H05	0.8	0.8	0.8	0.8	0.8
Park Technician (Hourly)	H05	1.8	1.8	1.8	1.8	1.8
Summer Co-Op Students	n/a	0.5	0.5	0.5	0.5	0.5
TOTAL		14.7	14.7	14.9	14.7	14.9



Provides opportunities for citizens and visitors to experience the rich cultural heritage of Southern Maryland

MUSEUMS



Calvert Marine Museum



Railway Museum

[CALVERT MARINE MUSEUM](#)
[RAILWAY MUSEUM](#)

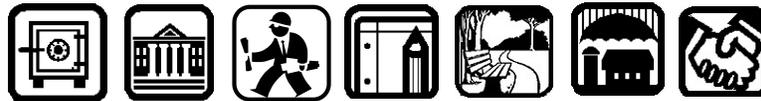
The Museums now report directly to the County Administrator as part of the FY 2018 County Restructure that is detailed on pages 10-13 of this document.

CALVERT MARINE MUSEUM

DESCRIPTION

Collect, preserve, research and interpret the cultural and natural history of Southern Maryland. Dedicated to the presentation of our three themes: regional paleontology, estuarine life of the tidal Patuxent River and adjacent Chesapeake Bay, as well as the maritime history of these waters.

BOCC GOALS



OBJECTIVES

- ◆ Encourage cultural engagement by scheduling public programs, lecture series, and personal interactions in the exhibits.
- ◆ Create a dynamic, family-oriented learning environment in which to learn about the natural and cultural history of this region.
- ◆ Provide high quality exhibits and interpretive educational opportunities for students, visitors, and citizens of all ages so they can understand the importance of our natural and cultural heritage and to teach them to be good stewards.
- ◆ Provide the public with weekly opportunities for recreation and leisure through our public sails and cruises on the Patuxent River using the *Wm. B. Tennison* and *Dee of St. Marys*.
- ◆ Serve on the Tourism Advisory Board, partner with sister sites in our region, and be an active participant in the Southern Maryland Heritage Area.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of visitors to the museum for activities	78,662	84,808	80,000	80,000
Number of active volunteers working at CMM	360	424	420	420
Build the museum's membership at all levels	2,706	3,224	3,000	3,000
Number of students that participated in fieldtrips	4,582	5,242	5,000	5,000
Number of public sails and cruises offered annually	20	20	20	20
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Citizens & Visitors experience and learn about natural and cultural history through exhibits and programs	Yes	Yes	Yes	Yes
Volunteers find fulfillment in using their talents & experience	Yes	Yes	Yes	Yes
More visitors choose to become members to gain fuller museum experience	Yes	Yes	Yes	Yes
Students achieve curriculum standard indicators established for each fieldtrip	70%	75%	75%	75%
Participants experience the Patuxent River and Chesapeake Bay and develop a greater appreciation for this resource	Yes	Yes	Yes	Yes

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Calvert Marine Museum					
Salaries	\$ 2,142,014	\$ 2,113,560	\$ 2,150,420	\$ 2,292,168	\$ 2,325,204
Operating	190,772	207,800	208,760	208,760	208,760
Utilities	147,602	194,750	183,050	183,050	183,050
Maintenance and Repair Projects	20,533	31,200	14,000	14,000	14,000
Contracted Services	43,458	49,650	52,218	52,218	52,218
Capital Outlay	24,275	5,000	48,709	48,709	48,709
Total	\$ 2,568,654	\$ 2,601,960	\$ 2,657,157	\$ 2,798,905	\$ 2,831,941
Total Expenditures as a percent of					
Total Operating Budget	1.08%	1.05%	0.94%	0.99%	1.01%

STAFFING

Calvert Marine Museum	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
COUNTY EMPLOYEES:						
Marine Museum Director	C	1.0	1.0	1.0	1.0	1.0
Deputy Director Education & Special Programs	C	0.0	0.0	1.0	1.0	1.0
Deputy Director Education & Special Programs	C	1.0	1.0	0.0	0.0	0.0
Curator Estuarine Biology	726	1.0	1.0	1.0	1.0	1.0
Business Manager	725	1.0	1.0	1.0	1.0	1.0
Curator Exhibitions	725	0.0	0.0	0.8	0.8	0.8
Curator Paleontology	725	1.0	1.0	1.0	1.0	1.0
Physical Plant Supervisor	725	1.0	1.0	1.0	1.0	1.0
Curator Exhibitions	724	1.0	1.0	0.0	0.0	0.0
Curator Maritime History	724	1.0	1.0	1.0	1.0	1.0
Aquarist	722	3.0	3.0	3.0	3.0	3.0
Group & Visitor Services Coordinator	722	1.0	1.0	1.0	1.0	1.0
Museum Carpenter Preparator	722	1.0	1.0	1.0	1.0	1.0
Exhibit & Special Programs Interpreter	721	1.0	1.0	1.0	1.0	1.0
Museum Registrar	721	1.0	1.0	1.0	1.0	1.0
Paleontology Collections Manager	721	0.0	0.0	0.5	0.0	0.5
Exhibit Interpreter II	720	2.0	2.0	2.0	2.0	2.0
Exhibit Technician I	719	1.0	1.0	1.0	1.0	1.0
Buildings & Grounds Lead Worker	718	0.0	0.0	0.0	1.0	1.0
Exhibit Interpreter I (Part Time)	718	1.2	1.2	1.2	1.2	1.2
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
Office Assistant III	717	1.0	1.0	1.0	1.0	1.0
Buildings & Grounds Lead Worker	716	1.0	1.0	1.0	0.0	0.0
Model Shop Attendant/Weekend Curator	713	0.6	0.6	0.6	0.6	0.6
Custodian	711	2.4	2.4	2.4	2.4	2.4
Exhibit Graphics Technician	H19	0.0	0.0	0.5	0.5	0.5
Captain, Tennison (Seasonal)	n/a	0.5	0.5	0.5	0.5	0.5
Mate, Tennison (Seasonal)	n/a	0.5	0.5	0.5	0.5	0.5
COUNTY EMPLOYEES:		26.1	26.1	27.0	26.5	27.0
BOARD OF GOVERNORS EMPLOYEES:		7.3	7.3	7.8	7.3	7.3
SOCIETY EMPLOYEES:		7.0	7.0	8.3	8.3	8.3
TOTAL		40.4	40.4	43.1	42.1	42.6

RAILWAY MUSEUM

DESCRIPTION

Collect, preserve, interpret and exhibit objects that relate to the culture and technological history of northern Calvert County. Interpretive emphasis is placed on the history of the Chesapeake Beach Railway, the towns and resorts of Chesapeake Beach and North Beach as well as general topics of railroad and local history. The museum is also dedicated to the preservation of the historic structures and grounds of the Chesapeake Beach Railway depot/station building which include Delores, the historic railcar.

BOCC GOALS



OBJECTIVES

- ◆ Continue the conservation and preservation of the Chesapeake Beach Railway Museum historic building and grounds along with the passenger railcar, Dolores.
- ◆ Continue to improve and expand children’s programs and special events.
- ◆ Expand adult program series and outreach programs to include cooperative efforts with Friends of CBRM and the community.
- ◆ Improve the Collections Management Program and cataloguing the acquisition of artifacts and the continuing care of our collections while utilizing best museum practices.
- ◆ Continue to expand and improve the administrative and operational functions of the Museum to include the collections process and recordation, along with maintenance requirements and procedures.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Visitors	13,833	10,077*	12,000	12,000
Number of Special Programs	53	52	50	50
Participants in Programs	8,778	6,613*	6,500	6,500
Number of States Represented by Visitors	38	35	35	35
Number of Countries Represented by Visitors	13	19	10	10
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Annual Theme Events	16	16	16	16
Hospitality Tours	5	8	5	5
Website Hits (Average visit to site per day everytime)	19,254	16,943**	10,000	10,000
Website Hits (Average visit to site per day per person)	12,046	11,910**	10,000	10,000
Outreach Programs	21	28	12	12

* Two annual programs were defunded

** Software upgrades may have created lost data

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Railway Museum					
Salaries	\$ 119,637	\$ 108,891	\$ 92,081	\$ 81,763	\$ 84,132
Operating	10,155	13,830	16,180	16,180	16,180
Utilities	4,411	6,000	7,000	7,000	7,000
Contracted Services	31,512	28,246	30,000	30,000	30,000
Capital Outlay	-	-	-	-	-
Total	\$ 165,715	\$ 156,967	\$ 145,261	\$ 134,943	\$ 137,312
Total Expenditures as a percent of Total Operating Budget	0.07%	0.06%	0.05%	0.05%	0.05%

STAFFING

Railway Museum	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Curator of Exhibitions	725	0.0	0.0	0.3	0.3	0.3
Curator Railway Museum	723	1.0	1.0	0.0	0.0	0.0
Administrative Aide	720	0.0	0.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	0.0	0.0	0.0
Exhibits Intrepreter I	718	0.0	0.0	0.5	0.5	0.5
TOTAL		2.0	2.0	1.8	1.8	1.8



Manages capital construction projects and maintains the public infrastructure and transportation system

PUBLIC WORKS



Calvert County Highway Maintenance

[ENGINEERING](#)
[PROJECT MANAGEMENT](#)
[HIGHWAY MAINTENANCE](#)
[FLEET MAINTENANCE](#)

ENGINEERING

DESCRIPTION

Provide Calvert County citizens with cost-effective, safe, quality, and environmentally friendly facilities, infrastructure and services through creative planning, quality design, efficient construction, and proper maintenance in a team-oriented environment.

BOCC GOALS



OBJECTIVES

- ◆ Process road Public Works Agreements (PWA) within 30 days.
- ◆ Continue providing professional review of subdivision and site plans.
- ◆ Continue supervising all public facilities construction and maintenance projects.
- ◆ Continue reviewing road plans within 90 days.
- ◆ Continue designing and constructing county roadways.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Public Works / Maintenance Agreements submitted for review	9	14	15	15
Minor subdivisions submitted for development review	16	19	20	21
Major subdivisions submitted for development review	1	3	3	3
Commercial site plans submitted for review	19	10	12	14
Residential / Commercial Grading Permits submitted for review	684	690	700	710
Road Plans submitted for review	3	10	6	10
As-Builts Road Completion Certifications	9	14	13	15
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Road PWA's processed within 30 days	2	4	10	10
Review of major and minor subdivision plans within 45 days	31	36	30	25
Initial review of revised commercial site plans	3	4	5	6
Additional review of revised commercial site plans	2	3	4	4
Initial review of road plans within 90 days	15	29	30	35
Additional review of road plans	171	141	165	150
Initial review of As-Built Plans within 14 days	4	8	8	8
Additional review of revised As-Built Plans	0	1	1	1

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Engineering/Public Works					
Salaries	\$ 964,627	\$ 1,120,349	\$ 1,216,683	\$ 1,247,883	\$ 1,370,880
Operating	46,705	66,158	70,608	69,058	70,608
Contracted Services	11,400	52,400	50,497	50,497	50,497
Capital Outlay	14,616	32,490	3,605	-	3,605
Total	\$ 1,037,348	\$ 1,271,397	\$ 1,341,393	\$ 1,367,438	\$ 1,495,590
Total Expenditures as a percent of Total Operating Budget	0.44%	0.52%	0.48%	0.49%	0.53%

STAFFING

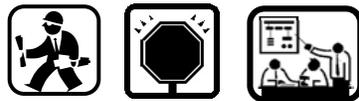
Engineering / Public Works	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Public Works	C	1.0	1.0	1.0	1.0	1.0
Deputy Director of Engineering & Highways	C	0.0	1.0	1.0	1.0	1.0
Deputy Director of Transportation	C	0.0	0.0	1.0	1.0	1.0
Engineering Deputy Director	C	1.0	0.0	0.0	0.0	0.0
Enterprise Fund Deputy Director	C	1.0	1.0	1.0	1.0	1.0
Environment Deputy Director	C	1.0	0.0	0.0	0.0	0.0
Engineering Division Chief	C	0.0	1.0	1.0	1.0	1.0
Engineering Division Chief	728	1.0	0.0	0.0	0.0	0.0
Project Engineer II	727	5.0	5.0	5.0	5.0	5.0
Project Engineer I	725	1.0	1.0	1.0	1.0	1.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Public Works Asset Manager	722	0.0	0.0	1.0	0.0	1.0
Site Engineering Technician	722	0.0	0.0	1.0	0.0	1.0
Traffic Engineering Technician	722	1.0	1.0	1.0	1.0	1.0
Executive Administrative Aide	721	1.0	1.0	1.0	1.0	1.0
Road Construction Agree Coordinator	720	1.0	1.0	0.0	1.0	1.0
Road Inventory Clerk (Seasonal)	n/a	0.6	0.6	0.6	0.6	0.6
Intern	n/a	0.0	0.0	0.0	0.3	0.3
TOTAL		15.6	14.6	16.6	15.9	17.9

PROJECT MANAGEMENT

DESCRIPTION

Review and approve all grading and utility permit applications for single family dwellings, commercial sites, mass grading plans, road construction, and County right-of-way utility cuts. Inspectors provide assurance to the citizens of Calvert County that construction and County contracted work related to this Division meets the highest standards and complies with the County’s Department of Public Works Road Ordinance, the Erosion and Sediment Control Ordinance, and the Storm Water Management Guidelines. Citizen inquiries and environmental concerns are given the highest priority and receive timely responses.

BOCC GOALS



OBJECTIVES

- ◆ Provide excellent customer service to all citizens of Calvert County.
- ◆ Ensure the highest quality standards and specifications are met with contractors.
- ◆ Ensure specifications and design standards for new subdivision streets are met.
- ◆ Ensure that all grading and storm water inspections are in compliance with the Erosion and Sediment Control and Storm Water Management Ordinances.
- ◆ Ensure that rental services and other contracts to include paving, guardrail, and tree trimming services are performed with quality, quantity, safety and cost effectiveness in mind.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Approved Grading Permits	735	740	750	745
Utility Permits Issued	208	170	250	220
Grading Inspections	2,688	3,610	3,300	3,700
Utility Inspections	614	410	660	500
Inspector Response to Complaints	312	260	325	250
Inspections performed of final stage roadway inspections outside of daily site visits	48	50	53	58
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Manage and inspect resurfacing of County roadways (in miles)	20	32	25	30
Final stage roadway inspections in addition to daily site visits to new subdivisions	107	110	120	125
New subdivision roads receiving final approval and accepted into County's Road inventory system	7	7	12	9

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Project Management					
Salaries	\$ 367,572	\$ 437,777	\$ 437,777	\$ 455,205	\$ 464,978
Operating	30,339	14,596	18,219	18,219	18,219
Vehicle Related	13,317	20,120	20,120	20,120	20,120
Capital Outlay	32,923	-	-	-	-
Total	\$ 444,151	\$ 472,493	\$ 476,116	\$ 493,544	\$ 503,317
Total Expenditures as a percent of Total Operating Budget	0.19%	0.19%	0.17%	0.18%	0.18%

STAFFING

Project Management	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Construction Project Supervisor	725	1.0	1.0	1.0	1.0	1.0
Grading Inspector Supervisor	725	0.0	0.0	1.0	1.0	1.0
Public Works Inspector	723	0.0	0.0	4.0	5.0	5.0
Public Works Inspector II	722	6.0	6.0	0.0	0.0	0.0
TOTAL		7.0	7.0	6.0	7.0	7.0

HIGHWAY MAINTENANCE

DESCRIPTION

Oversee the maintenance and care of the County’s road network. Maintain over 900 lane miles as follows: improve drainage, repair pot holes, maintain roadside shoulders, perform roadside mowing, maintain roadway guardrails, roadway line stripping, maintain road signage, litter pickup, and cut back roadside trees. Respond to all emergency weather-related situations such as snow removal, fallen trees and roadway flooding.

BOCC GOALS



OBJECTIVES

- ◆ Continue to maintain all roads in a safe, reliable condition by debris removal, patching and paving of roadways, and providing proper and adequate signage.
- ◆ Maintain grassy areas by mowing in a timely manner to assure good sight distance for visibility.
- ◆ Install and maintain new drainage systems to assist with proper stormwater management.
- ◆ Keep trees trimmed and cut back on all County roadways.
- ◆ Ensure all signage throughout the County meets required standards.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Tree Trimming (work orders)	860	871	750	800
Road Side Mowing (acres)	4,300	4,050	4,300	4,100
Drainage Repairs and Installations (work orders)	804	561	500	500
Signage Installation and Maintenance (work orders)	748	676	600	650
Asphalt Repairs (work orders)	540	322	450	500
Roadside Trash Removal (acres)	1,295	1,315	1,040	1,250
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Citizens request completed	1,285	1,368	1,500	1,400
In-house maintenance projects	4,672	4,285	3,700	4,000
Average work orders per month	389	550	308	400
Pending work orders	190	283	100	200

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Highway Maintenance					
Salaries	\$ 1,679,746	\$ 1,726,840	\$ 1,726,840	\$ 1,768,607	\$ 1,793,595
Operating	302,050	63,784	175,384	167,784	167,784
Vehicle Related	245,240	332,154	244,154	244,154	244,154
Utilities	18,960	23,030	23,030	23,030	23,030
Road Maintenance and Repairs	671,077	478,717	478,717	478,717	478,717
Paving	-	2,000,000	4,000,000	4,000,000	4,000,000
Snow Removal Supplies & Contractors	667,404	1,059,054	1,064,054	1,064,054	1,064,054
Rental Service Contract	133,464	180,000	180,000	180,000	180,000
Contracted Services	131,146	201,400	201,400	201,400	201,400
Capital Outlay	168,112	856,737	1,127,577	927,034	968,034
Total	\$ 4,017,199	\$ 6,921,716	\$ 9,221,156	\$ 9,054,780	\$ 9,120,768
Total Expenditures as a percent of Total Operating Budget	1.69%	2.80%	3.27%	3.21%	3.24%
Highway Lighting					
Utilities	\$ 268,305	\$ 275,000	\$ 213,752	\$ 213,752	\$ 213,752
Total	\$ 268,305	\$ 275,000	\$ 213,752	\$ 213,752	\$ 213,752
Total Expenditures as a percent of Total Operating Budget	0.11%	0.11%	0.08%	0.08%	0.08%

STAFFING

Highway Maintenance	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Highway Maintenance Division Chief	813	1.0	1.0	1.0	1.0	1.0
Highway Maintenance Supervisor	810	2.0	2.0	2.0	2.0	2.0
Sign Shop Supervisor	807	1.0	1.0	1.0	1.0	1.0
Highway Maintenance Crew Leader I	806	4.0	4.0	4.0	4.0	4.0
Highway Equipment Operator	804	5.0	5.0	5.0	5.0	5.0
Litter Control Coordinator	804	1.0	1.0	1.0	1.0	1.0
Highway Laborer/Operator	803	12.0	12.0	12.0	12.0	12.0
Highway Maintenance Worker	802	7.0	7.0	7.0	7.0	7.0
Highway Maintenance Service Coordinator	719	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
TOTAL		35.0	35.0	35.0	35.0	35.0

FLEET MAINTENANCE

DESCRIPTION

Provide premium quality repair and service on over 400 vehicles to assure customer safety and satisfaction. Encourage regular checks on vehicles and performs safety inspections on our customers' vehicles during each service, which occurs every 5,000 miles. Ensure that fuel is available at all times for County vehicles and works with all of the vehicle end users to ensure that the proper vehicle is purchased for the intended purpose.

BOCC GOALS



OBJECTIVES

- ◆ Maintain an effective preventative maintenance program to ensure safety in all County vehicles.
- ◆ Ensure that fuel is available for all County vehicles at all times.
- ◆ Limit the number of repairs sent to outside vendors to a 10% increase from the previous fiscal year.
- ◆ Increase the number of in-house work orders completed from the previous fiscal year.
- ◆ Assist other divisions with vehicle specifications to ensure the proper vehicle is purchased for its intended use.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Preventative services performed	967	961	1,050	1,070
Gallons of fuel purchased	487,211	482,445	50,000	510,000
Jobs sent to outside vendors	328	416	400	425
Work orders completed	2,245	2,224	2,400	2,600
Vehicles purchased in fiscal year	35	41	40	45
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Safety related motor vehicle accidents	0	0	0	0
Fuel shortages at any dispenser	0	0	0	0
Increase or decrease in jobs sent to outside vendors	21%	27%	4%	4%
Increase or decrease in work orders completed	10%	1%	3%	10%
Vehicles matched to jobs	35	41	40	45

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Fleet Maintenance					
Salaries	\$ 524,597	\$ 517,078	\$ 517,078	\$ 501,923	\$ 512,437
Operating	16,592	27,101	19,630	19,630	19,630
Vehicle Related	(106,397)	25,100	33,171	33,171	33,171
Utilities	25,848	29,360	29,360	29,360	29,360
Contracted Services	23,252	17,500	17,500	17,500	17,500
Capital Outlay	250	-	40,000	40,000	40,000
Total	\$ 484,142	\$ 616,139	\$ 656,739	\$ 641,584	\$ 652,098
Total Expenditures as a percent of Total Operating Budget	0.20%	0.25%	0.23%	0.23%	0.23%

STAFFING

Fleet Maintenance	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Fleet Maintenance Division Chief	C	1.0	1.0	1.0	1.0	1.0
Equipment Repair Supervisor	810	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic II	808	2.0	2.0	2.0	2.0	2.0
Equipment Mechanic I	806	2.0	2.0	2.0	3.0	3.0
Fleet Maintenance Service Specialist	721	1.0	1.0	1.0	0.0	0.0
Administrative Aide	720	0.0	0.0	0.0	0.0	1.0
Inventory Control Clerk	718	1.0	1.0	1.0	1.0	1.0
Office Assistant II	716	1.0	1.0	1.0	1.0	0.0
TOTAL		9.0	9.0	9.0	9.0	9.0



Oversees the County's economic development, marketing, business retention and tourism programs

ECONOMIC DEVELOPMENT



Calvert Cliffs Nuclear Power Plant



Dominion Cove Point LNG



Patuxent Business Park

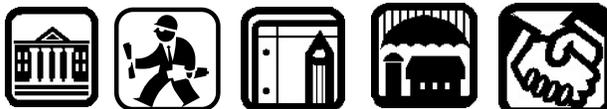
The Department of Economic Development was split into two departments: Economic Development and the new Communications and Media Relations department as part of the overall FY 2018 County Restructure that is detailed on pages 10-13 of this document.

ECONOMIC DEVELOPMENT

DESCRIPTION

Enhance and diversify the economy of Calvert County. Promote quality economic development and tourism, increase the commercial tax base and provide new employment opportunities for residents. Administer the County’s economic development, marketing, business retention, tourism and public information programs.

BOCC GOALS



OBJECTIVES

- ◆ Conduct strategic outreach to secure new business and capital investment to Calvert County.
- ◆ Increase in-county jobs.
- ◆ Execute the 12th Annual Business Appreciation Week.
- ◆ Continue to expand outreach efforts for county government activities through electronic media.
- ◆ Evaluate marketing mix to continue to foster business growth and increase tourism visitation.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Tourism visitors to the County	419,003	458,757	463,345	467,978
Electronic newsletters	24	23	24	24
Visitors Guide distributed	150,000	150,000	150,000	150,000
Business seminars held	Yes	Yes	Yes	Yes
Business assistance provided	255	174	200	200
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Capital investment	\$46,943,250	\$67,517,170	\$70,893,029	\$74,437,680
New business growth	4,540	4,651	4,676	4,701
Commercial Real Property Tax base	\$1,296,200		\$0	\$0
Small Business Development Center (SBDC) referrals	43	38	50	50
Tourism visitors to the County	419,003	458,757	463,345	467,978

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Economic Development					
Salaries	\$ 824,887	\$ 858,966	\$ 905,400	\$ 874,907	\$ 597,472
Operating	128,579	261,000	253,325	54,600	159,027
Advertising	34,814	46,000	186,500	186,500	-
Small Business Development Center	21,000	21,000	38,900	38,900	38,900
Contracted Services	63,540	55,000	120,000	120,000	102,886
Capital Outlay	12,129	10,985	4,387	-	-
Total	\$ 1,084,949	\$ 1,252,951	\$ 1,508,512	\$ 1,274,907	\$ 898,285
Total Expenditures as a percent of					
Total Operating Budget	0.46%	0.51%	0.54%	0.45%	0.32%

STAFFING

Economic Development	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Economic Development	C	1.0	1.0	1.0	1.0	1.0
Business Development Manager	728	1.0	1.0	1.0	1.0	1.0
Marketing Communication Specialist	727	1.0	1.0	1.0	1.0	0.0
Business Retention Specialist	725	1.0	1.0	1.0	1.0	1.0
Tourism Program Specialist	725	1.0	1.0	1.0	1.0	0.0
Public Information Specialist	724	1.0	1.0	1.0	1.0	0.0
Tourism Program Specialist	724	0.0	0.0	0.0	0.0	1.0
Agricultural Marketing Specialist	722	0.0	0.0	1.0	1.0	1.0
Economic Development Program Specialist	722	1.0	1.0	1.0	1.0	0.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Media Specialist	721	0.9	1.0	1.0	1.0	0.0
Business Retention Assistant	720	1.0	1.0	1.0	1.0	1.0
Tourism Program Assistant II	719	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	1.0	1.0	0.0
Office Assistant III	717	0.5	1.0	0.0	0.0	0.0
Customer Service Attendants (Hourly)	Ho7	0.8	0.8	1.3	0.8	1.0
Intern	n/a	0.0	0.0	0.0	0.3	0.3
TOTAL		13.2	13.8	14.3	14.1	9.3



Fosters a coordinated and collaborative delivery of human services to the citizens of Calvert County

COMMUNITY RESOURCES



Public Transportation



Calvert Pines Senior Center



North Beach Senior Center



Community Resources Building

DIRECTOR OF COMMUNITY RESOURCES
OFFICE ON AGING
TRANSPORTATION

DIRECTOR OF COMMUNITY RESOURCES

DESCRIPTION

Foster a coordinated and collaborative delivery of human services to the citizens of Calvert County; oversee the provision of programs and services through the Office on Aging and Public Transportation; serve as a liaison for multiple agencies and non-profits for county-based services.

BOCC GOALS



OBJECTIVES

- ◆ Provide information, referrals and advocacy in response to citizen inquiries.
- ◆ Facilitate and monitor federal and state grants passed through county to local agencies and providers for homelessness prevention, emergency food and shelter, and public transportation.
- ◆ Oversee safe, effective, and efficient operation of public transportation and senior citizen programs and services.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Citizens served through Maryland Access Point/OOA	1,323	1,218	1,325	1,330
Total one-way Passenger Trips	114,135	128,611	117,000	130,000
Pass through grants for homelessness prevention, emergency food and shelter	289,648	146,489	147,003	162,409
Senior meals provided	46,574	38,990	42,000	44,000
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Senior participation in social programs and services	1,044	1,093	1,100	1,125
Operating cost per mile not exceeding \$6.00	81%	90%	90%	90%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director - Community Resources					
Salaries	\$ 312,984	\$ 310,758	\$ 314,012	\$ 321,148	\$ 324,221
Operating	28,937	31,580	31,680	31,680	31,680
Contracted Services	275	1,866	1,766	1,766	1,766
Capital Outlay		-	-	-	-
Total	\$ 342,196	\$ 344,204	\$ 347,458	\$ 354,594	\$ 357,667
Total Expenditures as a percent of					
Total Operating Budget	0.14%	0.14%	0.12%	0.13%	0.13%

STAFFING

Community Resources	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director of Community Resources	C	1.0	1.0	1.0	1.0	1.0
Substance Abuse Prevention Coordinator	724	1.0	1.0	1.0	1.0	1.0
Community Resources Specialist	723	1.0	1.0	1.0	1.0	1.0
Executive Administrative Assistant I	722	1.0	1.0	1.0	1.0	1.0
Office Assistant II (CAASA)	716	0.5	0.5	0.5	0.5	0.5
TOTAL		4.5	4.5	4.5	4.5	4.5

OFFICE ON AGING

DESCRIPTION

Provide programs and services to Calvert County older adults and their families, thereby enabling them to live with dignity and independence. Offer educational, nutritional, physical fitness and recreational activities at the three senior centers, plus volunteer opportunities. Provide information and assistance, benefits counseling, long term care options counseling and supports planning.

BOCC GOALS



OBJECTIVES

- ◆ Maintain or increase the number of nutritious congregate meals and home delivered meals provided to eligible participants.
- ◆ Increase fitness activities and use of fitness rooms for older adults at the three senior centers.
- ◆ Continue to develop Maryland Access Point (MAP) program utilizing the approved electronic Level One Screening Tool to determine eligibility for long-term care support services.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of Congregate and Home Delivered Meals served	46,574	38,990	42,000	44,000
Fitness programs offered (including fitness room use)	29	27	30	30
Number of clients served under MAP	1,323	1,218	1,325	1,330
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of eligible participants served	1,044	1,093	1,100	1,125
Number of older adults participating in fitness programs	773	921	930	930
Number of level one screens successfully completed	46	60	75	90

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Office on Aging					
Salaries	\$ 1,095,460	\$ 1,161,747	\$ 1,178,669	\$ 1,196,470	\$ 1,238,400
Operating	78,817	104,303	108,216	108,216	108,216
Contracted Services	71,469	68,000	74,300	74,300	74,300
Capital Outlay	1,350	7,863	51,417	51,417	51,417
Total	\$ 1,247,096	\$ 1,341,913	\$ 1,412,602	\$ 1,430,403	\$ 1,472,333
Total Expenditures as a percent of Total Operating Budget	0.52%	0.54%	0.50%	0.51%	0.52%

STAFFING

Office on Aging	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Aging Services Division Chief	727	1.0	1.0	1.0	1.0	1.0
Aging Client Services Manager	726	1.0	1.0	1.0	1.0	1.0
Aging Services Fiscal Manager	726	1.0	1.0	1.0	1.0	1.0
Aging Services Program Manager	726	1.0	1.0	1.0	1.0	1.0
Aging Social Services Map Coordinator	722	3.0	3.0	3.0	3.0	3.0
Long Term Care Coordinator	722	1.0	1.0	1.0	1.0	1.0
Aging Services Case Manager	721	0.0	1.0	1.0	1.0	1.0
Program Specialist II	721	1.0	1.0	1.0	1.0	1.0
Program Specialist I	720	2.0	2.0	2.0	2.0	2.0
Account Technician I	719	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
Food Services Coordinator	718	2.0	2.0	2.0	2.0	2.0
Office Assistant II	716	2.5	2.5	3.0	2.5	3.0
Program Assistant (Part-time)	715	1.8	1.8	1.8	1.8	1.8
Buildings & Grounds Maintenance Worker I	713	2.0	2.0	2.0	2.0	2.0
Custodian	711	1.0	1.0	1.0	1.0	1.0
Ceramics Instructor (Temporary)	n/a	0.1	0.1	0.1	0.1	0.1
Custodian (Temporary)	n/a	0.1	0.1	0.1	0.1	0.1
Food Services Coordinator (Temporary)	n/a	0.5	0.4	0.4	0.4	0.4
Nutrition Van Driver (Temporary)	n/a	0.2	0.3	0.3	0.3	0.3
Program Assistant (Temporary)	n/a	0.1	0.1	0.1	0.1	0.1
TOTAL		23.3	24.3	24.8	24.3	24.8

TRANSPORTATION

DESCRIPTION

Provide safe and dependable Transportation services to the citizens of Calvert County through seven (7) fixed routes, five (5) demand response routes and one (1) Americans with Disabilities Act (ADA) route. Provide public bus transportation through Federal, State and local funding to link residents with major shopping, medical and employment areas, as well as with public services available in Prince Frederick.

BOCC GOALS



OBJECTIVES

- ◆ Provide information on and promote the use of Calvert County Public Transportation through public outreach, such as travel training and informational seminars.
- ◆ Maintain an acceptable compliance rate with the Maryland Transit Administration (MTA) through predetermined performance measures developed by MTA.
- ◆ Work with the MTA to develop and complete our Transportation Development Plan, which will identify and suggest any needed system improvements.
- ◆ Coordinate with Charles County Transportation to develop a direct transfer between the two transportation systems.
- ◆ Continue to secure Federal and State funding through annual grant submission requests.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Total One-way Passenger trips	114,135	128,611	117,000	130,000
Total Service Miles	551,478	547,662	550,000	547,662
Total Service Hours	30,068	28,818	30,068	28,818
Total Farebox Revenue	\$117,131	\$119,682	\$120,000	\$121,000
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Farebox Recovery Ratio-Minimum 10% (per MTA performance measures)	80%	80%	90%	90%
Cost Per Operating Trip-Maximum \$7.00 (per MTA performance measures)	63%	70%	75%	80%
Operating Cost Per Mile-Maximum \$6.00 (per MTA performance measures)	81%	90%	90%	90%
Local Operating Revenue Ratio-Minimum 45% (per MTA performance measures)	90%	100%	100%	100%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Transportation					
Salaries	\$ 189,224	\$ 198,320	\$ 198,320	\$ 205,492	\$ 211,747
Operating	51,172	65,000	64,100	64,100	64,100
Transportation Subsidy	43,329	50,000	50,000	50,000	50,000
Contracted Services	39,155	34,499	34,624	34,624	34,624
Capital Outlay	375	-	-	-	-
Total	\$ 323,255	\$ 347,819	\$ 347,044	\$ 354,216	\$ 360,471
Total Expenditures as a percent of Total Operating Budget	0.14%	0.14%	0.12%	0.13%	0.13%

STAFFING

Transportation	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Transportation Division Chief	727	1.0	1.0	1.0	1.0	1.0
Driver Dispatch/Supervisor	719	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic II (paid by Grant)	808	1.0	1.0	1.0	1.0	1.0
TOTAL		4.0	4.0	4.0	4.0	4.0



Anmarie Garden on St. John's Creek



[BOARD OF EDUCATION](#)
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STATE AGENCIES & INDEPENDENT BOARDS

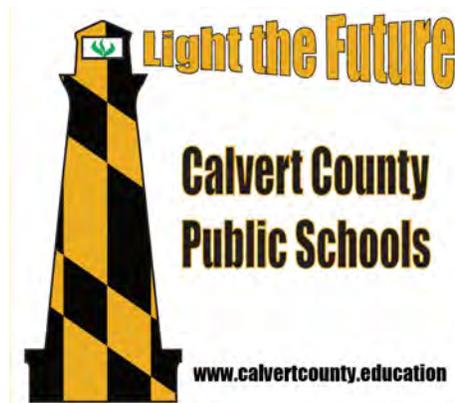
BOARD OF EDUCATION

DESCRIPTION

The Calvert County Board of Education provides a school environment and culture that creates enthusiasm for learning, where all students embrace the value of learning for its own sake. The system serves over 15,000 students in thirteen elementary schools, six middle schools and four high schools. Calvert County Public Schools strive for partnerships with families, government, businesses, churches and community organizations to promote superior academic and extra-curricular activities. The goal is to always place children first.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Board of Education					
Operating	\$ 110,121,742	\$ 109,367,835	\$ 113,868,850	\$ 114,874,559	\$ 115,675,821
State Pension Costs	4,754,380	5,326,003	6,000,000	4,994,291	4,994,291
Total	\$ 114,876,122	\$ 114,693,838	\$ 119,868,850	\$ 119,868,850	\$ 120,670,112
Total Expenditures as a percent of Total Operating Budget	48.30%	46.48%	42.53%	42.53%	42.85%



Full-time Equivalents (FTE) September Official Count

	ACTUAL					PROJECTED
	2012	2013	2014	2015	2016	2017
FTE Enrollment	15,886	15,823	15,594	15,569	15,512	15,510
% Increase	-1.57%	-0.40%	-1.47%	-0.16%	-0.37%	-0.01%

Information on the budget for Calvert County Public Schools can be found at <http://www.calvertnet.k12.md.us>.

COLLEGE OF SOUTHERN MARYLAND

DESCRIPTION

Prepare its students and community to meet the challenges of individual, social and global changes. As a public two-year open-door institution, the college carries out its mission by promoting intellectual challenges, cultural exploration and social and environmental awareness; providing associate degree and certificate programs, job training opportunities, cultural enrichment, leadership development, community and economic development initiatives, customized workforce training, and wellness and fitness opportunities; and encouraging educational excellence, innovative approaches to instruction, problem solving, resource development, system design, and service delivery, collaboration with business, educational, community, and cultural organizations, and teamwork to foster constructive change.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
College of Southern Maryland					
Operating	\$ 4,542,192	\$ 4,542,192	\$ 4,582,192	\$ 4,542,192	\$ 4,542,192
Total	\$ 4,542,192	\$ 4,542,192	\$ 4,582,192	\$ 4,542,192	\$ 4,542,192
Total Expenditures as a percent of Total Operating Budget	1.91%	1.84%	1.63%	1.61%	1.61%



Full-time Equivalents (FTE) January 2017

Locations	ACTUAL FY 2016	BUDGET FY 2017	Projected FY 2018
La Plata Campus	3,312	3,474	3,266
Leonardtown Campus	1,206	1,343	1,246
Prince Frederick Campus	1,052	1,120	1,093
Waldorf Campus	243	250	224
Hughesville Campus	0	128	190
Total	5,813	6,315	6,019

HEALTH DEPARTMENT

DESCRIPTION

Provide basic public health services in the areas of community health, mental health and environmental health. Community health includes communicable disease, maternal and child health, reproductive health, health promotion and health choice. Mental health, provide evaluations, therapy, medication management, counseling on domestic violence/sexual assault and substance abuse. In environmental health, the department handles septic systems, food program, water sampling, animal rabies investigation and disaster responses.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Health Department					
Salaries/Stipends	\$ 15,116	\$ 15,000	\$ 15,000	\$ 15,150	\$ 15,000
Operating	2,423,116	2,201,756	2,201,360	2,201,360	2,201,360
Womens Shelter	32,269	277,502	277,898	277,898	277,898
Total	\$ 2,470,501	\$ 2,494,258	\$ 2,494,258	\$ 2,494,408	\$ 2,494,258
Total Expenditures as a percent of Total Operating Budget	1.04%	1.01%	0.89%	0.89%	0.89%



Calvert County Health Department, Prince Frederick

SUBSTANCE ABUSE TREATMENT

DESCRIPTION

Reduce the negative consequences of substance use disorders in general as well as to specifically reduce prescription drug and other opioid use overdose rates by purchasing beds at residential treatment facilities for those in need of a higher level of care than available at Calvert Substance Abuse Services.

BOCC GOALS



OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Residential Substance Abuse Treatment					
Contracted Services	\$ 159,200	\$ 159,200	\$ 159,200	\$ 159,200	\$ 159,200
Total	\$ 159,200	\$ 159,200	\$ 159,200	\$ 159,200	\$ 159,200
Total Expenditures as a percent of					
Total Operating Budget	0.07%	0.06%	0.06%	0.06%	0.06%

Note: The Outpatient Substance Abuse Grant is shown on page 207 in the Grants Section.

OBJECTIVES

- ◆ Fund 92 residential placements in fiscal year 2018.
- ◆ Collaborate actively with residential facilities in fiscal year 2018 to promote a 10% increase in clients returning from residential programs to Calvert Substance Abuse Services to complete their care.
- ◆ Enhance transition back to the community in fiscal year 2018 by enrolling funded residential referrals in care coordination.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Residential placements	92	92	125	125
Completed residential treatment placements who return to Substance Abuse for Outpatient Aftercare	54	65	65	65
Calvert County residential treatment recipients enrolled in Care Coordination	148	148	148	148
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Clients who complete residential and aftercare treatment who show decreased substance use	74%	74%	74%	74%

CALVERT LIBRARY

DESCRIPTION

Provide County residents with access to information, entertainment and lifelong learning opportunities. We are the 6th busiest, per capita, library system in Maryland. Services include early literacy storytimes, events and classes for all ages, computer and technology access, STEM learning, community building, small business and non-profit support, workforce development, accurate and timely responses to questions, as well as print, audio, visual and digital materials for borrowing.

BOCC GOALS



OBJECTIVES

- ◆ Deliver high quality technology classes, events and individual trainings that develop the workforce utilizing staff and community expertise and partnerships.
- ◆ Teach the foundations of literacy via storytime classes, and other events and classes for children.
- ◆ Expand service to teens in Calvert County by engaging teenagers in planning events, supporting individual creativity, empowerment, innovation, and self-initiative.
- ◆ Expand the virtual branch collection to serve customers anywhere and anytime.
- ◆ Expand the volunteer opportunities at Calvert Library to engage community members in meaningful service and utilize community expertise.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Number of classes, events, or sessions offered	339	348	355	365
Preschool attendance at storytime classes/events	21,431	18,292	19,000	19,500
Classes, events and volunteer opportunities for teens	40	50	50	50
Checkout of digital materials: ebooks, audio books, movies, comic books, magazines, articles, etc.	51,239	80,785	115,300	150,000
Number of Calvert Library Volunteers	124	126	135	145
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Attendees report that they learned something new	89%	90%	90%	90%
Caregivers report that they learned something in storytime class that they can share with their child and are more confident helping the child learn (scale of 1-5)	NA	Changed survey tool	4.1	4.2
Teens rate their experience at library events as "I'd come back and bring a friend" or "I liked it!"	NA	100%	90%	90%
Satisfaction with digital services increases (# unique users)	NA	3,992	15%	10%
Volunteers rate their experience as "meaningful."	NA	93%	90%	90%

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Calvert Library					
Salaries	\$ 2,593,509	\$ 2,675,101	\$ 2,872,446	\$ 2,715,797	\$ 2,825,136
Benefits	494,888	864,538	925,247	864,538	926,169
Operating	759,693	452,330	505,465	473,440	496,440
Contracted Services	88,247	110,913	100,878	100,878	108,878
Capital Outlay	25,500	25,990	36,200	35,000	35,000
Total	\$ 3,961,837	\$ 4,128,872	\$ 4,440,236	\$ 4,189,653	\$ 4,391,623
Total Expenditures as a percent of Total Operating Budget	1.67%	1.67%	1.58%	1.49%	1.56%

STAFFING

Calvert Library	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Director	730	1.0	1.0	1.0	1.0	1.0
Assistant Director	728	0.0	0.0	1.0	0.0	0.0
Branch Manager III	726	1.0	1.0	1.0	1.0	1.0
Public Relations Coordinator	726	1.0	1.0	1.0	1.0	1.0
Youth Services Coordinator	726	1.0	1.0	1.0	1.0	1.0
Information Services Coordinator	725	1.0	1.0	1.0	1.0	1.0
Branch Manager II	724	2.0	2.0	2.0	2.0	2.0
Network Administrator I	724	1.0	1.0	1.0	1.0	1.0
Branch Manager I	723	1.0	1.0	1.0	1.0	1.0
Children's Supervisor	723	0.0	1.0	1.0	1.0	1.0
Circulation Supervisor	723	0.0	1.0	1.0	1.0	1.0
Reference Supervisor	723	0.0	1.0	1.0	1.0	1.0
Supervisor - Sunday Hours	723	0.0	0.0	0.2	0.0	0.0
Assistant Branch Manager	722	3.0	3.0	3.0	3.0	3.0
Children's Supervisor	722	1.0	0.0	0.0	0.0	0.0
Circulation Supervisor	722	1.0	0.0	0.0	0.0	0.0
IT Project Manager	722	0.0	0.0	1.0	0.0	1.0
Library Marketing Specialist	722	0.0	0.0	1.0	0.0	1.0
Reference Supervisor	722	1.0	0.0	0.0	0.0	0.0
Children's Librarian II	721	4.2	4.2	3.0	3.0	3.0
Computer Services Technician	720	1.0	1.0	1.0	1.0	1.0
Public Services Librarian II / I	720/719	28.2	28.2	28.4	29.4	28.4
Public Services Librarians - Sunday Hours	719	0.0	0.0	0.6	0.0	0.0
Library Office Assistant	717	1.0	1.0	1.0	1.0	1.0
Circulation Assistant II / I	714/713	1.0	1.0	1.0	1.0	1.0
Custodian	711	0.7	0.7	0.7	0.7	0.7
Library Assistant I - Sunday Hours	H13	0.0	0.0	1.0	0.0	0.0
Student Page	n/a	3.3	3.3	3.3	3.3	3.3
Substitute Librarian	n/a	0.9	0.9	0.9	0.9	0.9
TOTAL		55.3	55.3	59.1	55.3	56.3

SOIL CONSERVATION DISTRICT

DESCRIPTION

Promote practical and effective soil, water, and related natural resource programs to all County citizens. Services such as development of Soil Conservation and Water Quality Plans and implementation of Best Management Practices are provided on a voluntary basis, through leadership, education, cooperation and locally-led direction. Review single-lot and commercial erosion and sediment control plans.

BOCC GOALS



OBJECTIVES

- ◆ Review commercial erosion and sediment control plans within a thirty-day period.
- ◆ Review single lot erosion and sediment control plans within a three-day period.
- ◆ Develop Soil Conservation and Water Quality (SCWQ) Plans for county landowners.
- ◆ Provide engineering and design assistance to county landowners for the installation of structural and nonstructural Best Management Practices.
- ◆ Provide information to county citizens, landowners, and farmers regarding conservation of natural resources through Patuxent River Appreciation Day, County Fair, Envirothon Competition and informational meetings, dinners and tours.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Commercial E&S site plan reviews (each)	63	43	53	53
Single Lot E&S site plan reviews (each)	449	663	556	556
Soil and Water Quality Plans developed (acres)	1,996	1,255	400	400
Assistance for structural and nonstructural BMPs	21	19	12	12
Participation in ag events, dinners, tours & meetings	7	7	7	7
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Reviewed commercial E&S site plans within 30 days	98%	98%	100%	100%
Reviewed single lot E&S site plans within 3 days	98%	98%	100%	100%
Soil and Water Quality Plans developed (acres)*	1,996	1,255	400	400
Assistance for structureal and nonstructural BMPs*	21	19	12	12
Participation in county ag events	7	7	7	7

*Projection changed due to state staff reduction

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Soil Conservation District					
Salaries	\$ 303,984	\$ 301,488	\$ 301,488	\$ 292,733	\$ 297,097
Operating	38,517	39,845	40,940	40,940	40,940
Total	\$ 342,501	\$ 341,333	\$ 342,428	\$ 333,673	\$ 338,037
Total Expenditures as a percent of Total Operating Budget	0.14%	0.14%	0.12%	0.12%	0.12%

STAFFING

Soil Conservation District	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Soil Conservation - District Manager	726	1.0	1.0	1.0	1.0	1.0
Erosion and Sediment Control Specialist	722	2.0	2.0	2.0	2.0	2.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
TOTAL		5.0	5.0	5.0	5.0	5.0



Prouty Farm, Huntingtown

UNIVERSITY OF MARYLAND EXTENSION

DESCRIPTION

Provide programs, training and assistance as part of the educational outreach of the University of Maryland's College of Agriculture and Natural Resources.

BOCC GOALS



OBJECTIVES

- ◆ To engage youth in 4-H Youth Development program projects and activities.
- ◆ To teach residents landscaping practices, reduce stormwater, sediment and nutrient runoff through the Volunteer Master Gardeners Program.
- ◆ To assist farmers and provide the required nutrient management plans through agriculture and nutrient management.
- ◆ To provide training to low income individuals and families through the Food Supplement Nutrition Education Program.
- ◆ To provide certification training in food safety and emergency preparedness through the Family and Consumer Sciences Program.

PERFORMANCE MEASURES

Program/Service Outputs: (services/units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Enrollment in 4-H Youth youth club activities.	800	825	800	800
Bay-Wise sessions teach horticultural practices to improve waterway quality.	22	21	20	20
Agriculture and Nutrient Management creates profitability plans for farmers.	283	217	250	250
Nutrition Education increases fruit & vegetables intake for kids & adults.	81%	81%	80%	80%
Family and Consumer Sciences classes teach skills in food safety and emergency preparedness.	39	39	37	37
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
4-H participation improved the development of the youth reached.	1300	1300	1200	1500
Master Gardeners educate in horticulture and watershed protection.	930	900	900	900
The Agriculture and Nutrient Management plans in acres reached.	7,250	5,612	6,000	6,000
Food Supplement Nutrition Education educates children and parents.	423	370	375	375
Participants learn about food safety and emergency preparedness.	487	710	680	680

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
University of Maryland Extension					
Operating	\$ 8,424	\$ 9,000	\$ 12,447	\$ 11,722	\$ 13,447
County Contribution	82,688	82,688	129,675	85,868	129,675
Capital Outlay	-	-	1,000	-	-
Total	\$ 91,112	\$ 91,688	\$ 143,122	\$ 97,590	\$ 143,122
Total Expenditures as a percent of Total Operating Budget	0.04%	0.04%	0.05%	0.03%	0.05%



INDEPENDENT BOARDS

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Housing Authority					
Salaries	\$ 963,900	\$ 906,723	\$ 906,723	\$ 920,679	\$ 929,327
Benefits	494,888	544,034	544,034	544,034	557,596
Total	\$ 1,458,788	\$ 1,450,757	\$ 1,450,757	\$ 1,464,713	\$ 1,486,923
Total Expenditures as a percent of Total Operating Budget	0.61%	0.59%	0.51%	0.52%	0.53%
Election Board					
Salaries	\$ 321,397	\$ 326,275	\$ 326,275	\$ 335,198	\$ 340,963
Operating	47,490	61,346	67,516	67,516	67,516
Contracted Services	175,825	199,298	209,327	209,327	209,327
Election Judges	57,375	63,550	63,550	63,550	63,550
Capital Outlay	-	-	-	-	-
Total	\$ 602,087	\$ 650,469	\$ 666,668	\$ 675,591	\$ 681,356
Total Expenditures as a percent of Total Operating Budget	0.25%	0.26%	0.24%	0.24%	0.24%
Forestry Service					
Operating	\$ 20,965	\$ 20,965	\$ 20,965	\$ 20,965	\$ 20,965
Total	\$ 20,965	\$ 20,965	\$ 20,965	\$ 20,965	\$ 20,965
Total Expenditures as a percent of Total Operating Budget	0.01%	0.01%	0.01%	0.01%	0.01%
Liquor Board					
Salaries	\$ 21,300	\$ 24,720	\$ 52,720	\$ 24,720	\$ 25,206
Operating	685	700	2,421	700	700
Contracted Services	10,658	25,000	25,000	25,000	25,000
Total	\$ 32,643	\$ 50,420	\$ 80,141	\$ 50,420	\$ 50,906
Total Expenditures as a percent of Total Operating Budget	0.01%	0.02%	0.03%	0.02%	0.02%

STAFFING

	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Election Board						
Elections Administrator	727	1.0	1.0	1.0	1.0	1.0
Election Systems Automation Coordinator	719	1.0	1.0	1.0	1.0	1.0
Office Specialist II	719	1.0	1.0	1.0	1.0	1.0
Elections Registrar	718	2.0	2.0	2.0	2.0	2.0
Office Assistant I	715	1.0	1.0	1.0	1.0	1.0
Election Board Member	A	3.0	3.0	3.0	3.0	3.0
TOTAL		9.0	9.0	9.0	9.0	9.0
Liquor Board						
Liquor Board Member	A	3.0	3.0	3.0	3.0	3.0
Clerk	A	0.2	0.2	0.2	0.2	0.2
Liquor Board Inspector	C	0.0	0.0	0.3	0.0	0.0
TOTAL		3.2	3.2	3.5	3.2	3.2

Note: Calvert County acts as the pay agent for the Housing Authority; therefore, there is no Staffing Chart for that organization.

COMMISSIONS

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Ethics Commission					
Operating	\$ 888	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Total	\$ 888	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Total Expenditures as a percent of Total Operating Budget	0.00%	0.00%	0.00%	0.00%	0.00%
Environmental Commission					
Salaries	\$ 2,565	\$ 2,409	\$ 2,409	\$ 2,468	\$ 2,503
Operating	352	650	850	850	850
Contracted Services	250	960	760	760	760
Total	\$ 3,167	\$ 4,019	\$ 4,019	\$ 4,078	\$ 4,113
Total Expenditures as a percent of Total Operating Budget	0.00%	0.00%	0.00%	0.00%	0.00%
Historic District Commission					
Salaries	\$ 5,746	\$ -	\$ -	\$ -	\$ -
Operating	478	3,093	3,123	3,123	3,123
Contracted Services	6,665	6,600	6,600	6,600	6,600
Capital Outlay	110	-	-	-	-
Total	\$ 12,999	\$ 9,693	\$ 9,723	\$ 9,723	\$ 9,723
Total Expenditures as a percent of Total Operating Budget	0.01%	0.00%	0.00%	0.00%	0.00%
Commission for Women					
Operating	\$ 3,895	\$ 3,895	\$ 3,895	\$ 3,895	\$ 3,895
Total	\$ 3,895	\$ 3,895	\$ 3,895	\$ 3,895	\$ 3,895
Total Expenditures as a percent of Total Operating Budget	0.00%	0.00%	0.00%	0.00%	0.00%

STAFFING

Environmental Commission	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Office Assistant II	716	0.1	0.1	0.1	0.1	0.1
TOTAL		0.1	0.1	0.1	0.1	0.1

STATE AGENCIES

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
State Dept. of Assessments & Taxation					
Operating	\$ 414,095	\$ 430,089	\$ 430,000	\$ 580,000	\$ 430,000
Total	\$ 414,095	\$ 430,089	\$ 430,000	\$ 580,000	\$ 430,000
Total Expenditures as a percent of					
Total Operating Budget	0.17%	0.17%	0.15%	0.21%	0.15%
Department of Social Services					
Operating	\$ 74,500	\$ 76,392	\$ 76,392	\$ 76,392	\$ 76,392
Total	\$ 74,500	\$ 76,392	\$ 76,392	\$ 76,392	\$ 76,392
Total Expenditures as a percent of					
Total Operating Budget	0.03%	0.03%	0.03%	0.03%	0.03%

NON-COUNTY AGENCIES

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Non-County Agencies					
African American Family Day	\$ 1,895	\$ 1,895	\$ 2,500	1,895	2,500
Agriculture Committee	946	2,256	7,256	2,256	7,256
Annmarie Garden	335,767	352,850	357,950	357,950	357,950
ARC of Southern Maryland	332,222	332,222	332,222	332,222	332,222
Arts Council of Calvert County	9,630	9,630	9,630	9,630	9,630
Boys and Girls Clubs of So. Maryland	-	-	50,000	-	15,000
Calvert Garden Club	1,000	1,000	1,000	1,000	1,000
Calvert Hospice	14,794	14,794	16,000	14,794	16,000
Children's Day/Jefferson Patterson Park	3,145	3,150	3,150	3,150	3,150
Christmas in April	10,505	10,505	10,505	10,505	10,505
East John Youth Center	3,800	3,800	5,000	3,800	5,000
Project ECHO	70,660	70,660	70,660	70,660	70,660
Employees' Recognition Committee	24,347	20,700	37,800	22,800	30,300
Cal. Employees' Representative Comm.	5	361	500	361	500
Fair Board	32,490	32,490	34,000	32,490	32,490
Farmer's Market Association	2,264	2,708	2,708	2,708	2,708
Heritage Committee	2,807	2,807	2,907	2,807	2,907
Historical Society	21,523	21,523	21,523	21,523	21,523
Jefferson Patterson Park	54,150	54,150	60,000	54,150	60,000
Leap Forward	-	-	5,500	-	5,000
New Birth By Faith	-	-	5,000	-	-
Patuxent River Appreciation Day	11,155	14,000	14,000	14,000	14,000
The Promise Resource Center	8,973	8,973	8,973	8,973	8,973
Solomons Annual Events	9,630	9,630	12,000	9,630	12,130
Solomons Dragon Boat Race	-	-	6,000	-	-
Southern MD Ctr. For Family Advocacy	35,902	35,902	35,902	35,902	35,902
Southern MD Higher Education Center	31,588	31,588	35,000	31,588	31,588
Southern MD Resource Cons./Develop.	7,807	7,807	13,300	7,807	7,807
St. Mary's College	7,000	7,000	10,000	7,000	7,000
Tri County Council	94,200	94,200	94,200	94,200	94,200
Tri County Youth Services Bureau	19,000	19,000	20,000	19,000	20,000
Washington Ear	600	600	600	600	600
Total	\$ 1,147,805	\$ 1,166,201	\$ 1,285,786	\$ 1,173,401	\$ 1,218,501
Total Expenditures as a percent of					
Total Operating Budget	0.48%	0.47%	0.46%	0.42%	0.43%



Maryland Blue Crab

[PENSIONS & INSURANCE](#)
[TRANSFERS](#)
[DEBT SERVICE](#)

ENTITY-WIDE BUDGETS

PENSIONS & INSURANCE

DESCRIPTION

The County contributes to four pension plans: the Calvert County Sheriff's Department Pension Plan, the Calvert County Employees' Retirement Plan (this plan is closed to new employees), the Calvert County Employees Retirement Savings Plan (a 401A plan to which the County contributes 5% of eligible employees salary) and the Volunteer Fire Departments' and Rescue Squads' Retirement Plan. In addition to pension benefits, the County contributes to employees' health insurance benefits as well as the required employer related benefits, such as worker's compensation, unemployment insurance and social security. Employee benefits are administered by the Department of Finance & Budget.

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Pension Contributions					
Total	\$ 9,241,349	\$ 10,677,004	\$ 11,493,600	\$ 8,968,600	\$ 9,467,177
Total Expenditures as a percent of Total Operating Budget	3.89%	4.33%	4.08%	3.18%	3.36%
Worker's Compensation					
Total	\$ 1,444,211	\$ 1,123,771	\$ 1,600,000	\$ 1,600,000	\$ 1,662,090
Total Expenditures as a percent of Total Operating Budget	0.61%	0.46%	0.57%	0.57%	0.59%
Health Insurance					
Total	\$ 9,462,626	\$ 9,424,756	\$ 9,745,000	\$ 11,914,870	\$ 11,462,987
Total Expenditures as a percent of Total Operating Budget	3.98%	3.82%	3.46%	4.23%	4.07%
Other Post Employee Benefits (OPEB)					
County Contribution	\$ 264,000	\$ -	\$ 3,151,996	\$ 4,521,414	\$ 4,074,580
Public Schools Contribution	936,000	-	13,094,406	\$ 17,067,000	13,880,336
Total	\$ 1,200,000	\$ -	\$ 16,246,402	\$ 21,588,414	\$ 17,954,916
Total Expenditures as a percent of Total Operating Budget	0.50%	0.00%	5.76%	7.66%	6.38%
General Insurance					
Total	\$ 724,495	\$ 928,624	\$ 888,000	\$ 928,000	\$ 935,116
Total Expenditures as a percent of Total Operating Budget	0.30%	0.38%	0.32%	0.33%	0.33%

TRANSFERS

(OTHER FINANCING USES)

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Transfers (Other Financing Uses)					
To Capital Projects Fund	\$ 2,377,674	\$ 2,612,200	\$ 3,306,300	\$ 3,306,300	\$ 3,041,300
To Land Preservation Fund	403,945	403,945	1,025,000	1,025,000	1,025,000
To Solid Waste & Recycling Fund	43,392	42,000	30,300	30,300	30,300
To Grants Fund	1,699,420	1,683,582	2,130,880	1,782,193	1,971,818
To Parks & Rec. Self-Sustaining Fund	302,055	402,055	402,055	402,055	445,681
To Golf Course Fund	166,383	166,200	166,200	166,200	174,148
To Bar Library Fund	36,108	32,581	-	-	-
To Water & Sewer Fund	8,568	-	-	-	-
To Calvert County Family Network	-	-	12,433	12,727	12,727
Total	\$ 5,037,545	\$ 5,342,563	\$ 7,073,168	\$ 6,724,775	\$ 6,700,974
Total Expenditures as a percent of Total Operating Budget	2.12%	2.16%	2.51%	2.39%	2.38%

DEBT SERVICE

OPERATING BUDGET

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Debt Service					
Principal	\$ 13,127,382	\$ 13,561,101	\$ 13,283,027	\$ 13,283,027	\$ 13,283,027
Interest	3,952,297	4,078,841	4,463,785	4,463,785	4,538,785
Total	\$ 17,079,679	\$ 17,639,942	\$ 17,746,812	\$ 17,746,812	\$ 17,821,812
Total Expenditures as a percent of Total Operating Budget	7.18%	7.15%	6.30%	6.30%	6.33%



ENTERPRISE FUNDS



Solomons Standpipe and
Lusby Water Pumping Station



Commingled Recycling Boxes



Transfer Station at Appeal



Patuxent Business Park Tower

REVENUE HIGHLIGHTS WATER & SEWER SOLID WASTE

REVENUE HIGHLIGHTS

WATER & SEWER FUND

Charges for Services - Calvert County assesses service charges to those residents and businesses connected to the county-operated water and sewer infrastructure. These charges are meant to cover the costs of general operations and maintenance plus equipment and debt service for water and/or sewer service. They are billed on a quarterly basis. The Board of County Commissioners began the current base plus variable rate structure on January 1, 2006, with county-wide rates designed to cover the necessary cost of operations and infrastructure maintenance. Keeping this rate structure in place will allow the Water and Sewer Fund to increase their fund balance for maintenance and capital projects to upgrade and expand the existing systems. The combination of the charges for services and additional fees will help the fund break even in FY 2018.

In addition to charges for water and/or sewer service, the County assesses fees to cover the costs for specific services provided to customers. There is a separate fee for these services as they are not provided uniformly to all water and sewer customers. As of July 1, 2018, new fees will go into effect for these services. Fees for bulk water, holding tank, septage, grease trap waste, RV discharge and reconnection of service will be increased and fees for grinder pump maintenance, additional meter read requests, and after hours reconnection will be introduced.

Capital Connection Fees - Capital Connection fees are one-time fees assessed by the County when new customers connect to the water and sewer infrastructure or existing customers have a substantial change in usage. They are assessed to cover the cost of capacity for new usage.

Other Revenue Sources - Additional miscellaneous revenues include meter sales, cell tower rentals, bulk water sales, grinder pump maintenance, leachate treatment charges and interest on investments.

SOLID WASTE FUND

Charges for Services - Tipping Fees are assessed by the County based on the weight of refuse disposed of at the Appeal transfer station. This fee is primarily applicable to commercial haulers and others disposing of large quantities of waste. The FY 2018 revenues generated from tipping fees are anticipated to increase by 32.5% or \$1,782,107 due to the increase of refuse disposed of at the transfer station. Accordingly, the expenses for increased transfer costs will go up in proportion to the revenues. The tip fee charge per ton will increase slightly for FY 2018 based on the CPI index.

Another major component of revenue is the Solid Waste Fee. It is assessed by the County on all residential and commercial property tax bills annually, at a set amount. Solid Waste Fees are used to support the general operations of Solid Waste, primarily financing the convenience centers used by county citizens and to support recycling efforts. This amount is proposed to increase by three dollars, raising the rate from \$123 to \$126 effective July 1, 2017. After Fiscal Year 2018, this fee shall automatically increase two percent (2%) each fiscal year rounded up to the next dollar.

A Fee Schedule with all Water and Sewer and Solid Waste rates and fees may be found on page 497-498 in the Appendix.

Operates and maintains
Calvert County's public water
and sewer systems

WATER & SEWER



East Prince Frederick
Water Tower



Solomons Headworks



Tobacco Ridge Wastewater Treatment Plant

WATER & SEWER

DESCRIPTION

Provide customers with healthy, safe and clean drinking water as well as environmentally responsible wastewater treatment at cost-based rates. Give reliable, responsive, timely, and efficient customer service 24 hours a day for 365 days per year. Currently serve approximately 5,400 County customers and is responsible for the operation and maintenance of 19 water supply systems, 45 wastewater pumping stations, and 5 wastewater treatment plants.

BOCC GOALS



OBJECTIVES

- ◆ Fully implement a meter replacement program by the Infrastructure Group to increase FY 2017 revenue by 2.0% for FY 2018.
- ◆ Achieve 100% compliance with regulatory discharge permit requirements at all wastewater treatment plants operated and maintained by the Water & Sewerage Division for FY 2018.

PERFORMANCE MEASURES

Program/Service Outputs: (services, units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Meters Replacements	260	584	800	401
Number of Regulatory Permit Requirements	526	457	457	457
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Percent of Meters Replaced	5.17%	11.62%	15.93%	7.98%
Percent Compliance with Regulatory Permit Requirements	99.24	99.56%	100%	100%

OPERATING BUDGET - TOTAL BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Total Water & Sewer					
Revenue					
Charges for Services	\$ 8,424,891	\$ 9,503,073	\$ 9,496,673	\$ 9,458,032	\$ 9,688,082
Other Revenue	988,501	173,563	174,786	173,357	173,691
Capital Connections - Current	410,133	67,200	84,000	84,000	84,000
Capital Contributions	415,629	226,000	226,000	226,000	226,000
Deficit	-	-	366,527	195,456	-
Total Revenue	\$ 10,239,154	\$ 9,969,836	\$ 10,347,986	\$ 10,136,845	\$ 10,171,773
Expenses					
Salaries	\$ 1,783,498	\$ 1,918,960	\$ 1,939,960	\$ 1,902,390	\$ 1,933,861
Benefits	867,478	1,064,108	1,073,182	1,044,873	1,063,752
Operating	2,107,165	2,625,203	2,845,871	2,857,916	2,827,886
Capital Outlay	97,113	395,050	484,655	326,885	325,510
Debt Service	605,571	1,909,812	1,962,250	2,037,603	2,037,603
Intrasystem Allocation	1,486,860	1,847,860	1,855,613	1,782,813	1,798,608
Depreciation	2,378,422	-	-	-	-
Equipment Reserve	-	-	-	-	-
Maintenance Reserve	-	141,643	102,455	100,365	100,553
Reserve for Capital Improvement Projects	-	67,200	84,000	84,000	84,000
Total Expenses	\$ 9,326,107	\$ 9,969,836	\$ 10,347,986	\$ 10,136,845	\$ 10,171,773
Actuals reflect full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.					

STAFFING

	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Water & Sewer						
W&S Division Chief	728	1.0	1.0	1.0	1.0	1.0
Project Engineer II	727	1.7	1.7	1.7	1.7	1.7
Accountant III	725	0.3	0.3	0.3	0.3	0.3
Business Manager	725	0.7	0.7	0.7	0.7	0.7
W&S Infrastructure Superintendent	725	1.0	1.0	1.0	1.0	1.0
W&S Operations Superintendent	725	1.0	1.0	1.0	1.0	1.0
W&S Infrastructure Supervisor	724	1.0	1.0	1.0	1.0	1.0
W&S Maintenance Supervisor	724	1.0	1.0	1.0	1.0	1.0
W&S Plant Supervisor	723	4.0	4.0	4.0	4.0	4.0
W&S Laboratory Supervisor	723	1.0	1.0	1.0	0.0	0.0
Master Electrician	722	1.0	1.0	1.0	1.0	1.0
Executive Administrative Aide	721	1.0	1.0	1.0	1.0	1.0
W&S Maintenance Crew Leader	721	1.0	1.0	1.0	1.0	0.0
W&S Plant Laboratory Technician	720	0.0	0.0	0.0	1.0	1.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
W&S Mechanical Maintenance Technician	719	2.0	2.0	2.0	2.0	2.0
W&S Plant Operator	719	3.0	6.0	3.0	3.0	3.0
W&S Technician	719	1.0	2.0	1.0	1.0	1.0
W&S Plant Laboratory Assistant Technician	718	1.0	1.0	1.0	1.0	1.0
Septage Receiving Attendant	715	1.0	1.0	1.0	0.0	0.0
W&S Maintenance Worker	715	0.0	2.0	2.0	2.0	2.0
W&S Trainee	715	9.0	5.0	9.0	10.0	11.0
Office Aide (Part-Time)	713	0.0	0.5	0.5	0.5	0.5
TOTAL		33.7	36.2	36.2	36.2	36.2

OPERATING BUDGET - WATER SYSTEMS

Water Systems	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Charges for Services	\$ 2,533,698	\$ 2,655,025	\$ 2,671,280	\$ 2,731,814	\$ 2,752,739
Other Revenue	914,977	128,242	131,725	131,725	131,725
Capital Connections - Current	142,483	24,000	30,000	30,000	30,000
Capital Contributions	-	-	-	-	-
Deficit	-	-	58,583	15,694	-
Total Revenue	\$ 3,591,158	\$ 2,807,267	\$ 2,891,588	\$ 2,909,233	\$ 2,914,464
Expenses					
Salaries	\$ 318,427	\$ 344,614	\$ 342,514	\$ 375,028	\$ 381,058
Benefits	153,858	180,368	180,033	199,542	203,158
Operating	637,126	727,665	793,545	768,545	756,545
Capital Outlay	41,512	201,900	135,100	60,000	60,000
Debt Service	150,370	477,956	526,855	513,884	513,884
Intrasystem Allocation	890,117	749,305	781,086	861,869	869,344
Depreciation	815,181	-	-	-	-
Equipment Reserve	-	-	-	-	-
Maintenance Reserve	-	101,459	102,455	100,365	100,475
Reserve for Capital Improvement Projects	-	24,000	30,000	30,000	30,000
Total Expenses	\$ 3,006,591	\$ 2,807,267	\$ 2,891,588	\$ 2,909,233	\$ 2,914,464

Actuals reflect full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.

OPERATING BUDGET - SEWER SYSTEMS

Sewer Systems	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Charges for Services	\$ 4,302,803	\$ 4,881,034	\$ 4,862,010	\$ 4,823,976	\$ 5,016,064
Other Revenue	32,495	45,321	43,061	41,632	41,966
Capital Connections - Current	267,650	43,200	54,000	54,000	54,000
Capital Contributions	415,629	226,000	226,000	226,000	226,000
Deficit	-	-	307,944	179,762	-
Total Revenue	\$ 5,018,577	\$ 5,195,555	\$ 5,493,015	\$ 5,325,370	\$ 5,338,030
Expenses					
Salaries	\$ 582,833	\$ 589,443	\$ 605,402	\$ 574,609	\$ 584,428
Benefits	273,496	322,492	327,447	308,972	314,863
Operating	1,270,117	1,640,625	1,797,951	1,818,251	1,808,251
Capital Outlay	47,704	42,240	207,200	132,600	131,225
Debt Service	455,201	1,431,856	1,435,395	1,523,719	1,523,719
Intrasystem Allocation	590,989	1,085,515	1,065,620	913,219	921,466
Depreciation	1,469,757	-	-	-	-
Equipment Reserve	-	-	-	-	-
Maintenance Reserve	-	40,184	-	-	78
Reserve for Capital Improvement Projects	-	43,200	54,000	54,000	54,000
Total Expenses	\$ 4,690,097	\$ 5,195,555	\$ 5,493,015	\$ 5,325,370	\$ 5,338,030

Actuals reflect full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.

OPERATING BUDGET - CONTRACTED SYSTEMS

Northern High School WWTP, Tapestry North Water & Sewer

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Contracted Systems					
Revenue					
Charges for Services	\$ 101,530	\$ 119,153	\$ 107,770	\$ 119,427	\$ 120,670
Other Revenue	-	-	-	-	-
Capital Connections - Current	-	-	-	-	-
Capital Contributions	-	-	-	-	-
Deficit	-	-	-	-	-
Total Revenue	\$ 101,530	\$ 119,153	\$ 107,770	\$ 119,427	\$ 120,670
Expenses					
Salaries	\$ 59,787	\$ 56,851	\$ 52,992	\$ 61,016	\$ 61,747
Benefits	27,927	31,031	28,011	32,826	33,265
Operating	7,977	18,231	17,860	17,860	17,860
Capital Outlay	85	-	-	-	-
Debt Service	-	-	-	-	-
Intrasystem Allocation	5,754	13,040	8,907	7,725	7,798
Depreciation	-	-	-	-	-
Equipment Reserve	-	-	-	-	-
Maintenance Reserve	-	-	-	-	-
Reserve for Capital Improvement Projects	-	-	-	-	-
Total Expenses	\$ 101,530	\$ 119,153	\$ 107,770	\$ 119,427	\$ 120,670
Actuals reflect full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.					

OPERATING BUDGET - ADMINISTRATION

Administration, Laboratory Services, System Maintenance & Infrastructure Group

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Administration					
Revenue					
Charges for Services	\$ 1,486,860	\$ 1,847,861	\$ 1,855,613	\$ 1,782,815	\$ 1,798,609
Other Revenue	41,029	-	-	-	-
Capital Connections - Current	-	-	-	-	-
Capital Contributions	-	-	-	-	-
Deficit	-	-	-	-	-
Total Revenue	\$ 1,527,889	\$ 1,847,861	\$ 1,855,613	\$ 1,782,815	\$ 1,798,609
Expenses					
Salaries	\$ 822,451	\$ 928,052	\$ 939,052	\$ 891,737	\$ 906,628
Benefits	412,197	530,217	537,691	503,533	512,466
Operating	191,945	238,682	236,515	253,260	245,230
Capital Outlay	7,812	150,910	142,355	134,285	134,285
Debt Service	-	-	-	-	-
Intrasystem Allocation	-	-	-	-	-
Depreciation	93,484	-	-	-	-
Equipment Reserve	-	-	-	-	-
Maintenance Reserve	-	-	-	-	-
Reserve for Capital Improvement Projects	-	-	-	-	-
Total Expenses	\$ 1,527,889	\$ 1,847,861	\$ 1,855,613	\$ 1,782,815	\$ 1,798,609
Actuals reflect full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.					



Manages Calvert County's solid waste activities

SOLID WASTE



Landfill Administration Building



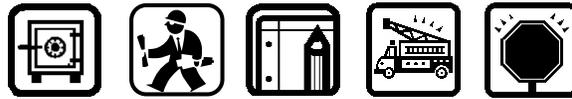
Propane Tank Recycling

SOLID WASTE

DESCRIPTION

Provide all customers with efficient, reliable, and safe management of Calvert County’s solid waste activities. Management activities include the operation of six resident convenience centers, recycling activities, a bulk pick-up program, and environmental monitoring. Oversee the County’s waste transfer to an out-of-state facility and maintains an active landfill at the County’s Appeal site. Also responsible for ensuring compliance with federal and state disposal and environmental laws and regulations.

BOCC GOALS



OBJECTIVES

- ◆ Work on the relocation/construction of Customer Convenience Centers. Complete construction of the Mt. Hope Convenience Center in the summer. Start the bidding process and move to the construction phase of the Lusby Convenience Center in the spring. The construction project will take approximately one year to complete.
- ◆ Continue to assess and improve the physical condition and safety of the Appeal Landfill facilities and the Customer Convenience Centers through maintenance projects, new facilities and major improvements.
- ◆ Investigate new and more profitable methods of handling recycling by local businesses and county residents. Elevate business and county resident recycling tonnages. Perform material audits. Have outreach programs and meetings to discuss material types and values.

PERFORMANCE MEASURES

Program/Service Outputs: (services, units produced)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Total trash handled/transferred by the County:				
Total tons of solid waste from Customer Convenience Centers	20,912	21,519	21,500	21,500
Total tons of solid waste transferred	92,738	96,674	98,000	98,000
Total tons of solid waste landfilled	433	390	400	400
Total tons recycled by the County	6,456	6,809	6,900	6,900
Total tons of materials collected and transferred (includes landfill)	99,627	103,873	105,300	105,300
Program/Service Outcomes: (based on objectives)				
	Actual FY 2015	Actual FY 2016	Projected FY 2017	Projected FY 2018
Design of convenience centers and landfill improvements	1	3	2	2
Construction of convenience centers and landfill improvements	1	2	1	2
Maintenance projects, new facilities and major improvements	4	5	7	2

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Total Solid Waste					
Revenue					
Charges for Services	\$ 10,371,801	\$ 9,979,503	\$ 10,863,928	\$ 10,747,261	\$ 11,870,324
Other Revenue	137,619	90,720	81,050	81,050	81,050
Use of Equipment Reserve	-	-	190,000	190,000	218,340
Total Revenue	\$ 10,509,420	\$ 10,070,223	\$ 11,134,978	\$ 11,018,311	\$ 12,169,714
Expenses					
Salaries	\$ 1,828,168	\$ 1,940,637	\$ 1,993,865	\$ 2,038,188	\$ 2,089,872
Benefits	762,824	904,951	1,114,039	931,553	950,387
Operating	6,972,138	6,830,212	7,617,311	7,578,284	8,589,663
Capital Outlay	47,427	97,664	206,750	206,750	326,750
Debt Service	32,709	156,602	194,693	211,943	211,943
Depreciation	279,052	-	-	-	-
Equipment Reserve	-	132,344	507	50,494	-
Closure/Post Closure Reserve	1,112,471	7,813	7,813	1,099	1,099
Total Expenses	\$ 11,034,789	\$ 10,070,223	\$ 11,134,978	\$ 11,018,311	\$ 12,169,714
Actual reflects full accrual accounting as shown in the financial statements, whereas budget is on the cash basis.					

STAFFING

		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Solid Waste	Level					
Solid Waste Division Chief	727	1.0	1.0	1.0	1.0	1.0
Project Engineer II	727	0.3	0.3	0.3	0.3	0.3
Accountant III	725	0.2	0.2	0.2	0.2	0.2
Business Manager	725	0.3	0.3	0.3	0.3	0.3
Recycling Coordinator	724	1.0	1.0	1.0	1.0	1.0
Operations Supervisor	723	1.0	1.0	1.0	1.0	1.0
Compactor Operator Supervisor	721	1.0	1.0	1.0	1.0	1.0
Recycling Program Specialist	721	1.0	1.0	1.0	1.0	1.0
Administrative Aide	720	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	1.0	1.0	1.0
Landfill Equipment Operator II	718	1.0	1.0	1.0	1.0	1.0
Landfill Maintenance Worker III	718	1.0	1.0	1.0	1.0	1.0
Recycling Operations Technician	718	1.0	1.0	1.0	1.0	1.0
Landfill Maintenance Worker II	717	2.0	2.0	2.0	2.0	2.0
Solid Waste Truck Driver	716	5.0	5.0	5.0	5.0	5.0
Weigh Clerk	716	3.5	3.5	3.5	3.5	3.5
Landfill Maintenance Worker I	715	3.0	3.0	3.0	3.0	3.0
Solid Waste Compactor Operator	713	19.3	20.2	21.2	21.2	21.2
Landfill Attendant	711	0.5	0.5	0.5	0.5	0.5
Grounds Maintenance (Seasonal)	H05	0.5	0.5	0.5	0.5	0.5
TOTAL		44.6	45.5	46.5	46.5	46.5



Uses Federal and State funds to enhance Local Government's ability to respond to citizen's needs and implement special programs

GRANTS FUND



Public Safety



Public Transportation



Senior Programs



Community Outreach

- [GRANTS SUMMARY](#)
- [GRANTS REVENUE HIGHLIGHTS](#)
- [SCHEDULE OF GRANT REVENUES](#)
- [GRANT PROGRAM AREAS](#)
- [SCHEDULE OF GRANT EXPENDITURES](#)
- [GRANTS LIST](#)
- GRANT AREAS:
- [GENERAL GOVERNMENT](#)
- [GENERAL SERVICES](#)
- [HUMAN SERVICES](#)
- [PUBLIC SAFETY](#)



SUMMARY

The Grants fund is used for special projects that are supported in full or in part by state and/or federal dollars granted with specific criteria for how the funding may be used. In many cases, the County must also provide a match to support these projects.

Grants are typically awarded on a competitive basis. Factors considered in determining grant awards include: the need, the quality and creativity of the proposed project, and how well the project meets the grant criteria.

Once awarded, grants generally set out specific requirements mandating that grant funded programs adhere to strict financial stipulations and are monitored for effectiveness. Additionally, a separate audit of federal grants is required each year.

In Calvert County, grant funding helps the local government address a variety of needs. Due to the competitive nature of grants, budgets for each of the proposed projects listed here should be considered preliminary. Budgets for grant programs are not finalized until state or federal funds have actually been awarded. Typically, these awards are not made until after the County fiscal year has begun.

REVENUE HIGHLIGHTS

Grants Fund – The primary sources of grant revenue are Federal and State grants along with a County General Fund match and fees collected for services (e.g., bus fares and other types of treatment fees).

The **Federal** grant revenues are projected to increase by \$747,112, or 37.7% in FY 2018. There are five large changes to note: the addition of the Community Block Development Grant at \$250,000, an increase of \$186,401 for the mandatory replacement of three buses, an increase to the Sheriff's Office Child Support Grant of \$208,911, an increase to the COPS grant of \$132,942 and one decrease to the Emergency Solutions Grant of \$68,929.

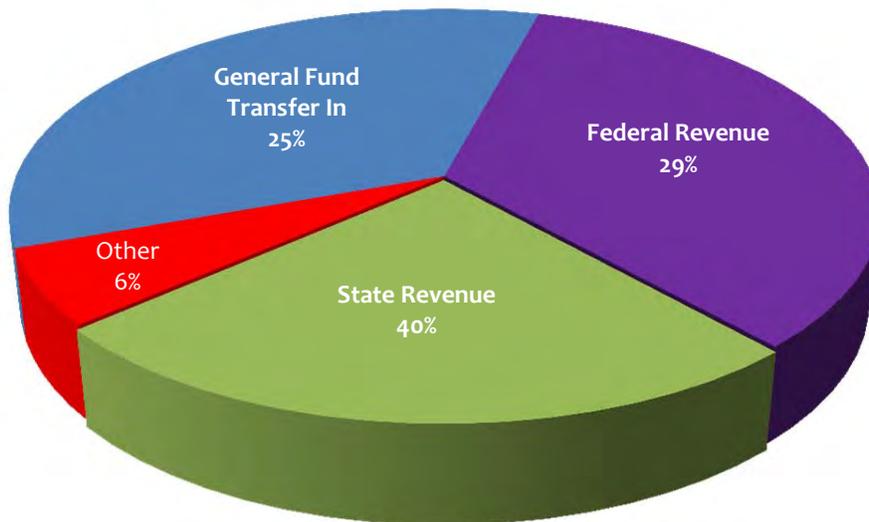
State grant revenues are projected to decrease by \$25,052, or 0.9% overall in FY 2018. There were many small increases and decreases that contributed to this relatively flat revenue source.

County contributions to support grant funded initiatives will increase by a total of \$288,237, or 17.7% in FY 2018 as compared to the FY 2017 Adopted budget. This is largely due to increases to the transportation grants for a new bus route and other costs at \$170,020 and \$95,264 in General Funds for the Sheriff's Office Child Support Grant.

Other revenues are projected to increase by \$11,526 or 5.97% in FY 2018.

GRANTS - SUMMARY OF REVENUES

REVENUE TOTALS - ALL GRANTS



Revenue	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Federal	\$ 1,697,595	\$ 1,980,102	\$ 2,301,000	\$ 2,210,572	\$ 2,727,214
State	2,424,358	2,710,398	2,697,122	2,697,247	2,685,346
General Fund Transfer In	1,699,420	1,683,582	2,130,879	1,782,193	1,971,819
Other	285,534	439,696	451,853	448,237	466,561
Total Revenue	\$ 6,106,908	\$ 6,813,778	\$ 7,580,854	\$ 7,138,249	\$ 7,850,940

SCHEDULE OF GRANT REVENUES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Federal Grant Revenue					
General Government					
Child Support - State's Attorney	\$ 274,720	\$ 317,958	\$ 306,845	\$ 306,845	\$ 329,134
Child Support - Domestic Master	85,744	92,245	107,171	107,171	110,890
Critical Area Grant	-	-	-	-	-
Metropolitan Planning Organization (MPO)	26,524	91,727	72,000	72,000	72,000
Piscataway Indian Archeology Grant	-	-	-	-	-
Total General Government	\$ 386,987	\$ 501,930	\$ 486,016	\$ 486,016	\$ 512,024
Human Services					
ARSL Conference Grant	\$ 6,138	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Community Block Development Grant (SDBG)					250,000
Emergency Solutions Grant (ESG)	64,564	114,700	45,771	45,771	45,771
Library ALA Curiosity Grant	3,045	-	-	-	-
Library Staff Development	20,152	-	12,000	12,000	12,000
Maryland Access Point (MAP) Grant	36,170	-	-	-	-
Ombudsman and Elder Abuse	6,005	4,669	4,019	4,019	4,024
Outpatient Substance Abuse	-	-	-	-	-
Senior Health Insurance Assistance Program (SHIP)	12,886	12,113	12,500	12,500	12,500
Senior Highway Safety	730	-	-	-	-
Senior Medicare Patrol (SMP) Grant	5,143	-	-	-	-
Title III B - Supportive Services (Personal Care, Transportation, Legal Aid)	37,454	57,820	62,108	62,108	62,108
Title III C - 1 - Congregate Meal (Eating Together) Program	99,686	90,018	95,667	95,667	95,667
Title III C-2 - Home Delivered Meal (Meals on Wheels) Program	37,472	50,513	51,173	51,173	51,173
Title III D - Health Promotion & Disease Prevention Program	12,969	9,000	9,000	9,000	9,000
Title III D - Health Promotion & Disease Prevention Program	25,534	23,482	26,937	26,937	26,937
Transportation Grants	379,963	514,798	787,590	676,089	701,199
Total Human Services	\$ 747,912	\$ 877,113	\$ 1,121,765	\$ 1,010,264	\$ 1,285,379
Public Safety					
Bullet Proof Vests	\$ 12,619	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Highway Safety - Calvert County Sheriff's Office	55,339	51,227	34,750	34,750	34,750
Child Support - Sheriff's Office	335,347	395,097	370,792	389,453	604,008
COPS Technology Grant	7,528	-	132,942	132,942	132,942
Drug Intelligence Program Coordinator	-	-	-	-	-
High Intensity Drug Trafficking Area (HIDTA)	5,625	7,500	7,500	7,500	7,500
Homeland Security	96,359	84,075	84,075	84,075	84,075
Justice Assistance Grant	539	-	-	-	-
Sex Offender and Compliance Enforcement Grant	-	-	-	-	-
SMART FY14-Sorna	2,705	-	-	-	-
Violence Against Women Act (VAWA)	46,634	48,160	48,160	50,572	51,536
Total Public Safety	\$ 562,696	\$ 601,059	\$ 693,219	\$ 714,292	\$ 929,811
Total Federal Grant Revenue	\$ 1,697,595	\$ 1,980,102	\$ 2,301,000	\$ 2,210,572	\$ 2,727,214

Grants shown in **bold** above are either one-time grants, non-recurring grants or grants that no longer exist.

SCHEDULE OF GRANT REVENUES (CONTINUED)

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
State Grant Revenue					
General Government					
Adult Treatment Court	\$ 111,725	\$ 280,266	\$ 241,675	\$ 251,984	\$ 253,246
Bay Restoration Fund Grant	1,254,783	1,254,845	1,189,984	1,194,628	1,194,859
Certified Local Government (CLG) Maryland Historical Trust (MHT) - Virtual Tour Grant	15,228	20,000	20,000	20,000	20,000
Certified Local Government (CLG) Maryland Historical Trust (MHT) Training Grant	825	1,000	1,000	1,000	1,000
Coastal Communities	44,949	48,439	43,000	53,283	25,582
Community Services Caseworker	5,686	5,873	-	-	-
Courthouse Security Camera	7,350	-	-	-	-
Courthouse Website	8,000	-	-	-	-
Critical Area Grant	10,000	10,000	10,000	10,000	10,000
Family Services	164,177	181,394	178,149	184,818	189,128
Farmers Market Grant	1,500	-	-	-	-
Lower Marlboro Freedom Day	581	1,100	1,000	1,000	1,000
Maryland Tourism Development Board Marketing (MTDB)	16,264	20,000	20,000	20,000	20,000
Metropolitan Planning Organization (MPO)	3,316	11,466	9,000	9,000	9,000
Total General Government	\$ 1,644,383	\$ 1,834,383	\$ 1,713,808	\$ 1,745,713	\$ 1,723,815
General Services					
Camp Calvert (Special Education Program)	\$ 2,870	\$ 6,198	\$ 6,198	\$ 6,198	\$ 6,198
Johnson Grass	-	2,991	2,991	2,991	2,991
Natural Resource Brochure	750	-	-	-	-
SMHAC Artifact Conservation	650	-	-	-	-
Total General Services	\$ 4,270	\$ 9,189	\$ 9,189	\$ 9,189	\$ 9,189
Human Services					
Community First Choice Supports Planner	\$ 102,053	\$ 118,608	\$ 90,839	\$ 90,839	\$ 92,686
Developmental Disabilities Administration Grant (DDA)	111,956	137,227	160,000	160,000	160,000
Emergency Solutions Grant (ESG)	78,617	-	72,038	72,038	72,038
Emergency & Transitional Housing & Services (ETHS)	27,169	27,169	40,000	40,000	27,169
Guardianship Grant	3,618	3,621	2,282	2,282	2,282
Maryland Access Point (MAP) Grant	-	20,356	20,500	20,500	20,500
Medicare Improvements of Patients and Providers Act Grant (MIPPA)	7,085	6,567	5,090	5,090	5,090
Drug Intelligence Program Coordinator	348	5,000	5,000	5,000	5,000
Ombudsman and Elder Abuse	15,152	15,777	15,434	15,434	15,434
Senior Center Operating Fund Grant (SCOF)	6,000	6,000	4,000	4,000	4,000
Senior Care Grant	96,480	100,000	100,000	100,000	100,000
Senior Information & Assistance (I&A) Grant	5,160	4,805	7,284	7,284	7,284
Senior Medicare Patrol (SMP) Grant	-	2,442	2,250	2,250	2,250
Senior Nutrition Grant	17,448	15,826	18,140	18,140	18,140
Title III B - Supportive Services (Personal Care, Transportation, Legal Aid)	9,739	-	-	-	-
Transportation Grants	233,434	327,618	302,311	270,531	291,512
Total Human Services	\$ 714,260	\$ 791,016	\$ 845,168	\$ 813,388	\$ 823,385
Public Safety					
Drug Intelligence Program Coordinator	3,292	4,800	4,800	4,800	4,800
Emergency Medical Dispatcher (EMD) Training Grant	3,364	3,410	3,557	3,557	3,557
Drug Intelligence Program Coordinator	-	-	48,000	48,000	48,000
Juvenile Transportation	12,031	30,000	30,000	30,000	30,000
MD Tobacco Grant	690	-	-	-	-
Motor Carrier Safety	9,551	15,000	15,000	15,000	15,000
School Bus Safety	9,961	10,000	10,000	10,000	10,000
Sex Offender and Compliance Enforcement Grant	12,272	12,600	12,600	12,600	12,600
Tobacco Prevention Grant	10,284	-	5,000	5,000	5,000
Total Public Safety	\$ 61,445	\$ 75,810	\$ 128,957	\$ 128,957	\$ 128,957
Total State Grant Revenue	\$ 2,424,358	\$ 2,710,398	\$ 2,697,122	\$ 2,697,247	\$ 2,685,346

Grants shown in **bold** above are either one-time grants, non-recurring grants or grants that no longer exist.

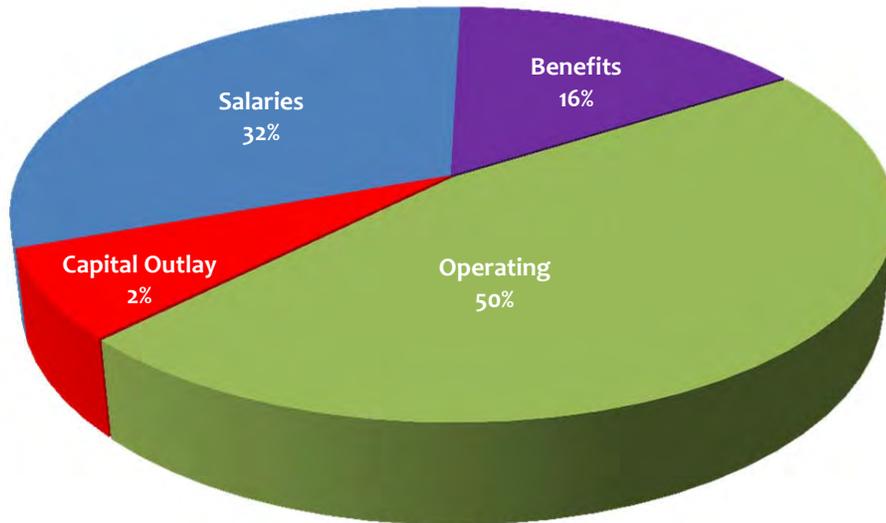
GRANTS FUND
REVENUES

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Charges for Services					
General Government					
Family Services	\$ 521	\$ -	\$ -	\$ -	\$ -
Total General Government	\$ 521	\$ -	\$ -	\$ -	\$ -
Human Services					
Developmental Disabilities Administration Grant (DDA)	\$ 200	\$ -	\$ -	\$ -	\$ -
Title III B - Supportive Services (Personal Care, Transportation, Legal Aid)	4,317	4,525	4,375	4,375	4,375
Title III C - 1 - Congregate Meal (Eating Together) Program	41,369	47,388	47,420	47,420	47,420
Title III C-2 - Home Delivered Meal (Meals on Wheels) Program	45,021	74,439	71,372	71,372	71,372
Transportation Contracts and Fees	121,820	120,300	124,500	120,500	124,500
Total Human Services	\$ 212,727	\$ 246,652	\$ 247,667	\$ 243,667	\$ 247,667
Total Charges for Services	\$ 213,248	\$ 246,652	\$ 247,667	\$ 243,667	\$ 247,667
	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Other Revenue Sources					
General Government					
Child Support - State's Attorney	\$ 2,233	\$ 19,304	\$ 18,630	\$ 18,630	\$ 19,979
Child Support - Domestic Master	-	5,601	6,134	6,134	6,347
Cove Point Natural Heritage	15,095	14,382	15,206	24,513	24,627
Metropolitan Planning Organization (MPO)	1,658	5,733	4,500	4,500	4,500
Total General Government	\$ 18,986	\$ 45,020	\$ 44,470	\$ 53,777	\$ 55,453
General Services					
Camp Calvert (Special Education Program)	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Adaptive Swim	676	4,000	4,000	4,000	4,000
Total General Services	\$ 676	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Human Services					
Project Lifesaver - Office on Aging	\$ -	\$ 4,500	\$ -	\$ -	\$ -
Library Staff Development	-	-	-	-	-
SMRLA Staff Development	-	-	-	-	-
Total Human Services	\$ -	\$ 4,500	\$ -	\$ -	\$ -
Public Safety					
Body Cameras					
Child Support - Sheriff's Office	\$ 6,399	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Constellation Planner	-	23,987	35,179	23,125	35,760
Local Government Insurance Trust (LGIT) Training Grant	46,226	91,247	91,247	94,378	94,391
	-	7,290	7,290	7,290	7,290
Total Public Safety	\$ 52,625	\$ 122,524	\$ 138,716	\$ 129,793	\$ 142,441
General Fund Transfer In	\$ 1,699,420	\$ 1,683,582	\$ 2,130,879	\$ 1,782,193	\$ 1,971,819
Total Other Revenue Sources	\$ 1,771,707	\$ 1,876,626	\$ 2,335,065	\$ 1,986,763	\$ 2,190,713
Total Grants Fund Revenue	\$ 6,106,908	\$ 6,813,778	\$ 7,580,854	\$ 7,138,249	\$ 7,850,940

Grants shown in **bold** above are either one-time grants, non-recurring grants or grants that no longer exist.

GRANTS - SUMMARY OF EXPENDITURES

EXPENDITURE TOTALS - ALL GRANTS



Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Salaries	\$ 2,089,184	\$ 2,200,200	\$ 2,308,120	\$ 2,211,353	\$ 2,398,266
Benefits	917,595	1,067,912	1,161,370	1,112,141	1,274,059
Operating	3,016,904	3,406,570	3,451,758	3,316,337	3,708,281
Capital Outlay	20,844	139,096	659,606	498,418	470,334
Total Expenditures	\$ 6,044,527	\$ 6,813,778	\$ 7,580,854	\$ 7,138,249	\$ 7,850,940

GRANT PROGRAM AREAS

More than half of the grant funds included in the proposed FY 2018 budget will be devoted to human services including public transportation, programs for senior citizens, the homeless, those in need of emergency food and shelter, and substance abuse treatment.

Grant funds are proposed for general government to fund family services programs in Circuit Court, child support prosecution, marketing activities to enhance economic development, and programs to protect the critical area surrounding the Chesapeake Bay.

Public safety also benefits from grant funds in this budget. Grant dollars are used for such programs as child support enforcement, transportation of juvenile offenders, training of emergency services personnel, and to provide protective equipment for police officers.

Grant funding used in the Department of General Services helps to support summer special education programs through the County's Parks and Recreation Division.

PROGRAM TOTALS

Expenditures	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
General Government	\$ 2,339,788	\$ 2,611,213	\$ 2,471,672	\$ 2,512,884	\$ 2,532,728
General Services	30,877	42,701	42,701	42,701	58,022
Human Services	2,787,252	3,129,580	3,565,346	3,395,057	3,732,826
Public Safety	886,610	1,030,284	1,501,135	1,187,607	1,527,364
Total	\$ 6,044,527	\$ 6,813,778	\$ 7,580,854	\$ 7,138,249	\$ 7,850,940

SCHEDULE OF GRANT EXPENDITURES

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2018
	Actual	Adopted	Requested	Recommended	Adopted
		Budget	Budget	Budget	Budget
General Government					
Adult Treatment Court	\$ 180,715	\$ 280,266	\$ 241,675	\$ 251,984	\$ 253,246
Bay Restoration Fund Grant	1,254,783	1,254,845	1,189,984	1,194,628	1,194,859
Certified Local Government (CLG) Maryland Historical Trust (MHT) Training Grant	825	1,000	1,000	1,000	1,000
Certified Local Government (CLG) Maryland Historical Trust (MHT) Virtual Tour Grant	15,168	20,000	20,000	20,000	20,000
Child Support - Domestic Master	138,116	148,252	168,515	168,515	174,363
Child Support - State's Attorney	442,381	511,003	493,143	493,143	528,923
Coastal Communities	44,949	48,439	43,000	53,283	25,582
Community Services Caseworker	5,686	5,873	-	-	-
Courthouse Security Camera	7,350	-	-	-	-
Courthouse Website	8,000	-	-	-	-
Cove Point Natural Heritage	15,095	14,382	15,206	24,513	24,627
Critical Area Grant	10,000	10,000	10,000	10,000	10,000
Family Services	164,697	181,394	178,149	184,818	189,128
Farmers Market Grant	1,500	-	-	-	-
Lower Marlboro Freedom Day	104	1,100	1,000	1,000	1,000
SMHAC Mini Grant	1,000	-	-	-	-
Maryland Tourism Development Board (MTDB) Marketing Grant	16,264	20,000	20,000	20,000	20,000
Metropolitan Planning Organization (MPO)	33,155	114,659	90,000	90,000	90,000
Total General Government	\$ 2,339,788	\$ 2,611,213	\$ 2,471,672	\$ 2,512,884	\$ 2,532,728

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2018
	Actual	Adopted	Requested	Recommended	Adopted
		Budget	Budget	Budget	Budget
General Services					
Adaptive Swim (Special Education Program)	\$ 676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Camp Calvert (Special Education Program)	26,585	35,710	35,710	35,710	51,031
Johnson Grass	-	2,991	2,991	2,991	2,991
Natural Resource Brochure	1,936	-	-	-	-
SMHAC Artifact Conservation	1,680	-	-	-	-
Total General Services	\$ 30,877	\$ 42,701	\$ 42,701	\$ 42,701	\$ 58,022

Grants shown in **bold** above are either one-time grants, non-recurring grants or grants that no longer exist.



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GRANTS: GENERAL GOVERNMENT

REVENUE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Federal	\$ 386,987	\$ 501,930	\$ 486,016	\$ 486,016	\$ 512,024
State	1,644,383	1,834,383	1,713,808	1,745,713	1,723,815
General Fund Transfer In	296,098	229,880	227,378	227,378	241,436
Other	19,506	45,020	44,470	53,777	55,453
Total	\$ 2,346,974	\$ 2,611,213	\$ 2,471,672	\$ 2,512,884	\$ 2,532,728

EXPENDITURE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Salaries	\$ 616,263	\$ 667,985	\$ 655,378	\$ 690,741	\$ 696,502
Benefits	293,827	360,711	384,003	389,852	387,739
Operating	1,420,497	1,582,517	1,432,291	1,432,291	1,448,487
Capital Outlay	9,201	-	-	-	-
Total	\$ 2,339,788	\$ 2,611,213	\$ 2,471,672	\$ 2,512,884	\$ 2,532,728

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

STAFFING

		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Circuit Court	Level					
Drug Court Coordinator	CC10	0.0	0.0	1.0	1.0	1.0
Family Services Coordinator	CC10	0.0	0.0	1.0	1.0	1.0
Drug Court Coordinator	CC5	1.0	1.0	0.0	0.0	0.0
Family Services Coordinator	CC5	1.0	1.0	0.0	0.0	0.0
Case Manager	CC4	2.0	2.0	2.0	2.0	2.0
Judicial Secretary	CC4	0.6	0.6	0.6	0.6	0.6
Legal Secretary	CC2	0.6	0.6	0.6	0.6	0.6
Administrative Aide	CC1	1.0	1.0	1.0	1.0	1.0
TOTAL		6.2	6.2	6.2	6.2	6.2
State's Attorney						
Senior Assistant State's Attorney	A	1.0	1.0	1.0	1.0	1.0
Paralegal	723	1.0	1.0	1.0	1.0	1.0
Legal Secretary II	719	1.0	1.0	1.0	1.0	1.0
Legal Secretary I	718	1.0	1.0	1.0	1.0	1.0
TOTAL		4.0	4.0	4.0	4.0	4.0
Planning & Zoning						
Planner II	724	1.5	1.5	1.5	1.5	1.5
Intern	724	0.4	0.3	0.4	0.4	0.4
TOTAL		1.9	1.8	1.9	1.9	1.9
GRANTS TOTAL GENERAL GOVERNMENT		12.1	12.0	12.1	12.1	12.1

ADULT TREATMENT COURT

DESCRIPTION

This is an eighteen month minimum specialty court where participants plead guilty to their crime and as a condition of probation they voluntarily enter this court. It entails intensive treatment, weekly case management meetings and monthly judicial reviews. Treatment courts have been statistically proven to be the most cost effective way to combat substance abuse problems and therefore positively impact the criminal justice system.

OPERATING BUDGET

Adult Treatment Court	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 111,725	\$ 280,266	\$ 241,675	\$ 251,984	\$ 253,246
General Fund Transfer In	68,990	-	-	-	-
Total Revenue	\$ 180,715	\$ 280,266	\$ 241,675	\$ 251,984	\$ 253,246
Expense					
Salaries	\$ 117,372	\$ 159,887	\$ 144,672	\$ 159,739	\$ 160,652
Benefits	40,297	68,753	86,803	82,045	82,394
Operating	23,046	51,626	10,200	10,200	10,200
Total Expense	\$ 180,715	\$ 280,266	\$ 241,675	\$ 251,984	\$ 253,246



Adult Treatment Courtroom

BAY RESTORATION FUND

DESCRIPTION

The goal of this program is to reduce nutrients getting into the Chesapeake Bay and to upgrade onsite sewage disposal systems (septic systems) with the Best Available Technology (BAT) for nitrogen removal. The upgraded systems are Orenco Advantex AX20 Nitrogen reducing, Advanced Treatment.

OPERATING BUDGET

Bay Restoration Fund Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 1,254,783	\$ 1,254,845	\$ 1,189,984	\$ 1,194,628	\$ 1,194,859
Total Revenue	\$ 1,254,783	\$ 1,254,845	\$ 1,189,984	\$ 1,194,628	\$ 1,194,859
Expense					
Salaries	\$ 53,084	\$ 53,517	\$ 54,284	\$ 55,936	\$ 57,331
Benefits	28,641	32,110	32,570	35,562	34,398
Operating	1,173,059	1,169,218	1,103,130	1,103,130	1,103,130
Capital Outlay	-	-	-	-	-
Total Expense	\$ 1,254,783	\$ 1,254,845	\$ 1,189,984	\$ 1,194,628	\$ 1,194,859



One of over 500 homes that have received an Orenco Advantex AX20 Nitrogen reducing, Advanced Treatment, septic system through the Bay Restoration Fund grant.

CERTIFIED LOCAL GOVERNMENT MARYLAND HISTORICAL TRUST TRAINING

DESCRIPTION

Required education for members of the Historic District Commission.

OPERATING BUDGET

Certified Local Government (CLG) Maryland Historical Trust (MHT) Training Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 825	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	\$ 825	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Expense					
Operating	\$ 825	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Expense	\$ 825	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

CERTIFIED LOCAL GOVERNMENT (CLG) MARYLAND HISTORICAL TRUST VIRTUAL TOUR

DESCRIPTION

Produce multimedia tours of agricultural landscapes in Calvert County based on products from earlier CLG funded projects.

OPERATING BUDGET

Certified Local Government (CLG) Maryland Historical Trust (MHT) - Virtual Tour Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 15,228	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Revenue	\$ 15,228	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Expense					
Operating	\$ 13,893	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Expense	\$ 13,893	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

CHILD SUPPORT - DOMESTIC MASTER

DESCRIPTION

Provides financial support to operate a program designed to provide child support enforcement services, including hearings and court orders, in accordance with the federal Department of Health and Human Services (HHS) approved State Plan under Title IV-D of the Social Security Act and the Cooperative Reimbursement Agreement Application.

OPERATING BUDGET

Child Support - Domestic Master	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 85,744	\$ 92,245	\$ 107,171	\$ 107,171	\$ 110,890
General Fund Transfer In	44,929	50,406	55,210	55,210	57,126
Other	-	5,601	6,134	6,134	6,347
Total Revenue	\$ 130,673	\$ 148,252	\$ 168,515	\$ 168,515	\$ 174,363
Expense					
Salaries	\$ 60,016	\$ 59,547	\$ 62,774	\$ 62,774	\$ 66,119
Benefits	28,933	29,975	34,982	34,982	36,496
Operating	49,167	58,730	70,759	70,759	71,748
Capital Outlay	-	-	-	-	-
Total Expense	\$ 138,116	\$ 148,252	\$ 168,515	\$ 168,515	\$ 174,363

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

CHILD SUPPORT - STATE'S ATTORNEY

DESCRIPTION

Provides legal representation and enforcement of child support orders; prepares and reviews all pleadings for factual and legal sufficiency; files civil, contempt, and criminal pleadings with the Clerk's Office; meets with parties to negotiate an agreement for child support obligations; interviews customers; coordinates paternity testing and keeps a database list; prepares child support liens, garnishments, and other documentation to facilitate child support payment collection.

OPERATING BUDGET

Child Support - State's Attorney	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 274,720	\$ 317,958	\$ 306,845	\$ 306,845	\$ 329,134
General Fund Transfer In	166,046	173,741	167,668	167,668	179,810
Other	2,233	19,304	18,630	18,630	19,979
Total Revenue	\$ 442,999	\$ 511,003	\$ 493,143	\$ 493,143	\$ 528,923
Expense					
Salaries	\$ 243,206	\$ 250,019	\$ 250,019	\$ 250,019	\$ 263,159
Benefits	122,577	145,893	145,893	145,893	150,898
Operating	76,598	115,091	97,231	97,231	114,866
Capital Outlay	-	-	-	-	-
Total Expense	\$ 442,381	\$ 511,003	\$ 493,143	\$ 493,143	\$ 528,923

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

COASTAL COMMUNITIES

DESCRIPTION

Targets projects that reduce the vulnerability of the built environment to the effects of flooding and other coastal hazards that result from storms, erosion and sea level rise through the modification of ordinances, codes, plans and programs.

OPERATING BUDGET

Coastal Communities	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 44,949	\$ 48,439	\$ 43,000	\$ 53,283	\$ 25,582
Total Revenue	\$ 44,949	\$ 48,439	\$ 43,000	\$ 53,283	\$ 25,582
Expense					
Salaries	\$ 28,306	\$ 27,238	\$ 25,237	\$ 31,664	\$ 15,866
Benefits	14,016	15,551	15,142	18,998	9,520
Operating	2,628	5,650	2,621	2,621	196
Total Expense	\$ 44,949	\$ 48,439	\$ 43,000	\$ 53,283	\$ 25,582

COMMUNITY SERVICES CASEWORKER

DESCRIPTION

Supports the Community Service Litter Control program and will defray county equipment costs for this program.

OPERATING BUDGET

Community Services Caseworker	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 5,686	\$ 5,873	\$ -	\$ -	\$ -
Total Revenue	\$ 5,686	\$ 5,873	\$ -	\$ -	\$ -
Expense					
Operating	\$ 5,686	\$ 5,873	\$ -	\$ -	\$ -
Total Expense	\$ 5,686	\$ 5,873	\$ -	\$ -	\$ -

COVE POINT NATURAL HERITAGE TRUST

DESCRIPTION

Covers a summer intern and continued work on quarterly water monitoring efforts.

OPERATING BUDGET

Cove Point Natural Heritage	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Other	\$ 15,095	\$ 14,382	\$ 15,206	\$ 24,513	\$ 24,627
Total Revenue	\$ 15,095	\$ 14,382	\$ 15,206	\$ 24,513	\$ 24,627
Expense					
Salaries	\$ 5,966	\$ 6,944	\$ 7,559	\$ 15,608	\$ 15,680
Benefits	950	2,318	2,502	3,760	3,805
Operating	8,179	5,120	5,145	5,145	5,142
Total Expense	\$ 15,095	\$ 14,382	\$ 15,206	\$ 24,513	\$ 24,627

CRITICAL AREA

DESCRIPTION

Partially funds two staff positions to review the impact of proposed development on the Chesapeake Bay Critical Area and enforce the Critical Area regulations.

OPERATING BUDGET

Critical Area Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	10,000	10,000	10,000	10,000	10,000
Total Revenue	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Expense					
Salaries	\$ 6,494	\$ 6,493	\$ 6,493	\$ 6,493	\$ 6,493
Benefits	3,506	3,507	3,507	3,507	3,507
Total Expense	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

FAMILY SERVICES

DESCRIPTION

Enhances the Court's ability to provide fair and efficient forum for resolving domestic and juvenile matters.

OPERATING BUDGET

Family Services	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 164,177	\$ 181,394	\$ 178,149	\$ 184,818	\$ 189,128
Other	521	-	-	-	-
Total Revenue	\$ 164,697	\$ 181,394	\$ 178,149	\$ 184,818	\$ 189,128
Expense					
Salaries	\$ 101,820	\$ 104,340	\$ 104,340	\$ 108,508	\$ 111,202
Benefits	54,907	62,604	62,604	65,105	66,721
Operating	6,632	14,450	11,205	11,205	11,205
Capital Outlay	1,338	-	-	-	-
Total Expense	\$ 164,697	\$ 181,394	\$ 178,149	\$ 184,818	\$ 189,128

MARYLAND TOURISM DEVELOPMENT BOARD (MTDB)

DESCRIPTION

Supports the county's efforts to provide high visibility advertising and marketing of local tourist sites and attractions.

OPERATING BUDGET

Maryland Tourism Development Board Marketing (MTDB) Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 16,264	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Revenue	\$ 16,264	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Expense					
Operating	\$ 16,264	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Expense	\$ 16,264	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000



GRANTS: GENERAL SERVICES

REVENUE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	4,270	9,189	9,189	9,189	9,189
General Fund Transfer In	25,930	12,512	12,512	12,512	27,833
Other	676	21,000	21,000	21,000	21,000
Total	\$ 30,877	\$ 42,701	\$ 42,701	\$ 42,701	\$ 58,022

EXPENDITURE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Salaries	\$ 22,918	\$ 30,784	\$ 30,784	\$ 30,784	\$ 43,992
Benefits	3,667	4,926	4,926	4,926	7,039
Operating	4,292	6,991	6,991	6,991	6,991
Capital Outlay	-	-	-	-	-
Total	\$ 30,877	\$ 42,701	\$ 42,701	\$ 42,701	\$ 58,022

STAFFING

		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Parks & Recreation	Level					
Counselor II TRS (Seasonal)	H07	0.8	0.8	0.8	0.8	0.8
Counselor I TRS (Seasonal)	H06	0.5	0.5	0.5	0.5	0.5
Personal Care Attendant TRS (Seasonal)	H06	0.3	0.3	0.3	0.3	0.3
One-to-One Counselor TRS (Seasonal)	H04	1.0	1.0	1.0	1.0	1.0
GRANTS TOTAL GENERAL SERVICES		2.6	2.6	2.6	2.6	2.6

ADAPTIVE SWIM (SPECIAL EDUCATION PROGRAM)

DESCRIPTION

Scholarship money that is available for participants on the Autism Spectrum who demonstrate financial need. All classes follow the American Red Cross Water Safety Instruction. This grant is funded by the nonprofit organization, Autism Speaks.

OPERATING BUDGET

Adaptive Swim	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Other	\$ 676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Total Revenue	\$ 676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Expense					
Operating	\$ 676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Total Expense	\$ 676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000



Edward T. Hall Aquatic Center, Leisure Pool

CAMP CALVERT (SPECIAL EDUCATION PROGRAM)

DESCRIPTION

A summer camp program that provides Therapeutic Recreation Services (TRS) for children with developmental disabilities and offers active and passive recreational activities that build social and physical skills.

OPERATING BUDGET

Camp Calvert (Special Education Program)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 2,870	\$ 6,198	\$ 6,198	\$ 6,198	\$ 6,198
General Fund Transfer In	23,714	12,512	12,512	12,512	27,833
Other	-	17,000	17,000	17,000	17,000
Total Revenue	\$ 26,585	\$ 35,710	\$ 35,710	\$ 35,710	\$ 51,031
Expense					
Salaries	\$ 22,918	\$ 30,784	\$ 30,784	\$ 30,784	\$ 43,992
Benefits	3,667	4,926	4,926	4,926	7,039
Total Expense	\$ 26,585	\$ 35,710	\$ 35,710	\$ 35,710	\$ 51,031

JOHNSON GRASS

DESCRIPTION

Controls and eradicate noxious weeds (Johnsongrass, shattercane, thistles and multiflora rose).

OPERATING BUDGET

Johnson Grass	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ -	\$ 2,991	\$ 2,991	\$ 2,991	\$ 2,991
Total Revenue	\$ -	\$ 2,991	\$ 2,991	\$ 2,991	\$ 2,991
Expense					
Operating	\$ -	\$ 2,991	\$ 2,991	\$ 2,991	\$ 2,991
Total Expense	\$ -	\$ 2,991	\$ 2,991	\$ 2,991	\$ 2,991



GRANTS: HUMAN SERVICES

REVENUE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Federal	\$ 747,912	\$ 877,113	\$ 1,121,765	\$ 1,010,264	\$ 1,285,379
State	714,260	791,016	845,168	813,388	823,385
General Fund Transfer In	1,136,844	1,210,299	1,350,746	1,327,738	1,376,395
Other	212,727	251,152	247,667	243,667	247,667
Total	\$ 2,811,743	\$ 3,129,580	\$ 3,565,346	\$ 3,395,057	\$ 3,732,826

EXPENDITURE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Salaries	\$ 987,480	\$ 1,023,817	\$ 1,044,589	\$ 997,341	\$ 1,067,645
Benefits	439,346	506,376	531,254	514,318	618,203
Operating	1,360,426	1,517,206	1,591,797	1,565,597	1,757,261
Capital Outlay	-	82,181	397,706	317,801	289,717
Total	\$ 2,787,252	\$ 3,129,580	\$ 3,565,346	\$ 3,395,057	\$ 3,732,826

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

STAFFING

		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Transportation	Level					
Bus/Van Driver	714	15.8	16.6	17.0	16.6	18.0
Bus/Van Driver (Temporary)	n/a	0.3	1.3	1.3	1.3	1.3
TOTAL		16.1	17.9	18.3	17.9	19.3
Substance Abuse						
Substance Abuse Clinical Coordinator	726	2.0	2.0	2.0	2.0	2.0
Custodian	n/a	0.3	0.5	0.3	0.3	0.3
TOTAL		2.3	2.5	2.3	2.3	2.3
Office on Aging						
Developmental Disabilities Program Specialist	721	1.0	1.0	1.0	1.0	1.0
Long Term Care Advocate	720	0.6	0.6	0.6	0.6	0.6
Food Services Coordinator	718	1.0	1.0	1.0	1.0	1.0
Food Service Worker	714	1.0	1.0	1.0	1.0	1.0
Community First Choice Supports Planner	H19	1.6	2.0	2.0	2.0	2.0
Developmental Disabilities Aide	H13	0.6	0.6	0.6	0.6	0.6
TOTAL		5.7	6.1	6.1	6.1	6.1
GRANTS TOTAL HUMAN SERVICES		24.1	26.5	26.7	26.3	27.7

COMMUNITY FIRST CHOICE (CFC)

DESCRIPTION

Provides a Supports Planning Service for applicants and participants who are applying to or enrolled in Home and Community-Based Services (HCBS) Programs. Key Areas of Supports Planning Service: coordinate medical eligibility determinations and redeterminations, engage individuals in person-directed planning, facilitate the process for individuals who choose to self-direct, assist applicants residing in a nursing facility with developing a transition plan to live in the community, identify potential barriers in the community and coordinating available services and support. Assist with locating and applying for available housing options, including identifying and assisting with resolving housing barriers.

OPERATING BUDGET

Community First Choice	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	102,053	118,608	90,839	90,839	92,686
Total Revenue	\$ 102,053	\$ 118,608	\$ 90,839	\$ 90,839	\$ 92,686
Expense					
Salaries	\$ 87,977	\$ 102,248	\$ 78,309	\$ 78,309	\$ 79,951
Benefits	14,076	16,360	12,530	12,530	12,735
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expense	\$ 102,053	\$ 118,608	\$ 90,839	\$ 90,839	\$ 92,686

DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

DESCRIPTION

Provides a range of supportive services for older adults with developmental disabilities.

OPERATING BUDGET

Developmental Disabilities Administration Grant (DDA)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 111,956	\$ 137,227	\$ 160,000	\$ 160,000	\$ 160,000
General Fund Transfer In	-	-	-	-	-
Other	200	-	-	-	-
Total Revenue	\$ 112,156	\$ 137,227	\$ 160,000	\$ 160,000	\$ 160,000
Expense					
Salaries	\$ 56,388	\$ 61,847	\$ 64,090	\$ 64,090	\$ 65,760
Benefits	25,469	29,435	30,685	30,685	31,687
Operating	30,298	45,945	65,225	65,225	62,553
Capital Outlay	-	-	-	-	-
Total Expense	\$ 112,156	\$ 137,227	\$ 160,000	\$ 160,000	\$ 160,000

EMERGENCY SOLUTIONS GRANT (ESG)

DESCRIPTION

Funds emergency shelter and homeless prevention programs for local agencies, including Project ECHO, Community Ministry of Calvert County and SMILE Ecumenical Ministries.

OPERATING BUDGET

Emergency Solutions Grant (ESG)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 64,564	\$ 114,700	\$ 45,771	\$ 45,771	\$ 45,771
State	78,617	-	72,038	72,038	72,038
Total Revenue	\$ 143,181	\$ 114,700	\$ 117,809	\$ 117,809	\$ 117,809
Expense					
Operating	\$ 143,181	\$ 114,700	\$ 117,809	\$ 117,809	\$ 117,809
Total Expense	\$ 143,181	\$ 114,700	\$ 117,809	\$ 117,809	\$ 117,809

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

EMERGENCY & TRANSITIONAL HOUSING & SERVICES (ETHS)

DESCRIPTION

Funds emergency shelter for homeless and abused persons. Homelessness prevention programs at Project Echo and Catholic Charities.

OPERATING BUDGET

Emergency & Transitional Housing & Services (ETHS)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 27,169	\$ 27,169	\$ 40,000	\$ 40,000	\$ 27,169
Total Revenue	\$ 27,169	\$ 27,169	\$ 40,000	\$ 40,000	\$ 27,169
Expense					
Operating	\$ 27,169	\$ 27,169	\$ 40,000	\$ 40,000	\$ 27,169
Total Expense	\$ 27,169	\$ 27,169	\$ 40,000	\$ 40,000	\$ 27,169

GUARDIANSHIP

DESCRIPTION

Serves individuals 65 years of age and older, who have been deemed by a court of law to lack the capacity to make or communicate responsible decisions concerning their daily living needs. The program provides protection and advocacy on behalf of the disabled older adult through case management provided by guardianship specialists of the program.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Guardianship Grant					
Revenue					
State	\$ 3,618	\$ 3,621	\$ 2,282	\$ 2,282	\$ 2,282
Total Revenue	\$ 3,618	\$ 3,621	\$ 2,282	\$ 2,282	\$ 2,282
Expense					
Salaries	\$ 2,192	\$ 2,245	\$ -	\$ -	\$ -
Benefits	1,184	1,347	-	-	-
Operating	242	29	2,282	2,282	2,282
Capital Outlay	-	-	-	-	-
Total Expense	\$ 3,618	\$ 3,621	\$ 2,282	\$ 2,282	\$ 2,282

JAIL SUBSTANCE ABUSE PROGRAM (JSAP)

DESCRIPTION

An intensive 60-day program for inmates suffering from addiction. Conducted at the Calvert County Detention Center and offers an alternative to conventional treatment programs for those individuals who are incarcerated due to substance abuse.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Jail Substance Abuse Program (JSAP)					
Revenue					
General Fund Transfer In	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290
Total Revenue	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290
Expense					
Operating	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290
Total Expense	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290	\$ 56,290

LIBRARY STAFF DEVELOPMENT

DESCRIPTION

Developing leadership skills for library supervisors.

OPERATING BUDGET

Library Staff Development	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 20,152	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
Other	-	-	-	-	-
Total Revenue	\$ 20,152	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
Expense					
Operating	\$ 20,152	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
Total Expense	\$ 20,152	\$ -	\$ 12,000	\$ 12,000	\$ 12,000

MARYLAND ACCESS POINT (MAP)

DESCRIPTION

MAP is the gateway to long term services and supports in Maryland. MAP specialists work with caregivers, professionals, and all individuals with long term care needs to plan, identify, connect, and assist with accessing private and public resources for long term services and supports.

OPERATING BUDGET

Maryland Access Point (MAP) Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ -	\$ 20,356	\$ 20,500	\$ 20,500	\$ 20,500
Total Revenue	\$ -	\$ 20,356	\$ 20,500	\$ 20,500	\$ 20,500
Expense					
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	36,170	20,356	20,500	20,500	20,500
Capital Outlay	-	-	-	-	-
Total Expense	\$ 36,170	\$ 20,356	\$ 20,500	\$ 20,500	\$ 20,500

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

MEDICARE IMPROVEMENTS FOR PATIENTS & PROVIDERS ACT (MIPPA)

DESCRIPTION

MIPPA funding is used to promote enrollment in low income programs for Medicare beneficiaries, especially in rural areas and for populations with disabilities.

OPERATING BUDGET

Medicare Improvements of Patients and Providers Act Grant (MIPPA)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 7,085	\$ 6,567	\$ 5,090	\$ 5,090	\$ 5,090
Total Revenue	\$ 7,085	\$ 6,567	\$ 5,090	\$ 5,090	\$ 5,090
Expense					
Salaries	\$ 3,638	\$ 4,500	\$ -	\$ -	\$ -
Benefits	582	720	-	-	-
Operating	2,866	1,347	5,090	5,090	5,090
Capital Outlay	-	-	-	-	-
Total Expense	\$ 7,085	\$ 6,567	\$ 5,090	\$ 5,090	\$ 5,090

MONEY FOLLOWS THE PERSON

DESCRIPTION

Assist clients to transition out of nursing home and other institutions and back into the community through options counseling.

OPERATING BUDGET

Money Follows Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 348	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Revenue	\$ 348	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Expense					
Operating	\$ 348	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Capital Outlay	-	-	-	-	-
Total Expense	\$ 348	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000

OMBUDSMAN AND ELDER ABUSE

DESCRIPTION

Provides advocacy and investigates complaints of residents in long term care facilities in Calvert County. Also provides education to older adults and their caregivers about the various forms of abuse, how to prevent abuse, and what to do if someone becomes a victim of a crime. Funding also supports a statewide database/reporting system.

OPERATING BUDGET

Ombudsman and Elder Abuse	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 6,005	\$ 4,669	\$ 4,019	\$ 4,019	\$ 4,024
State	15,152	15,777	15,434	15,434	15,434
Total Revenue	\$ 21,157	\$ 20,446	\$ 19,453	\$ 19,453	\$ 19,458
Expense					
Salaries	\$ 11,729	\$ 12,017	\$ 11,321	\$ 11,321	\$ 11,337
Benefits	6,334	7,209	6,792	6,792	6,802
Operating	3,094	1,220	1,340	1,340	1,319
Capital Outlay	-	-	-	-	-
Total Expense	\$ 21,157	\$ 20,446	\$ 19,453	\$ 19,453	\$ 19,458

OUTPATIENT SUBSTANCE ABUSE

DESCRIPTION

Improves public health and safety by providing substance abuse treatment and education to individuals and family members who are suffering from the effects of substance abuse and chemical dependency. The Residential Substance Abuse Budget is shown on page 147 of this document.

OPERATING BUDGET

Outpatient Substance Abuse	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Transfer In	552,485	583,840	564,453	574,221	579,916
Other	-	-	-	-	-
Total Revenue	\$ 552,485	\$ 583,840	\$ 564,453	\$ 574,221	\$ 579,916
Expense					
Salaries	\$ 155,237	\$ 152,425	\$ 152,425	\$ 158,617	\$ 162,089
Benefits	79,547	88,764	88,764	92,340	94,563
Operating	315,761	342,651	323,264	323,264	323,264
Total Expense	\$ 550,544	\$ 583,840	\$ 564,453	\$ 574,221	\$ 579,916

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

PROJECT LIFESAVER - OFFICE ON AGING

DESCRIPTION

Supports the purchase of electronic tracking equipment that can locate lost or wandering persons suffering from Alzheimer's disease or other related disasters.

OPERATING BUDGET

Project Lifesaver - Office on Aging	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Other	\$ -	\$ 4,500	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 4,500	\$ -	\$ -	\$ -
Expense					
Operating	\$ -	\$ 4,500	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-	-
Total Expense	\$ -	\$ 4,500	\$ -	\$ -	\$ -

SENIOR CENTER OPERATING FUND (SCOF)

DESCRIPTION

Focuses on innovative senior citizen activities center based programs for prevention and planning. Office on Aging uses SCOF funding to promote exercise and disease prevention with proven positive health outcomes for older adults.

OPERATING BUDGET

Senior Center Operating Fund Grant (SCOF)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 6,000	\$ 6,000	\$ 4,000	\$ 4,000	\$ 4,000
Total Revenue	\$ 6,000	\$ 6,000	\$ 4,000	\$ 4,000	\$ 4,000
Expense					
Operating	\$ 6,000	\$ 6,000	\$ 4,000	\$ 4,000	\$ 4,000
Capital Outlay	-	-	-	-	-
Total Expense	\$ 6,000	\$ 6,000	\$ 4,000	\$ 4,000	\$ 4,000

SENIOR CARE

DESCRIPTION

Provides case management and funds for services for people 65 or older who may be at risk of nursing home placement; allows seniors to live with dignity and in the comfort of their own homes and at a lower cost than nursing facility care; provides a comprehensive assessment of an individual's needs, a case manager to secure and coordinate services, and a pool of gap filling funds to purchase services for individuals who meet program eligibility requirements. Services may include personal care, chore service, medications, medical supplies, adult day care, respite care, home delivered meals, transportation, and emergency response systems.

OPERATING BUDGET

Senior Care Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 96,480	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total Revenue	\$ 96,480	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Expense					
Operating	\$ 96,480	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Capital Outlay	-	-	-	-	-
Total Expense	\$ 96,480	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

STATE HEALTH INSURANCE PROGRAM (SHIP)

DESCRIPTION

Meets one of the most universal needs of Medicare beneficiaries, including those under 65 years of age; understanding their health insurance benefits, bills and rights. The Maryland SHIP program provides trained staff and volunteer counselors in all 24 counties. Counselors provide in-person and telephone assistance.

OPERATING BUDGET

Senior Health Insurance Assistance Program (SHIP)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 12,886	\$ 12,113	\$ 12,500	\$ 12,500	\$ 12,500
Total Revenue	\$ 12,886	\$ 12,113	\$ 12,500	\$ 12,500	\$ 12,500
Expense					
Salaries	\$ 2,014	\$ 2,063	\$ 2,608	\$ 2,608	\$ 2,608
Benefits	1,088	1,239	1,564	1,564	1,564
Operating	9,784	8,811	8,328	8,328	8,328
Capital Outlay	-	-	-	-	-
Total Expense	\$ 12,886	\$ 12,113	\$ 12,500	\$ 12,500	\$ 12,500

SENIOR INFORMATION & ASSISTANCE (I&A)

DESCRIPTION

Provides seniors, individuals with disabilities, caregivers and families with long term care information and counseling so that informed decisions can be made.

OPERATING BUDGET

Senior Information & Assistance (I&A) Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 5,160	\$ 4,805	\$ 7,284	\$ 7,284	\$ 7,284
Total Revenue	\$ 5,160	\$ 4,805	\$ 7,284	\$ 7,284	\$ 7,284
Expense					
Salaries	\$ -	\$ 2,670	\$ 3,689	\$ 3,689	\$ 3,714
Benefits	-	1,602	2,213	2,213	2,228
Operating	5,160	533	1,382	1,382	1,342
Capital Outlay	-	-	-	-	-
Total Expense	\$ 5,160	\$ 4,805	\$ 7,284	\$ 7,284	\$ 7,284

SENIOR MEDICARE PATROL (SMP)

DESCRIPTION

SMP is an anti-health care fraud project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Aging. The mission of Maryland SMP is to develop a program that enlists senior volunteers to teach Medicare and Medicaid clients how to recognize and report health care fraud, waste, abuse, or error.

OPERATING BUDGET

Senior Medicare Patrol (SMP) Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ -	\$ 2,442	\$ 2,250	\$ 2,250	\$ 2,250
Total Revenue	\$ -	\$ 2,442	\$ 2,250	\$ 2,250	\$ 2,250
Expense					
Operating	\$ 5,143	\$ 2,442	\$ 2,250	\$ 2,250	\$ 2,250
Capital Outlay	-	-	-	-	-
Total Expense	\$ 5,143	\$ 2,442	\$ 2,250	\$ 2,250	\$ 2,250

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

SENIOR NUTRITION

DESCRIPTION

Provides supplemental funding for Nutrition Services, both Congregate and Home Delivered meals.

OPERATING BUDGET

Senior Nutrition Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 17,448	\$ 15,826	\$ 18,140	\$ 18,140	\$ 18,140
General Fund Transfer In	21,868	21,868	21,868	21,868	21,868
Total Revenue	\$ 39,316	\$ 37,694	\$ 40,008	\$ 40,008	\$ 40,008
Expense					
Operating	\$ 39,316	\$ 37,694	\$ 40,008	\$ 40,008	\$ 40,008
Capital Outlay	-	-	-	-	-
Total Expense	\$ 39,316	\$ 37,694	\$ 40,008	\$ 40,008	\$ 40,008

TITLE III B - SUPPORTIVE SERVICES (PERSONAL CARE, TRANSPORTATION, LEGAL AID)

DESCRIPTION

Provides supportive services for senior citizens to include access services (transportation), legal assistance and in home care.

OPERATING BUDGET

Title III B - Supportive Services (Personal Care, Transportation, Legal Aid)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 37,454	\$ 57,820	\$ 62,108	\$ 62,108	\$ 62,108
Other	4,317	4,525	4,375	4,375	4,375
Total Revenue	\$ 41,771	\$ 62,345	\$ 66,483	\$ 66,483	\$ 66,483
Expense					
Salaries	\$ 5,312	\$ 5,280	\$ 7,823	\$ 7,823	\$ 8,340
Benefits	2,808	3,168	4,693	4,693	5,004
Operating	43,390	53,897	53,967	53,967	53,139
Capital Outlay	-	-	-	-	-
Total Expense	\$ 51,510	\$ 62,345	\$ 66,483	\$ 66,483	\$ 66,483

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

TITLE III C - 1 - CONGREGATE (EATING TOGETHER) PROGRAM

DESCRIPTION

Improves the quality of life for older individuals through wholesome meals, nutrition education, counseling and assessment, improved socialization and referral to other appropriate services. County residents, age 60 and older, and their spouses of any age, are welcome to visit one of the three senior centers for a hot nutritious meal and fun with new friends.

OPERATING BUDGET

Title III C - 1 - Congregate Meal (Eating Together) Program	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 99,686	\$ 90,018	\$ 95,667	\$ 95,667	\$ 95,667
General Fund Transfer In	42,606	92,538	92,538	92,538	92,538
Other	41,369	47,388	47,420	47,420	47,420
Total Revenue	\$ 183,661	\$ 229,944	\$ 235,625	\$ 235,625	\$ 235,625
Expense					
Salaries	\$ 51,301	\$ 52,347	\$ 54,396	\$ 54,396	\$ 55,989
Benefits	27,702	31,408	32,637	32,637	33,594
Operating	104,658	146,189	148,592	148,592	146,042
Capital Outlay	-	-	-	-	-
Total Expense	\$ 183,661	\$ 229,944	\$ 235,625	\$ 235,625	\$ 235,625



Food Service Worker Harry Markward loads coolers onto the nutrition van to begin daily delivery of congregate and home delivered meals to the three local senior centers and other drop off points.

TITLE III C - 2 - HOME DELIVERED (MEALS ON WHEELS) PROGRAM

DESCRIPTION

Meals are delivered to homebound seniors to help them to remain in their own homes for as long as possible. In addition to nutrition services, regular contact with program volunteers and staff provides a senior with a link to additional services in his or her community.

OPERATING BUDGET

Title III C-2 - Home Delivered Meal (Meals on Wheels) Program	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 37,472	\$ 50,513	\$ 51,173	\$ 51,173	\$ 51,173
General Fund Transfer In	12,041	14,281	14,281	14,281	14,281
Other	45,021	74,439	71,372	71,372	71,372
Total Revenue	\$ 94,535	\$ 139,233	\$ 136,826	\$ 136,826	\$ 136,826
Expense					
Salaries	\$ 23,251	\$ 23,402	\$ 24,059	\$ 24,059	\$ 24,401
Benefits	12,556	14,041	14,435	14,435	79,887
Operating	58,727	101,790	98,332	98,332	32,538
Capital Outlay	-	-	-	-	-
Total Expense	\$ 94,535	\$ 139,233	\$ 136,826	\$ 136,826	\$ 136,826

TITLE III D - HEALTH PROMOTION & DISEASE PREVENTION PROGRAM

DESCRIPTION

Available for persons age 60 and over throughout the State of Maryland. Physical and mental health risk assessments, counseling and referral, physical fitness activities and wellness education are key components of this statewide program. Promotes preventive health, wellness, and physical fitness. A recent addition to health promotion in Maryland is Evidence-Based Programming.

OPERATING BUDGET

Title III D - Health Promotion & Disease Prevention Program	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 12,969	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Total Revenue	\$ 12,969	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Expense					
Operating	\$ 12,969	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Capital Outlay	-	-	-	-	-
Total Expense	\$ 12,969	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000

TITLE III E - NATIONAL FAMILY CAREGIVERS SUPPORT PROGRAM

DESCRIPTION

Provides a broad array of services to families and caregivers. The program offers several types of services: information to caregivers about available services, assistance to caregivers in gaining access to the services, individual counseling, organization of support groups and caregiver training, respite care, and supplemental services on a limited basis.

OPERATING BUDGET

Title III E - National Family Caregivers Support Program	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 25,534	\$ 23,482	\$ 26,937	\$ 26,937	\$ 26,937
Total Revenue	\$ 25,534	\$ 23,482	\$ 26,937	\$ 26,937	\$ 26,937
Expense					
Operating	\$ 25,534	\$ 23,482	\$ 26,937	\$ 26,937	\$ 26,937
Capital Outlay	-	-	-	-	-
Total Expense	\$ 25,534	\$ 23,482	\$ 26,937	\$ 26,937	\$ 26,937

TRANSPORTATION

DESCRIPTION

Supports Calvert County's public transportation system. This grant provides funding for purchases of new buses, operation of special bus routes to improve access to local employment, and funds the operation and extension of existing bus routes and hours of service.

OPERATING BUDGET

Transportation Grants	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 379,963	\$ 514,798	\$ 787,590	\$ 676,089	\$ 701,199
State	233,434	327,618	302,311	270,531	291,512
General Fund Transfer In	451,554	441,482	601,316	568,540	611,502
Other	121,820	120,300	124,500	120,500	124,500
Total Revenue	\$ 1,186,771	\$ 1,404,198	\$ 1,815,717	\$ 1,635,660	\$ 1,728,713
Expense					
Salaries	\$ 588,441	\$ 602,773	\$ 645,869	\$ 592,429	\$ 653,456
Benefits	268,000	311,083	336,941	316,429	350,139
Operating	307,780	408,161	435,201	409,001	435,401
Capital Outlay	-	82,181	397,706	317,801	289,717
Total Expense	\$ 1,164,221	\$ 1,404,198	\$ 1,815,717	\$ 1,635,660	\$ 1,728,713

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

GRANTS: PUBLIC SAFETY

REVENUE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Federal	\$ 562,696	\$ 601,059	\$ 693,219	\$ 714,292	\$ 929,811
State	61,445	75,810	128,957	128,957	128,957
General Fund Transfer In	240,548	230,891	540,243	214,565	326,155
Other	52,625	122,524	138,716	129,793	142,441
Total	\$ 917,314	\$ 1,030,284	\$ 1,501,135	\$ 1,187,607	\$ 1,527,364

EXPENDITURE TOTALS

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Salaries	\$ 462,522	\$ 477,614	\$ 577,369	\$ 492,487	\$ 590,127
Benefits	180,755	195,899	241,187	203,045	261,078
Operating	231,689	299,856	420,679	311,458	495,542
Capital Outlay	11,643	56,915	261,900	180,617	180,617
Total	\$ 886,610	\$ 1,030,284	\$ 1,501,135	\$ 1,187,607	\$ 1,527,364

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

STAFFING

		FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Sheriff's Office	Level					
Deputy Sheriff Sergeant	SSSo4	0.3	0.3	0.3	0.3	0.3
Deputy Sheriff First Class	SFS02	2.0	2.0	2.0	2.0	2.0
Child Support Contract Deputy	C	0.0	0.0	1.8	0.0	1.8
Special Deputy	C	1.8	1.8	0.0	1.8	1.0
Drug Intelligence Program Coordinator	C	0.0	0.0	1.0	1.0	1.0
Office Specialist (Civil Process)	720	0.4	0.4	0.4	0.4	0.4
Office Specialist I	718	0.0	0.0	0.5	0.0	0.5
Office Assisstant III	717	0.4	0.4	0.4	0.4	0.4
Office Assisstant II	716	0.4	0.4	0.0	0.4	0.0
TOTAL		5.3	5.3	6.4	6.3	7.4
Emergency Management						
Emergency Planning Specialist	723	1.0	1.0	1.0	1.0	1.0
Emergency Planner	722	1.0	0.0	0.0	0.0	0.0
TOTAL		2.0	1.0	1.0	1.0	1.0
GRANTS TOTAL PUBLIC SAFETY		7.3	6.3	7.4	7.3	8.4

BULLET PROOF VESTS

DESCRIPTION

Provides federal dollars to reimburse the county for 50 percent of the cost of body armor for law enforcement and correctional officers.

OPERATING BUDGET

Bullet Proof Vests	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 12,619	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
General Fund Transfer In	12,413	15,000	15,000	15,000	15,000
Total Revenue	\$ 25,032	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Expense					
Operating	\$ 27,851	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Total Expense	\$ 27,851	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

HIGHWAY SAFETY - CALVERT COUNTY SHERIFF'S OFFICE

DESCRIPTION

Reduces the number and severity of crashes on Calvert County roadways through education programs and enforcement activities.

OPERATING BUDGET

Highway Safety Calvert County Sheriff's Office	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 55,339	\$ 51,227	\$ 34,750	\$ 34,750	\$ 34,750
Total Revenue	\$ 55,339	\$ 51,227	\$ 34,750	\$ 34,750	\$ 34,750
Expense					
Salaries	\$ 45,748	\$ 34,064	\$ 24,497	\$ 24,497	\$ 24,497
Benefits	7,331	5,450	3,823	3,823	3,823
Operating	2,260	11,713	6,430	6,430	6,430
Capital Outlay	-	-	-	-	-
Total Expense	\$ 55,339	\$ 51,227	\$ 34,750	\$ 34,750	\$ 34,750

CHILD SUPPORT - SHERIFF'S OFFICE

DESCRIPTION

The Sheriff's Office provides services in: Establishment of Paternity, Establishment of Support Obligations, Modifications of Support Obligations, Enforcement of Collections, and Location of Absent Parents. The Sheriff's Office also provides security support for the Magistrate's Court and during pre-trial hearings for the State's Attorney's Office.

OPERATING BUDGET

Child Support - Sheriff's Office	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 335,347	\$ 395,097	\$ 370,792	\$ 389,453	\$ 604,008
General Fund Transfer In	228,136	215,891	525,243	199,565	311,155
Other	-	23,987	35,179	23,125	35,760
Total Revenue	\$ 563,482	\$ 634,975	\$ 931,214	\$ 612,143	\$ 950,923
Expense					
Salaries	\$ 271,890	\$ 290,933	\$ 355,876	\$ 266,957	\$ 363,758
Benefits	123,351	137,107	176,921	137,273	195,168
Operating	135,385	204,895	317,134	207,913	391,997
Capital Outlay	8,973	2,040	81,283	-	-
Total Expense	\$ 539,600	\$ 634,975	\$ 931,214	\$ 612,143	\$ 950,923

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

DOMESTIC VIOLENCE PROTECTIVE ORDER ENTRY & SERVICE PROJECT

DESCRIPTION

Supports the Sheriff's Office with additional manpower through the funding of overtime to investigate and serve domestic violence orders on respondents who are difficult to locate.

OPERATING BUDGET

Domestic Violence Protective Order Entry & Service Project	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	3,292	4,800	4,800	4,800	4,800
Total Revenue	\$ 3,292	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
Expense					
Salaries	\$ 2,838	\$ 4,138	\$ 4,138	\$ 4,138	\$ 4,138
Benefits	454	662	662	662	662
Total Expense	\$ 3,292	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800

EMERGENCY MEDICAL DISPATCHER (EMD) TRAINING

DESCRIPTION

Provides funding to support the ongoing training of Emergency Medical Dispatch personnel.

OPERATING BUDGET

Emergency Medical Dispatcher (EMD) Training Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 3,364	\$ 3,410	\$ 3,557	\$ 3,557	\$ 3,557
Total Revenue	\$ 3,364	\$ 3,410	\$ 3,557	\$ 3,557	\$ 3,557
Expense					
Operating	\$ 3,364	\$ 3,410	\$ 3,557	\$ 3,557	\$ 3,557
Total Expense	\$ 3,364	\$ 3,410	\$ 3,557	\$ 3,557	\$ 3,557

EMERGENCY PLANNING SPECIALIST

DESCRIPTION

Funding from Calvert Cliffs Nuclear Power Plant will assist with the additional workload of planning current activities surrounding Calvert Cliffs Units 1 & 2.

OPERATING BUDGET

Emergency Planning Specialist	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Other	\$ 46,226	\$ 91,247	\$ 91,247	\$ 94,378	\$ 94,391
Total Revenue	\$ 46,226	\$ 91,247	\$ 91,247	\$ 94,378	\$ 94,391
Expense					
Salaries	\$ 30,017	\$ 57,520	\$ 57,520	\$ 59,477	\$ 59,485
Benefits	16,209	33,727	33,727	34,901	34,906
Total Expense	\$ 46,226	\$ 91,247	\$ 91,247	\$ 94,378	\$ 94,391

DRUG INTELLIGENCE PROGRAM COORDINATOR

DESCRIPTION

Enters all drug investigations, drug seizures, drug arrests, heroin and opioid overdoses and other drug related activities into the High Intensity Drug Trafficking Areas (HIDTA) Case Explorer as well as assists law enforcement with drug related cellular phone extractions. Conducts analysis of drug investigation data for the jurisdiction and to further examine information provided by HIDTA. The work is performed under supervision of Sheriff's Office staff.

OPERATING BUDGET

Drug Intelligence Program Coordinator	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	-	-	48,000	48,000	48,000
General Fund Transfer In	-	-	-	-	-
Other	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000
Expense					
Salaries	\$ -	\$ -	\$ 41,379	\$ 41,379	\$ 41,379
Benefits	-	-	6,621	6,621	6,621
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expense	\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000

HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)

DESCRIPTION

Provides reimbursement to the Sheriff's Office to offset the cost of supplying and operating vehicles used by personnel assigned to HIDTA law enforcement and intelligence initiatives on a full-time basis.

OPERATING BUDGET

High Intensity Drug Trafficking Area (HIDTA)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 5,625	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Total Revenue	\$ 5,625	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Expense					
Operating	\$ 5,625	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Total Expense	\$ 5,625	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500

HOMELAND SECURITY

DESCRIPTION

Provides funds to enhance the ability of the county to prevent, deter, respond to, and recover from threats and incidents of terrorism in a framework of regional cooperation and planning. This grant program integrates the State Homeland Security Program & Law Enforcement Terrorism Prevention Program.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Homeland Security					
Revenue					
Federal	\$ 96,359	\$ 84,075	\$ 84,075	\$ 84,075	\$ 84,075
Total Revenue	\$ 96,359	\$ 84,075	\$ 84,075	\$ 84,075	\$ 84,075
Expense					
Salaries	\$ 35,446	\$ -	\$ -	\$ -	\$ -
Benefits	19,142	-	-	-	-
Operating	38,530	29,200	29,200	29,200	29,200
Capital Outlay	-	54,875	54,875	54,875	54,875
Total Expense	\$ 93,118	\$ 84,075	\$ 84,075	\$ 84,075	\$ 84,075

FY 2016 actual total revenues and expenditures do not agree due to use of prior year fund balance.

JUSTICE ASSISTANCE

DESCRIPTION

Provides funding to cover the cost of a variety of law enforcement and security needs.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Justice Assistance Grant					
Revenue					
Federal	\$ 539	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 539	\$ -	\$ -	\$ -	\$ -
Expense					
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	539	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expense	\$ 539	\$ -	\$ -	\$ -	\$ -

JUVENILE TRANSPORTATION

DESCRIPTION

Provides funding to cover the cost of transporting juvenile offenders incarcerated to & from court.

OPERATING BUDGET

Juvenile Transportation	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
State	\$ 12,031	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
General Fund Transfer In	-	-	-	-	-
Total Revenue	\$ 12,031	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Expense					
Salaries	\$ 5,300	\$ 17,028	\$ 17,028	\$ 17,028	\$ 17,028
Benefits	2,862	7,124	7,124	7,124	7,124
Operating	3,868	5,848	5,848	5,848	5,848
Total Expense	\$ 12,031	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

LOCAL GOVERNMENT INSURANCE TRUST (LGIT) TRAINING

DESCRIPTION

Provides personnel in the Calvert County's Sheriff's Office to attend annual training opportunities to teach new accreditation managers and staff members how to complete the very rigorous and time-consuming process of obtaining a Local Government Insurance Trust (LGIT) certification.

OPERATING BUDGET

Local Government Insurance Trust (LGIT) Training Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Other	\$ -	\$ 7,290	\$ 7,290	\$ 7,290	\$ 7,290
Total Revenue	\$ -	\$ 7,290	\$ 7,290	\$ 7,290	\$ 7,290
Expense					
Operating	\$ -	\$ 7,290	\$ 7,290	\$ 7,290	\$ 7,290
Total Expense	\$ -	\$ 7,290	\$ 7,290	\$ 7,290	\$ 7,290

MOTOR CARRIER SAFETY

DESCRIPTION

Funds from the Maryland State Highway Administration enables the County to patrol roads on an overtime status to perform routine commercial vehicle traffic enforcement and Standard commercial motor vehicle inspections.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Motor Carrier Safety					
Revenue					
State	\$ 9,551	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Revenue	\$ 9,551	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Expense					
Salaries	\$ 8,234	\$ 12,931	\$ 12,931	\$ 12,931	\$ 12,931
Benefits	1,317	2,069	2,069	2,069	2,069
Total Expense	\$ 9,551	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

SCHOOL BUS SAFETY

DESCRIPTION

Provides funding for enforcement of school bus safety laws with motorists.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
School Bus Safety					
Revenue					
State	\$ 9,961	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Revenue	\$ 9,961	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Expense					
Salaries	\$ 8,587	\$ 8,621	\$ 8,621	\$ 8,621	\$ 8,621
Benefits	1,374	1,379	1,379	1,379	1,379
Total Expense	\$ 9,961	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

SEX OFFENDER AND COMPLIANCE ENFORCEMENT

DESCRIPTION

Funds the monitoring of local sex offenders who are required to participate in the Sex Offender Registry.

OPERATING BUDGET

Sex Offender and Compliance Enforcement Grant	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	12,272	12,600	12,600	12,600	12,600
Total Revenue	\$ 12,272	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600
Expense					
Salaries	\$ 10,579	\$ 10,862	\$ 10,862	\$ 10,862	\$ 10,862
Benefits	1,693	1,738	1,738	1,738	1,738
Total Expense	\$ 12,272	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600

VIOLENCE AGAINST WOMEN ACT (VAWA)

DESCRIPTION

Provides a deputy sheriff for protective order hearings to interview respondents regarding access to firearms and other dangers. During the interviews of petitioners, the deputy conducts lethality assessment screenings in order to connect respondents with appropriate outreach services.

OPERATING BUDGET

Violence Against Women Act (VAWA)	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Federal	\$ 46,634	\$ 48,160	\$ 48,160	\$ 50,572	\$ 51,536
General Fund Transfer In	-	-	-	-	-
Total Revenue	\$ 46,634	\$ 48,160	\$ 48,160	\$ 50,572	\$ 51,536
Expense					
Salaries	\$ 40,202	\$ 41,517	\$ 41,517	\$ 43,597	\$ 44,428
Benefits	6,432	6,643	6,643	6,975	7,108
Operating	-	-	-	-	-
Total Expense	\$ 46,634	\$ 48,160	\$ 48,160	\$ 50,572	\$ 51,536





Breezy Point Beach & Campground



Preservation of Farmland



Cove Point Family Aquatic Center



Critical Area Reforestation

SPECIAL REVENUE FUNDS

REVENUE HIGHLIGHTS

PARKS & RECREATION FUND

GOLF COURSE FUND

EXCISE TAX FUND

LAND PRESERVATION FUND

BAR LIBRARY FUND

PLANNING & ZONING FUND

CALVERT FAMILY NETWORK FUND

HOUSING FUND

REVOLVING LOAN FUNDS

REVENUE HIGHLIGHTS

Special Revenue Funds:

Parks & Recreation Fund – Revenues are collected in the form of program revenues, rents and concessions, camping, general admission, and miscellaneous income. Recreational opportunities are provided to the citizens of the County at Breezy Point Beach and Campground, Marley Run Park, the Cove Point Pool, the Edward T. Hall Aquatic Center and through a substantial number of programs. Fees are charged on a program or admission basis for participants of the recreational activities.

The FY 2018 total revenues, including the \$445,681 general fund contribution, are estimated to increase over FY 2016 actual revenues by 24.4%. This increase is due to an uptick in program revenues, general admission fees, and a 10.9% increase in the general fund contribution. A \$213,607 use of prior year fund balance is planned to help support the operations of the pools. The General Fund is providing an additional \$43,626 over FY 2017's amount to help cover the costs of the longevity step for employees, minimum wage increases and to add a maintenance contingency for the indoor aquatic center.

Golf Course Fund - Revenues are collected in the form of charges for services, from Pro Shop and concession sales. The revenues are expected to remain basically flat from FY 2016 actual revenues. The General Fund will contribute up to \$174,148 in Fy 2018 to the operations of the Golf Course. This amount is \$7,765 over FY 2017, with the increase meant to cover the costs of the longevity step for employees and minimum wage increases.

Excise Tax Fund - The excise tax revenues assessed by the County are collected for the benefit of capital improvements to schools, recreation, roads, and solid waste. The solid waste portion of the excise tax is recorded in the Solid Waste Fund. The excise tax may be paid one-third annually over the course of three years.

The County's excise tax revenues have been flat since FY 2011, generating between \$2.4 million and \$3.4 million in revenues. 215 permits were issued in FY 2016, down from 335 in FY 2015. Excise tax funds are used to support eligible Capital Projects and help pay for debt service costs.

Land Preservation Fund - The General Fund provides revenues to support land preservation goals by transferring funds for the County's successful Leveraging Program (LAR) to pay for land preservation interest. This year's General Fund transfer for this purpose totals approximately \$268 thousand. Other projected revenues include: a use of prior years' fund balance of \$2.8 million for LAR principle payments (\$1.0 million) and Purchase and Retire Program (PAR) purchases (\$1.8 million), a General Fund transfer of \$739 thousand toward PAR purchases, and \$1.1 million in Rural Legacy Funds for purchase of land easements. Additional revenues are received annually from the State Transfer Tax and interest income.

Bar Library Fund - Revenues are collected in the form of court fines and fees. The revenues from bail bond fees for this small fund are fairly flat. Because the fees have continued to decline in recent years, and fund balance has been depleted, a General Fund transfer has been covering the amount

of that the fund that cannot cover with fee revenues. This year the cost of staffing assigned to the Bar Library will be reassigned to the Circuit Court budget in the General Fund, so the transfer will not be required.

Planning & Zoning Fund - Revenues are collected in the form of critical area fees to cover the cost to the County for replacing forest cover in appropriate areas. The revenues of this fund are estimated to increase in FY 2018. Fund Balance is also being used to cover eligible expenses not covered by current year's fees.

Calvert Family Network Fund - Revenues are received primarily in the form of grants, with additional sources from private contributions and local management board funding. Funding is projected to slightly increase in FY 2018.

Housing Fund - The current purpose of this small fund is primarily the program -- House Keys 4 Employees. The program is being financed through a draw down of prior years' fund balance.

Revolving Loan Fund - The purpose of this fund is to provide certain types of financing to non-profit land trusts. The fund balance remains \$312,100 as of June 30, 2016. No new revenues are projected.

Calvert Economic Development Loan Fund - The purpose of this fund is to aid economic development within the County. The fund balance was \$281,791 at the end of FY 2016, and other revenues include in interest income of \$1,844 on notes and investments.

Economic Development Incentive Fund - This fund serves to aid qualified companies who plan to expand or establish new operations within Calvert County. The fund balance was \$312,747 at the end of FY 2016 and there was also interest income of \$932 from payments on notes receivable payments.

PARKS & RECREATION FUND

DESCRIPTION

The Parks & Recreation Fund, operated by the Calvert County Division of Parks and Recreation, is comprised of four major components. These components are: recreational programs, Breezy Point Beach and Campground, Concession Stands, and three aquatics centers: two seasonal pools at Cove Point and Kings Landing, and an indoor facility at Prince Frederick. These programs operate primarily on monies from collected fees.

OPERATING BUDGET

Parks & Recreation Self-Sustaining Fund	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Program Revenue	\$ 856,049	\$ 988,033	\$ 1,067,033	\$ 1,114,533	\$ 1,114,533
Rents & Concessions	324,576	198,366	223,466	241,500	241,500
Camping	280,609	281,000	282,000	297,000	297,000
General Admission	745,035	644,000	662,000	764,000	764,000
Passes	184,874	256,427	234,000	290,000	290,000
Misc. Income	32,175	100,650	19,332	24,100	24,100
General Fund Contribution	302,055	402,055	402,055	402,055	445,681
Use of Prior Year Fund Balance	-	124,476	120,000	213,607	213,607
Total Revenue	\$ 2,725,373	\$ 2,995,007	\$ 3,009,886	\$ 3,346,795	\$ 3,390,421
Expenditures					
Salaries	\$ 999,254	\$ 1,246,248	\$ 1,234,382	\$ 1,515,535	\$ 1,522,954
Benefits	233,761	322,123	320,224	375,980	387,187
Operating	401,503	411,301	428,435	428,435	428,435
Utilities	313,589	338,065	342,565	342,565	342,565
Food	42,876	45,500	45,800	45,800	45,800
Self Sustained Programs	269,200	480,200	481,700	481,700	481,700
Contracted Services	135,512	108,500	113,500	113,500	113,500
Contingency	-	41,920	42,130	42,130	67,130
Capital Outlay	8,514	1,150	1,150	1,150	1,150
Total Expenditures	\$ 2,404,209	\$ 2,995,007	\$ 3,009,886	\$ 3,346,795	\$ 3,390,421

STAFFING

Parks & Recreation Self-Sustaining Fund	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Business Manager	725	0.3	0.3	0.3	0.3	0.3
Park Manager	722	1.0	1.0	1.0	1.0	1.0
Aquatics Facility Manager	722	1.0	1.0	1.0	1.0	1.0
Aquatics Coordinator	720	1.0	1.0	1.0	1.0	1.0
Office Specialist I	718	1.0	1.0	2.0	2.0	2.0
Office Assistant II	716	1.0	1.0	0.0	0.0	0.0
B&G Maintenance Worker II	716	0.0	0.0	1.0	1.0	1.0
Custodian	711	1.7	1.7	1.5	1.5	1.5
Summer League Swim Coach (Seasonal)	H13	0.3	0.3	0.3	0.3	0.3
Water Park Manager (Seasonal)	H12	0.3	0.3	0.3	0.3	0.3
Swimming Lesson Supervisor (Seasonal)	H12	0.1	0.1	0.1	0.1	0.1
Swimming Lesson Supervisor (Hourly)	H12	0.5	0.7	0.7	0.7	0.7
Lifeguard Instructor (Hourly)	H12	0.2	0.2	0.3	0.3	0.3
Facility Supervisor I/II (Hourly)	H10/H11	1.0	1.0	1.0	1.0	0.0
Concession Stand Manager (Seasonal)	H10	0.7	0.9	0.7	0.7	0.7
Pool Manager (Seasonal)	H10	0.5	0.5	0.5	0.5	0.5
Water Park Assistant Manager (Seasonal)	H10	0.9	0.9	0.9	0.9	0.9
Water Saftey Instructor (Seasonal)	H10	1.2	1.2	1.2	1.2	1.2
Assistant Swim Coach I (Seasonal)	H10	0.3	0.3	0.3	0.3	0.3
Water Saftey Instructor (Hourly)	H10	3.2	3.2	3.2	3.2	3.2
Pool Manager (Hourly)	H10	2.7	2.7	2.7	2.7	2.7
Assistant Swim Coach I (Hourly)	H10	1.0	1.0	1.0	1.0	1.0
Customer Service Attendant III (Hourly)	H09	1.0	1.0	1.0	1.0	1.0
Counselor II TRS (Seasonal)	H07	0.1	0.2	0.1	0.1	0.1
Park Ranger (Seasonal)	H07	1.5	1.5	1.5	1.5	2.0
Assistant Pool Manager (Seasonal)	H07	0.2	0.2	0.2	0.2	0.2
Assistant Pool Manager (Hourly)	H07	2.1	2.1	2.1	2.1	2.1
Customer Service Attendants II (Hourly)	H07	3.5	3.5	3.5	3.5	3.5
Assistant Concession Stand Manager (Seasonal)	H06	0.2	0.1	0.2	0.1	0.1
Teen Camp Director (Seasonal)	H06	0.3	0.3	0.3	0.3	0.3
Camp Director (Seasonal)	H06	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker (Seasonal)	H05	1.3	1.3	1.3	1.3	1.3
Facility Coordinator (Seasonal)	H05	0.0	0.0	0.0	0.8	0.8
Lifeguard I/II (Seasonal)	H03/H05	8.9	9.0	8.9	8.9	8.9
Lifeguard I/II (Hourly)	H03/H05	11.5	11.5	11.0	11.5	11.5
Camp Aide (Seasonal)	H02	1.5	1.5	1.5	1.5	1.5
Concession Stand Attendant (Seasonal)	H02	3.1	3.0	3.1	2.6	2.6
Pool Clerk/Gate Attendant (Seasonal)	H02	2.3	2.3	2.3	2.3	2.3
Pool Clerk/Gate Attendant (Hourly)	H02	0.9	0.9	0.9	0.9	0.9
TOTAL		59.3	59.7	59.8	60.5	60.0

GOLF COURSE FUND

DESCRIPTION

The Chesapeake Hills Golf Course, operated by the Calvert County Division of Parks and Recreation, is located in Lusby, Maryland. The course includes an 18-hole golf course, driving range and clubhouse facility. The golf course strives to operate as a self-sustaining operation, almost completely funded by user fees.

OPERATING BUDGET

Golf Course Fund	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Charges for Services	\$ 917,654	\$ 812,902	\$ 918,125	\$ 907,702	\$ 907,702
Other Revenue	-	13,000	600	600	600
General Fund Revenue	166,383	166,200	166,200	166,200	174,148
Total Revenue	\$ 1,084,037	\$ 992,102	\$ 1,084,925	\$ 1,074,502	\$ 1,082,450
Expenditures					
Salaries	\$ 457,609	\$ 401,957	\$ 446,855	\$ 438,274	\$ 444,021
Benefits	149,796	149,796	155,450	156,163	158,364
Operating	402,510	406,215	427,215	427,065	427,065
Capital Outlay	27,291	1,375	2,405	-	-
Contracted Services	14,394	11,000	13,000	13,000	13,000
Contingency	-	21,759	40,000	40,000	40,000
Total Expenditures	\$ 1,051,600	\$ 992,102	\$ 1,084,925	\$ 1,074,502	\$ 1,082,450

STAFFING

Golf Course	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Golf Course General Manager	725	1.0	1.0	1.0	1.0	1.0
Business Manager	725	0.1	0.1	0.1	0.1	0.1
Golf Course Superintendent	723	1.0	1.0	1.0	1.0	1.0
Golf Course Club House Manager	720	1.0	1.0	1.0	1.0	1.0
Golf Course Maintenance Mechanic (Hourly)	H13	0.8	0.8	0.8	0.8	0.8
Golf Course Chemical Technician (Hourly)	H11	0.6	0.9	0.6	0.6	0.6
Golf Course Maintenance Foreman (Hourly)	H10	0.8	0.8	0.8	0.8	0.8
Golf Course Kitchen/Bar Manager (Hourly)	H10	0.5	0.0	0.0	0.0	0.0
Golf Course Kitchen Manager (Hourly)	H10	0.0	0.5	0.5	0.5	0.5
Golf Shop Attendant I (Hourly)	H06	0.8	0.8	0.8	0.8	0.8
Golf Course Office Aide	H06	0.0	0.0	0.5	0.0	0.0
Golf Course Maintenance Worker (Seasonal)	H05	3.2	2.9	4.0	3.2	3.2
Golf Course Starter/Ranger (Hourly)	H02	0.8	0.8	0.8	0.8	0.8
Outside Golf Services Attendant (Seasonal)	H02	0.3	0.3	0.3	0.3	0.3
Outside Golf Services Attendant (Hourly)	H02	0.8	0.8	0.8	0.8	0.8
Bartender (Hourly)	H02	0.8	0.8	0.8	0.8	0.8
Beverage Cart Attendant (Seasonal)	H01	0.8	0.8	0.8	0.8	0.8
TOTAL		13.3	13.3	14.5	13.3	13.3

EXCISE TAX

DESCRIPTION

The Excise Tax Fund provides a funding resource for construction financing and major maintenance costs associated with school facilities, parks & recreation, and roads. The Calvert County excise tax rate was established in 2001 and increased in 2003. The collection and use of excise tax is broken down for a single family dwelling as follows:

- \$7,800 Schools
- \$1,300 Recreation
- \$3,500 Roads

These taxes have significantly enhanced the County’s ability to address capital needs in these areas without incurring new debt. Note: The \$350 (per dwelling) Solid Waste portion of excise tax collected is not included in the above breakdown as it is recorded in the Solid Waste Fund.

OPERATING BUDGET

Excise Tax	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Taxes	\$ 2,569,153	\$ 2,682,011	\$ 3,940,862	\$ 3,940,862	\$ 3,333,586
Miscellaneous	3,123	-	-	-	-
Use of Prior Year Fund Balance	-	-	693,019	693,019	412,128
Total Revenue	\$ 2,572,276	\$ 2,682,011	\$ 4,633,881	\$ 4,633,881	\$ 3,745,714
Expenditures					
Transfer to General Fund - Debt Serv	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Transfer to Capital Projects	1,049,000	1,370,700	2,998,200	2,998,200	2,718,200
Transfer to Towns	-	-	-	-	-
Planned Surplus	-	311,311	635,681	635,681	27,514
Total Expenditures	\$ 2,049,000	\$ 2,682,011	\$ 4,633,881	\$ 4,633,881	\$ 3,745,714



Calvert Marine Museum - Boardwalk Replacement



Dowell Road Widening

LAND PRESERVATION

DESCRIPTION

Calvert County created one of the first land preservation programs in the State of Maryland. The Transferable Development Right (TDR) program is designed to help preserve the County's agricultural land and rural character by shifting development away from our farms and directing it to residential areas. County Programs complement the state's land preservation tools, which include the Maryland Agricultural Land Preservation Program, the Rural Legacy, and the Greenprint Programs. The County also uses taxes collected from the State Agriculture Transfer Taxes for land preservation purposes. Since the inception of the program 28,731 acres have been preserved.

This fund is used to account for all of the land preservation tools currently used by the County:

State Programs:

Maryland Agricultural Land Preservation Foundation (MALPF)

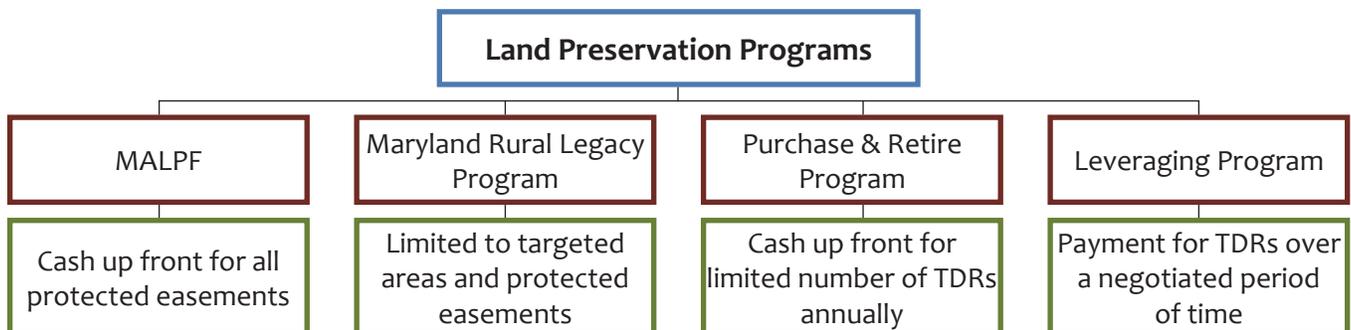
Maryland Rural Legacy Program

County Programs:

Purchase and Retire Program (PAR)

Leveraging Program (LAR)

The General Assembly granted authority up to \$17.8m for leveraging agreements. To date, the County has entered into agreements totaling \$11,245,305, with remaining authority of \$6,554,695.

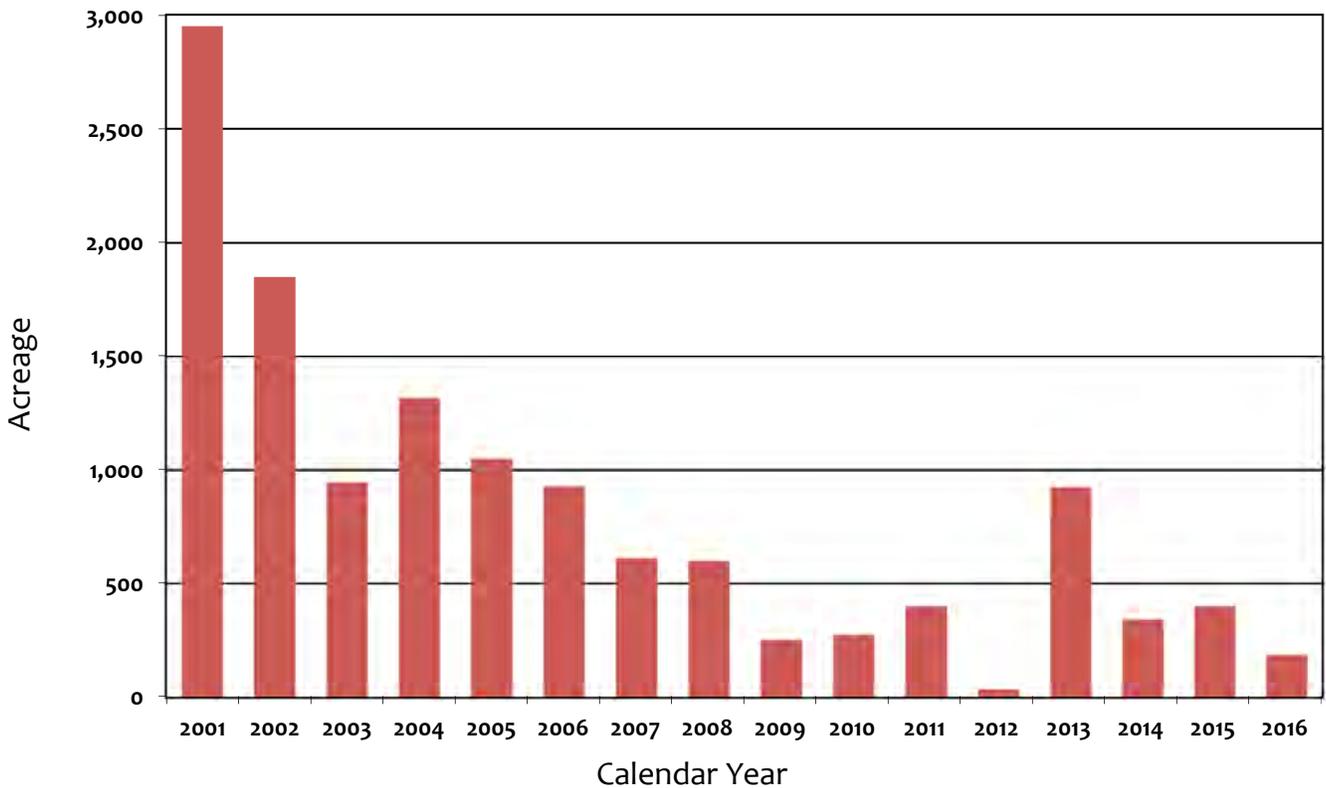


Farmland in Calvert County

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Land Preservation					
Revenue					
Transfer from General Fund	\$ 403,945	\$ 403,945	\$ 1,025,000	\$ 1,025,000	\$ 1,025,000
Interest	294,462	-	114,000	114,000	114,000
State Transfer Tax	-	25,000	35,000	35,000	35,000
DNR - Rural Legacy	-	1,781,906	1,135,239	1,135,239	1,135,239
Tobacco/SMADC	702,222	-	-	-	-
Use of Prior Year Fund Balance	-	2,850,500	2,873,700	2,873,700	2,873,700
Total Revenue	\$ 1,400,629	\$ 5,061,351	\$ 5,182,939	\$ 5,182,939	\$ 5,182,939
Expenditures					
Purchase and Retirement	\$ 453,750	\$ 2,843,245	\$ 2,739,000	\$ 2,739,000	\$ 2,739,000
Leveraging	2,605,542	434,500	1,307,000	1,307,000	1,307,000
Rural Legacy	480	1,781,906	1,135,239	1,135,239	1,135,239
Interest/Administrative Fees	-	1,700	1,700	1,700	1,700
Total Expenditures	\$ 3,059,772	\$ 5,061,351	\$ 5,182,939	\$ 5,182,939	\$ 5,182,939

Land Preserved 2001-2016



BAR LIBRARY FUND

DESCRIPTION

The Calvert County Law Library is the local repository for numerous legal resources, which are available in book form and/or computerized data. The facility is used by the members of the Calvert County Bar Association, the staff of the Circuit Court, the State's Attorney's Office, various County agencies, visiting attorneys, and the public.

OPERATING BUDGET

Bar Library Fund	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Court Fines	\$ 30,848	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000
Bail Bond Fees	22,908	22,000	14,000	14,000	14,000
Interest/Misc Income	55	-	-	-	-
General Fund Contribution	35,056	32,581	-	-	-
Use of Prior Year Fund Balance	-	-	-	-	-
Total Revenue	\$ 88,867	\$ 89,581	\$ 54,000	\$ 54,000	\$ 54,000
Expenditures					
Salaries	\$ 47,230	\$ 37,162	\$ -	\$ -	\$ -
Benefits	17,883	22,297	-	-	-
Operating	22,190	25,200	8,900	8,900	8,900
Contracted Services	1,564	2,172	18,500	18,500	18,500
Capital Outlay	-	2,750	26,600	26,600	26,600
Total Expenditures	\$ 88,867	\$ 89,581	\$ 54,000	\$ 54,000	\$ 54,000

STAFFING

Bar Library Fund	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Assistant Circuit Court Administrator	CC04	0.7	0.7	0.0	0.0	0.0
TOTAL		0.7	0.7	0.0	0.0	0.0

PLANNING & ZONING FUND

DESCRIPTION

The Calvert County Critical Area Program, implemented in December 1988, requires the County to maintain 100% of existing forest cover within the Critical Area (land within 1,000 feet of tidal waters). When maintenance or replacement of forest cover on site is not possible, a fee is collected to cover the cost of replacement on another tract within the critical area. These fees-in-lieu of replanting are held in the Critical Area Reforestation Fund and subsequently used to plant appropriate sites. The Critical Area Reforestation Evaluation (CARE) Committee reviews all applications for reforestation or tree planting using the Critical Area Reforestation Fund.

OPERATING BUDGET

	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Planning and Zoning Fund					
Revenue					
Fees/Fines	\$ 13,217	\$ 47,550	\$ 85,000	\$ 85,000	\$ 85,000
Interest/Misc Income	-	-	-	-	-
Use of Prior Year Fund Balance	-	50,000	85,000	85,000	85,000
Total Revenue	\$ 13,217	\$ 97,550	\$ 170,000	\$ 170,000	\$ 170,000
Expenditures					
Operating	163	1,090	1,510	1,510	1,510
Contracted Services	13,054	96,460	168,490	168,490	168,490
Total Expenditures	\$ 13,217	\$ 97,550	\$ 170,000	\$ 170,000	\$ 170,000

CALVERT FAMILY NETWORK

DESCRIPTION

The Calvert County Family Network (CCFN) is a Local Management Board (LMB). LMBs operate in each Maryland jurisdiction, partnering with county leadership, public and private agencies and businesses to build a community in which all children and families thrive.

OPERATING BUDGET

Calvert Family Network Fund	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Grants	\$ 526,788	\$ 505,490	\$ 515,635	\$ 515,929	\$ 515,929
Total Revenue	\$ 526,788	\$ 505,490	\$ 515,635	\$ 515,929	\$ 515,929
Expenditures					
Salaries	\$ 39,882	\$ 41,444	\$ 41,444	\$ 42,424	\$ 43,940
Benefits	21,536	24,866	24,866	25,454	26,364
Board of Education	246,780	246,780	246,780	246,780	246,780
Operating	6,083	2,450	3,402	4,402	4,402
Contracted Services	212,507	189,950	199,143	196,869	194,443
Total Expenditures	\$ 526,788	\$ 505,490	\$ 515,635	\$ 515,929	\$ 515,929

STAFFING

Calvert Family Network	Level	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Family Network Coordinator	725	0.7	0.7	0.7	0.7	0.7
TOTAL		0.7	0.7	0.7	0.7	0.7

HOUSING FUND

DESCRIPTION

This fund is used to record funds available for affordable housing loans and the House Keys for Employees program.

OPERATING BUDGET

Housing Fund	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Requested Budget	FY 2018 Recommended Budget	FY 2018 Adopted Budget
Revenue					
Use of Fund Balance	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Interest Income	-	-	-	-	-
Total Revenue	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Expenditures					
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Temporary Housing Assistance	-	-	-	-	-
House Keys for Employees/Misc.	10,000	25,000	25,000	25,000	25,000
Total Expenditures	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

REVOLVING LOAN FUNDS

Revenue details for all three of these funds can be found on page 227. Expenditure budgets are not established for this group of funds in the annual budget process, but on a case by case basis.

The Revolving Loan Fund was established in FY 1995 for the purpose of making funds available to non-profit land trusts as loans to preserve open space within the County. The money is to be repaid to supply future loans.

The Calvert Economic Development Loan Fund was established by the Board of County Commissioners in 2005 and is administered by the Department of Economic Development. The purpose of the fund is to aid economic development within the County by providing assistance through loans and/or grants to qualified companies to establish new operations or facilities or to significantly expand existing operations or facilities in Calvert County.

The Economic Development Incentive Fund was established to aid economic development within the County by providing assistance through loans or grants, or a combination of both, to qualified companies who plan to establish new operations or facilities in Calvert County or significantly expand existing operations or facilities in Calvert County.

