

██████

Fiscal 1996

Education

SECTION I

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Education

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

011-551-0100

Description

The Howard County Public School System is responsible for developing educational policy and operating special education, elementary, middle and high schools. Enrollment is expected to reach nearly 38,000 students next year.

The total budget for the School System is divided into 13 categories including debt service on educational capital projects. Detailed information can be found in the Fiscal 1996 Budget Board of Education Requested document published by the Howard County Public School System.

Revenue Sources Include:

Howard County	\$170,839,870
County Debt Service Share	12,507,100
Federal/State/Other	59,326,820
Special Projects Fed./State	<u>37,170,989</u>
Total	\$279,844,779

Highlights

Revenue in FY96 for the Howard County Public School System has increased (excluding debt service) over the FY95 budget as follows:

		<u>Special Projects</u>
\$ 8,500,000	County	
3,151,870	State	
<u>558,055</u>	Other	
\$ 12,209,925	Total	\$1,000,000 Federal & State

In accordance with State law, the use of funds is determined by the Board of Education within the various categories. However, it is suggested that the funds be used as follows:

\$ 4,390,000	Additional personnel and fringes to open one (1) new middle school and maintain staffing ratios
6,065,000	Fund the negotiated agreements
1,754,925	Supplies, materials, text books, equipment

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	151,841,980	162,339,870	162,339,870	175,204,735	170,839,870	170,839,870
Debt Service	10,338,750	10,906,320	10,906,320	12,507,100	12,507,100	12,507,100
TOTAL	162,180,730	173,246,190	173,246,190	187,711,835	183,346,970	183,346,970

Fiscal 1996

Education

HOWARD COMMUNITY COLLEGE

011-552-0100

Description

The Howard Community College located in Columbia provides day and evening classes for students who are studying for two-year associate degrees, as well as a varied continuing education program. The major programs provided at Howard include nursing, data processing, accounting, business management and secretarial science.

The College is operated by an independent Board of Trustees appointed by the governor of Maryland. Howard County provides about 40 percent of the unrestricted budget, with the remaining coming from state aid and tuition.

Outlook for '96

Funds are included for continuation and maintenance of quality higher educational programs.

Revenue Sources Include: (Unrestricted)	
Howard County	\$9,484,250
County Debt Service Share	1,328,970
State/Tuition/Other	<u>16,238,926</u>
Total	\$27,052,146

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	8,235,000	8,896,000	8,896,000	9,506,050	9,484,250	9,484,250
Debt Service	1,093,933	1,253,080	1,253,080	1,328,970	1,328,970	1,328,970
TOTAL	9,328,933	10,149,080	10,149,080	10,835,020	10,813,220	10,813,220

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Public Safety

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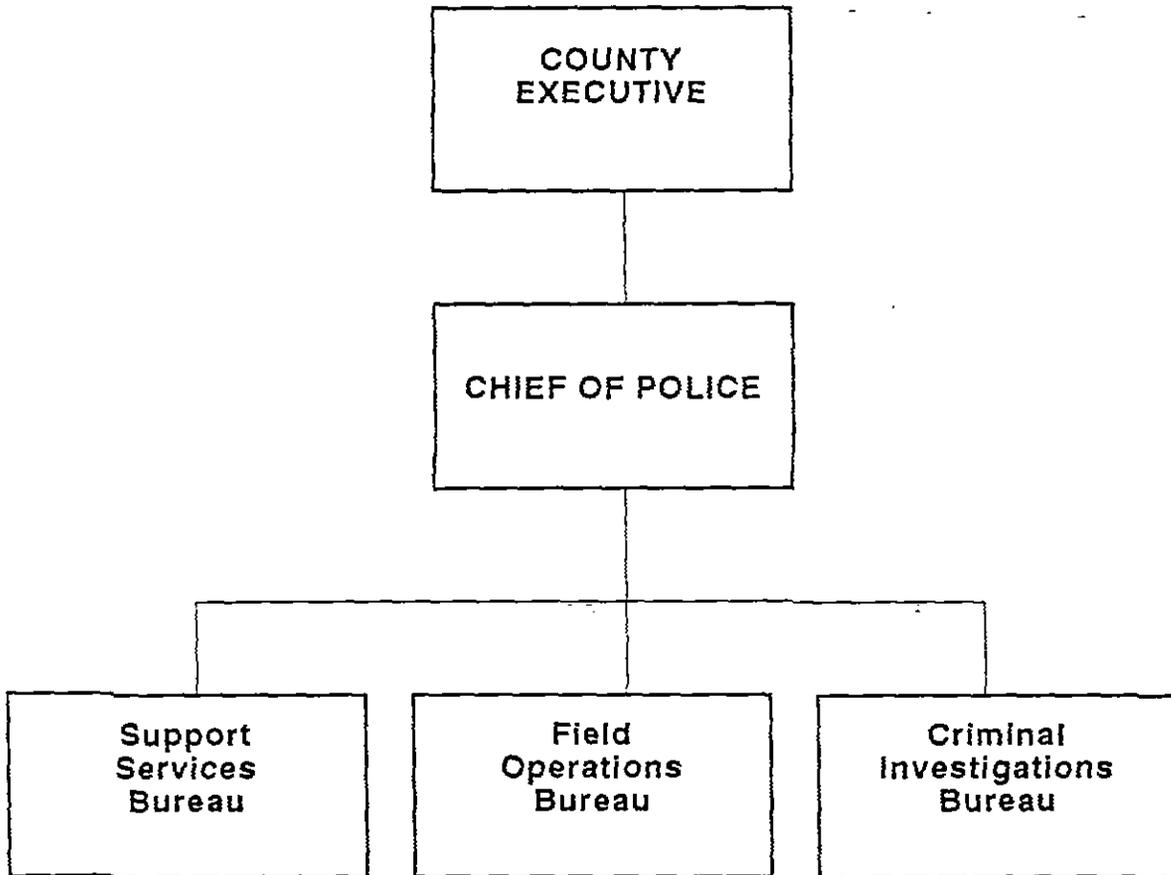
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Public Safety

DEPARTMENT OF POLICE



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Public Safety

POLICE DEPARTMENT SUMMARY

Description

The Police Department provides constant direct services to county residents. It prevents crime, ensures an orderly and safe flow of traffic, investigates criminal and traffic law violations, apprehends offenders, and performs related services. In addition to its direct services, the department includes support and administrative functions.

The department consists of the Office of the Chief, Support Services Bureau, Field Operations Bureau, and Criminal Investigations Bureau, Office of Animal Control and the Animal Matters Hearing Board.

Highlights

Partial year funding for 15 police officers.

Funding for 26 additional vehicles.

Funding for uniforms and equipment for an auxiliary police program.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	20,238,387	22,925,040	22,925,040	24,442,210	24,320,560	24,320,560
Grants	139,685	262,815	262,820	645,530	654,090	654,090
Trust And Agency Multifarious	10,414	40,000	40,000	45,000	45,000	45,000
TOTAL	20,388,486	23,227,855	23,227,860	25,132,740	25,019,650	25,019,650

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Public Safety

POLICE DEPARTMENT

OFFICE OF THE CHIEF

011-006-0100

Functions

Develop departmental policies, procedures and written directions to provide guidance and direction to police personnel.

Develop and implement special projects.

Maintain police professional standards through complaint review and investigation.

Enforce county alcoholic beverages laws and conduct liquor inspections.

Provide for public information and administrative support to the Chief.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Complaints processed/investigated	125	130
Liquor establishment inspections	220	280
Surveillance	45	45
Background investigations	80	80

Personnel Summary

Authorized	12
Additional	0
Executive Proposed	12
Approved	12

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	628,621	669,130	669,130	810,690	973,280	973,280
Contractual Services	4,185	4,200	4,200	0	0	0
Supplies & Materials	6,099	9,050	9,050	12,250	12,250	12,250
Capital Outlay-operating Budgt	1,996	0	0	0	0	0
TOTAL	640,901	682,380	682,380	822,940	985,530	985,530

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Public Safety

POLICE DEPARTMENT

ANIMAL MATTERS HEARING BOARD

011-006-0109

Functions

Review and make recommendations on animal control rules and procedures.

Submit an annual report on animal matters.

Review the Office of Animal Control's budget request.

Hold hearings to authorize the destruction of dangerous, vicious or mistreated animals.

Outlook for '96

Continue to review and make appropriate recommendations on animal-related issues.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	250	250	250	250	250
Supplies & Materials	0	150	150	150	150	150
TOTAL	250	400	400	400	400	400

Fiscal 1996

Public Safety

POLICE DEPARTMENT

ANIMAL CONTROL DIVISION

011-006-0604

Functions

Enforce animal control laws, control domestic and wild animal populations and respond to emergency situations involving animals.

Provide compensation to owners of livestock killed or injured by dogs.

Operate the animal control facility.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Dog licenses issued*	1,400	1,400
Number of compensation claims	4	4
Animals processed in the Animal Control facility	3,200	3,200
Adoptions	900	900
Animals euthanized	1,800	1,800

Personnel Summary

Authorized12

Additional0

Executive Proposed12

Approved12

*Reflects licenses issued by Animal Control only.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	406,713	512,420	512,420	458,280	457,160	457,160
Contractual Services	62,669	57,100	57,100	91,080	81,080	81,080
Supplies & Materials	45,406	49,500	49,500	43,250	43,250	43,250
Business & Education Expense	3,728	2,100	2,100	2,150	2,150	2,150
Capital Outlay-operating Budgt	0	900	900	0	0	0
Other Operating Expenses	544	1,000	1,000	1,000	1,000	1,000
TOTAL	519,060	623,020	623,020	595,760	584,640	584,640

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Public Safety

POLICE DEPARTMENT

SUPPORT SERVICES BUREAU

011-006-1000

Functions

Coordinate and manage expendable items, installed and uninstalled property, equipment, vehicles and personal wear items within the custody of the department.

Administer personnel activities related to the selection, transfer and promotion of personnel.

Outlook for '96

Maintain current level of services as required by the accreditation and the daily operation of the department.

Personnel Summary

Authorized41
 Additional2
 Executive Proposed43
 Approved43

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,776,300	2,279,240	2,279,240	2,035,770	2,029,690	2,029,690
Contractual Services	604,536	517,590	517,590	569,450	569,450	569,450
Supplies & Materials	273,874	223,480	223,480	292,630	232,660	232,660
Business & Education Expense	252,107	1,271,350	1,271,350	1,481,220	1,473,990	1,473,990
Capital Outlay-operating Budgt	56,109	4,130	4,130	34,750	0	0
Other Operating Expenses	264,960	373,600	373,600	317,120	317,120	317,120
TOTAL	3,227,886	4,669,390	4,669,390	4,730,940	4,622,910	4,622,910

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Public Safety

POLICE DEPARTMENT

FIELD OPERATIONS BUREAU

011-006-2000

Functions

Respond to emergencies and calls-for-service for citizens.

Promote and enforce traffic safety laws.

Plan and handle high risk and crisis criminal situations.

Disseminate information relating to crime prevention.

Provide assistance to the youth through educational and enforcement programs.

Provide school crossing guards for the safety of school children.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Calls for Service	93,000	105,000
Fatal Collision Invest.	20	20
Breathalyzer Tests	1,100	1,100
High Risk Call Outs	50	50
Barricade Situations	7	5
Commercial Security Surveys	75	100
Crime Prevention Meetings	300	325
School Presentations	300	350
Youth Counselling Sessions	400	385
DARE Presentations	2,400	2,400
Runaway Investigations	450	540
Juvenile Diversion Cases	300	300

Personnel Summary

Authorized	262
Additional	13
Executive Proposed	275
Approved	275

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	12,230,983	13,390,090	13,390,090	14,334,450	14,195,790	14,195,790
Contractual Services	72,771	7,250	7,250	40,130	35,130	35,130
Supplies & Materials	113,455	31,160	31,160	115,880	93,480	93,480
Business & Education Expense	0	3,000	3,000	3,000	3,000	3,000
Capital Outlay-operating Budgt	9,266	11,510	11,510	72,170	49,800	49,800
Other Operating Expenses	0	0	0	39,720	66,220	66,220
TOTAL	12,426,475	13,443,010	13,443,010	14,605,350	14,443,420	14,443,420

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Public Safety

POLICE DEPARTMENT

CRIMINAL INVESTIGATIONS BUREAU

011-006-3000

Functions

Investigate violent crimes such as murder, rape, robbery and aggravated assault.

Investigate property crimes such as burglary and major thefts.

Investigate serious sexual and physical child abuse cases.

Investigate illegal drug activities.

Provide administrative support in the area of warrant control, crime laboratory assistance and other tasks related to the investigation of major and specialized crimes.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Violent crime cases handled	365	384
Violent crime arrests	126	131
Major property cases handled	800	840
Major property crime arrests	280	294
Child abuse cases handled	200	215
Child abuse arrests	40	45
Vice and narcotics cases handled	995	1,045
Vice and narcotics arrests	260	273

Personnel Summary

Authorized	67
Additional	0
Executive Proposed	67
Approved	67

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	3,233,792	3,300,490	3,300,490	3,396,980	3,398,820	3,398,820
Contractual Services	9,988	19,300	19,300	19,300	14,300	14,300
Supplies & Materials	63,015	57,870	57,870	69,600	69,600	69,600
Business & Education Expense	3,216	6,700	6,700	9,700	9,700	9,700
Capital Outlay-operating Budgt	23,898	980	980	0	0	0
Other Operating Expenses	89,906	121,500	121,500	191,240	191,240	191,240
TOTAL	3,423,815	3,506,840	3,506,840	3,686,820	3,683,660	3,683,660

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Public Safety

POLICE DEPARTMENT

SELECTIVE ENFORCEMENT UNIT GRANT

051-006-2010

Functions

Implement a Selective Enforcement Unit within the Department to target underage drinking and underage drinking and driving.

Outlook for '96

Funding is provided for personnel, uniforms and equipment costs associated with the operation of this program in the community.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	33,655	33,660	42,860	43,580	43,580
Contractual Services	0	160	160	160	160	160
Supplies & Materials	0	1,600	1,600	1,600	1,600	1,600
Business & Education Expense	0	0	0	6,500	6,500	6,500
Capital Outlay-operating Budgt	0	14,200	14,200	0	0	0
TOTAL	0	49,615	49,620	51,120	51,840	51,840

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Public Safety

POLICE DEPARTMENT

POLICE & CITIZENS TOGETHER GRANT (PACT) 051-006-2009

Functions

Unit works closely with residential managers and community organizations to help curb the rising crack cocaine problem in residential areas.

Outlook for '96

Activities budgeted include a clearinghouse for criminal intelligence in targeted communities, assisting property owners with physical assessments of their personal property, developing a nuisance abatement statute and developing an enhanced award system to stimulate citizen involvement.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	9,878	40,840	40,840	97,670	99,360	99,360
Supplies & Materials	0	0	0	1,200	1,200	1,200
Capital Outlay-operating Budgt	5,613	6,790	6,790	0	0	0
TOTAL	15,491	47,630	47,630	98,870	100,560	100,560

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Public Safety

POLICE DEPARTMENT

INVESTIGATIONS WITH FEDERAL AGENCIES 051-006-2005

Functions

Complete joint investigations with Federal agencies such as the Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), etc.

Receive money and property seized in joint investigations which is later converted through use or sale into further law enforcement efforts.

Outlook for '96

Continue to strive for successful and cooperative joint investigations with various Federal agencies.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	3,053	51,500	51,500	0	0	0
Contractual Services	1,771	3,000	3,000	3,060	3,060	3,060
Supplies & Materials	422	4,000	4,000	4,000	4,000	4,000
Business & Education Expense	1,528	10,000	10,000	10,000	10,000	10,000
Capital Outlay-operating Budgt	100,171	51,500	51,500	51,500	51,500	51,500
TOTAL	106,945	120,000	120,000	68,560	68,560	68,560

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Public Safety

POLICE DEPARTMENT

VICTIM ASSISTANCE PROGRAM

051-006-2007

Functions

Provide services to victims of crime, particularly elderly victims and victims of robbery.

Meet the needs of crime victims through the following services:

Follow-up telephone calls

Crisis intervention

Referral services

Psychological support.

Outlook for '96

Continue to provide effective support services for victims of crime in Howard County.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	8,571	42,260	42,260	34,740	35,660	35,660
Contractual Services	0	2,210	2,210	1,200	1,200	1,200
Supplies & Materials	0	150	150	120	120	120
Business & Education Expense	198	750	750	600	600	600
Capital Outlay-Operating Budget	2,840	200	200	0	0	0
TOTAL	11,609	45,570	45,570	36,660	37,580	37,580

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Public Safety

POLICE DEPARTMENT

COPS AHEAD GRANT

051-006-2003

Functions

Provide increased community-oriented policing as required by the granting agency.

Outlook for '96

This grant will provide 75% of the salary and benefit costs for the 8 police officers participating in the program.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	0	0	298,180	303,410	303,410
Contractual Services	0	0	0	2,880	2,880	2,880
Other Operating Expenses	0	0	0	37,760	37,760	37,760
TOTAL	0	0	0	338,820	344,050	344,050

Fiscal 1996

Public Safety

POLICE DEPARTMENT

FEDERAL TASK FORCE GRANT

051-006-2012

Functions

Complete joint investigations with Federal agencies such as the Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), etc.

Federal forfeiture monies will be used for overtime expenses and reimbursements for investigations performed under the jurisdiction of the Federal Task Force.

Outlook for '96

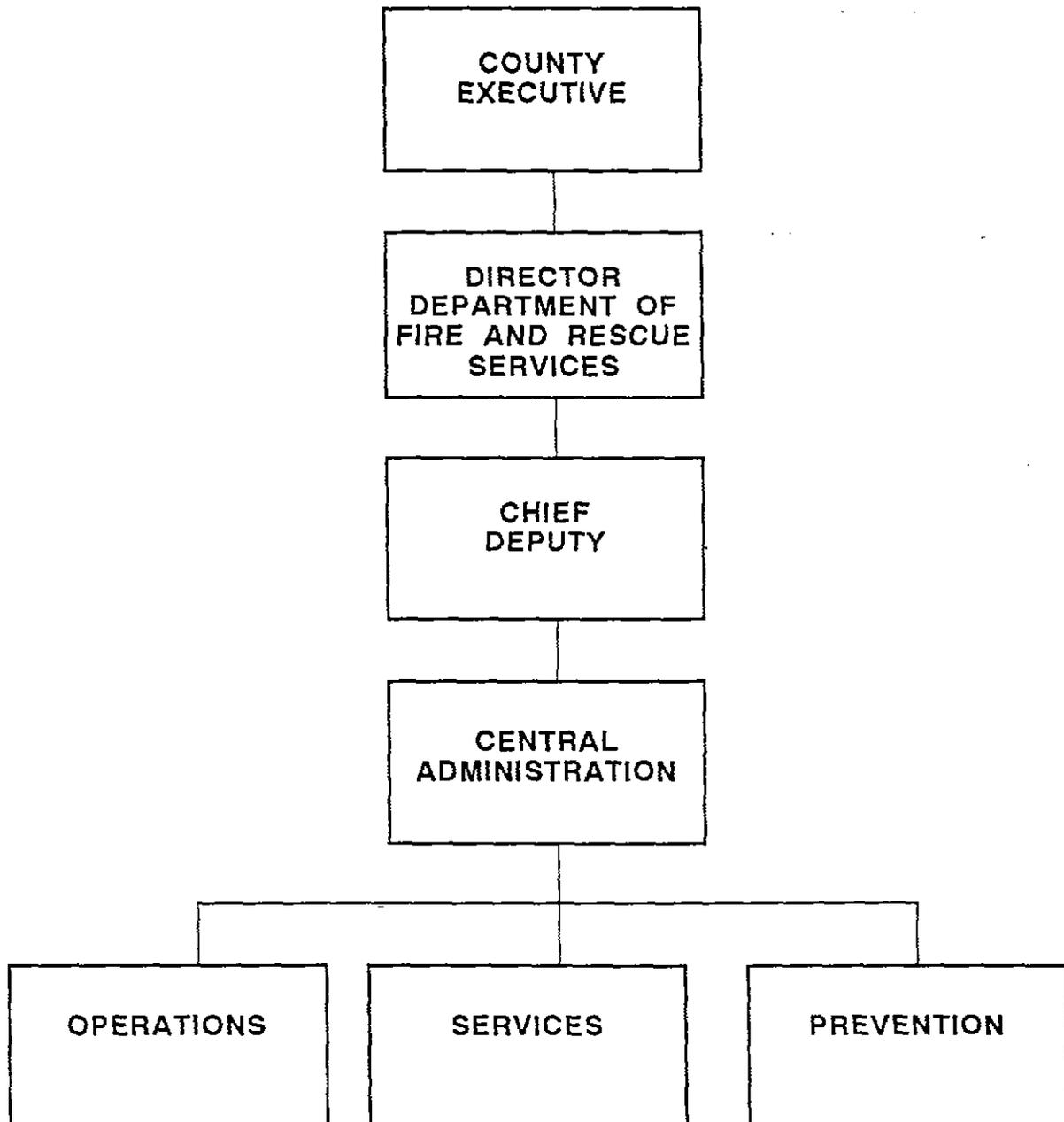
Establish a separate account to capture overtime expenses per Federal task force guidelines.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	0	0	51,500	51,500	51,500
TOTAL	0	0	0	51,500	51,500	51,500

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Public Safety

FIRE AND RESCUE SERVICES



Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES SUMMARY

Description

Responsible for providing fire, emergency medical, rescue and communications services, emergency management and civil defense.

Deliver services by cooperation between the county government and the metro and rural districts.

Highlights

The six independent volunteer fire department corporations are now included in one of two districts--metro or rural.

All costs with the exception of salary costs for the Director of Fire and Rescue Services and the costs for the Office of Emergency Management and Civil Defense are supported by the fire tax program.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
TOTAL General Fund	102,600	119,480	119,480	111,820	113,740	113,740
TOTAL Metro Fire & Rescue Tax Fund	12,627,266	14,225,720	14,225,720	15,057,720	15,431,760	15,431,760
TOTAL Rural Fire & Rescue Tax Fund	707,218	2,653,000	2,653,000	2,505,240	2,876,740	2,876,740
TOTAL Trust And Agency Multifarious	4,420	7,500	7,500	7,500	7,500	7,500
TOTAL	13,441,504	17,005,700	17,005,700	17,682,280	18,429,740	18,429,740

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Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

DIRECTOR'S OFFICE

011-070-0101

Functions

Provide funds for chargeback to the general fund for salary costs of the Director of Fire and Rescue Services.

Outlook for '96

Continue to make payment to the fire tax fund's central administration for the salary costs of the Director of Fire & Rescue Services.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	91,120	95,000	95,000	97,850	99,770	99,770
TOTAL	91,120	95,000	95,000	97,850	99,770	99,770

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Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

EMERGENCY MANAGEMENT

011-070-0102

Functions

Provide funds for chargeback to the general fund for operational costs of Emergency Management and Civil Defense.

Outlook for '96

Continue to make payment to the fire tax fund's central administration for the operational costs of Emergency Management and Civil Defense.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	11,480	24,480	24,480	13,970	13,970	13,970
TOTAL	11,480	24,480	24,480	13,970	13,970	13,970

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

FIRE ADMINISTRATOR

460-070-0100

Functions

Provide management of the following activities of the Department of Fire & Rescue Services:

- Fire Suppression
- Fire Prevention
- Fire Training
- Arson Investigation
- Emergency Medical Services
- Countywide Communications
- Emergency Management and Civil Defense.

Outlook for '96

Continue to provide efficient and effective management for all of the functions of the Department of Fire and Rescue Services.

Personnel Summary

Authorized7
 Additional0
 Executive Proposed7
 Approved7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	306,053	360,720	360,720	490,350	501,190	501,190
Contractual Services	12,033	11,850	11,850	62,670	62,670	12,670
Supplies & Materials	5,690	9,850	9,850	9,850	9,850	9,850
Business & Education Expense	1,424	2,950	2,950	2,950	2,950	2,950
Other Operating Expenses	123,610	203,270	203,270	220,130	220,130	220,130
TOTAL	448,810	588,640	588,640	785,950	796,790	746,790

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

FIRE BOARD

460-070-0200

Functions

Provide advice on matters concerning the delivery of fire, EMS and rescue services.

Make recommendations to the County Executive concerning the selection of a Fire Administrator.

Outlook for '96

The seven-member board will continue to analyze and make recommendations on issues concerning the effectiveness of fire, EMS and rescue services provided to the county.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	330	400	400	400	400	400
Contractual Services	250	250	250	250	250	250
Supplies & Materials	328	550	550	550	550	550
Business & Education Expense	0	800	800	800	800	800
Other Operating Expenses	0	100	100	100	100	100
TOTAL	908	2,100	2,100	2,100	2,100	2,100

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Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

BUREAU OF SERVICES

460-070-0310

Functions

Provide fire and emergency medical training to volunteer fire departments and the career system.

Outlook for '96

Continue to assure state-of-the-art readiness of all fire and rescue personnel through the use of training programs and seminars offering the latest technologies.

- funding for a Fire Quartermaster position
- funding for a Sergeant EMS Instructor position.

Personnel Summary

Authorized8
 Additional2
 Executive Proposed10
 Approved10

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	333,440	422,800	422,800	514,220	525,990	525,990
Contractual Services	24,775	17,410	17,410	19,070	19,070	19,070
Supplies & Materials	19,759	30,950	30,950	30,950	30,950	30,950
Business & Education Expense	18,289	24,150	24,150	54,150	54,150	54,150
TOTAL	396,263	495,310	495,310	618,390	630,160	630,160

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES BUREAU OF FIRE PREVENTION

460-070-0320

Functions

Review new building plans for fire protection.

Organize and present programs on public fire safety awareness and education to county residents.

Participate in the building inspection process.

Coordinate joint follow-ups on fire code violations with the Office of State Fire Marshall and other county agencies.

Outlook for '96

Continue to provide the residents of Howard County with safe and effective fire protection services.

Personnel Summary

Authorized6
 Additional0
 Executive Proposed6
 Approved6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	337,779	363,320	363,320	375,490	382,660	382,660
Contractual Services	12,305	16,220	16,220	17,170	17,170	17,170
Supplies & Materials	14,016	14,700	14,700	14,700	14,700	14,700
Business & Education Expense	3,826	6,300	6,300	6,300	6,300	6,300
Capital Outlay-operating Budget	2,508	2,500	2,500	0	0	0
TOTAL	370,434	403,040	403,040	413,660	420,830	420,830

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

BUREAU OF OPERATIONS

460-070-0330

Functions

Coordinate emergency medical services delivered by career and volunteer personnel through the operation of the Emergency Medical Service.

Evaluate the effectiveness of the program and recommend changes through the services of a medical advisor.

Outlook for '96

Continue to ensure that Howard County residents receive quality emergency medical services.

Personnel Summary

Authorized10
 Additional0
 Executive Proposed10
 Approved10

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	297,640	299,360	299,360	710,160	722,000	722,000
Contractual Services	15,464	17,490	17,490	18,300	18,300	18,300
Supplies & Materials	11,758	16,050	16,050	16,050	16,050	16,050
Business & Education Expense	2,560	2,650	2,650	2,650	2,650	2,650
TOTAL	327,422	335,550	335,550	747,160	759,000	759,000

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

CIVIL DEFENSE

460-070-0400

Functions

Coordinate civil preparedness duties assigned to Howard County by Federal and State agencies.

Survey and catalogue resources to support emergency operations in the event of natural or man-made disasters.

Organize a twice a year exercise to test the response capabilities of county emergency service agencies in both the public and private sectors.

Outlook for '96

Continue to maintain the high quality of Howard County's Emergency Management and Civil Defense procedures and services.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	5,937	7,370	7,370	8,140	8,140	8,140
Supplies & Materials	1,486	2,310	2,310	3,730	3,730	3,730
Business & Education Expense	930	1,800	1,800	2,100	2,100	2,100
TOTAL	8,353	11,480	11,480	13,970	13,970	13,970

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 1 VOLUNTEER OPERATIONS

460-077-0100

Functions

Provide direct payment to support the volunteer operation of Station 1 (Elkridge).

Outlook for '96

Continue to support volunteer operations in the Metro Fire District.

Renovations to Station 1 will continue this year, including the bunk room, locker room and above-ground fuel tank.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	228,240	242,490	242,490	312,490	312,490	312,490
TOTAL	228,240	242,490	242,490	312,490	312,490	312,490

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 2 VOLUNTEER OPERATIONS

460-077-0200

Functions

Provide direct payment to support the volunteer operation of Station 2 (Ellicott City).

Outlook for '96

Continue to support volunteer operations in the Metro Fire District.

A variety of general renovations to Station 2 are included.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	127,289	141,450	141,450	126,450	126,450	126,450
TOTAL	127,289	141,450	141,450	126,450	126,450	126,450

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 5 VOLUNTEER OPERATIONS

460-077-0500

Function

Provide direct payment to support the volunteer operation of Station 5 (Clarksville).

Function

Provide direct payment to support the volunteer operation of Station 5 (Clarksville).

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	194,720	217,620	217,620	217,620	217,620	217,620
TOTAL	194,720	217,620	217,620	217,620	217,620	217,620

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 6 VOLUNTEER OPERATIONS

460-077-0600

Functions

Provide direct payment to support the volunteer operation of Station 6 (Savage).

Outlook for '96

Continue to support volunteer operations in the Metro Fire District.

Funding includes renovations to the bunk room, day room and shower/lavatory facilities.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	236,370	236,300	236,300	286,300	286,300	286,300
TOTAL	236,370	236,300	236,300	286,300	286,300	286,300

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 8 VOLUNTEER OPERATIONS

460-077-0800

Functions

Provide direct payment to support the volunteer operation of Station 8 (Ellicott City).

Outlook for '96

Continue to support volunteer operations in the Metro Fire District.

General renovations are included for Station 8, including replacement of the chiller.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	137,290	113,150	113,150	128,150	128,150	128,150
TOTAL	137,290	113,150	113,150	128,150	128,150	128,150

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

METRO GENERAL OPERATIONS

460-077-1000

Functions

Provide fire and rescue services through county-managed operations including Stations 7, 9, 10 and 11 and volunteer-managed Station 1 (Elkridge), Station 2 (Ellicott City), Station 6 (Savage) and Station 8 (Ellicott City). An 80% share of the central administration costs are charged to the Metro Fire District. Fifty percent of the operational and salary costs for Stations 5 and 11 will be paid for out of the Metro Fire District.

Outlook for '96

Continue to provide fire and rescue services.

Partial funding included for 23 Firefighter Trainee positions.

Personnel Summary

Authorized180
 Additional23
 Executive Proposed203
 Approved203

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	8,948,070	10,166,450	10,166,450	10,263,980	10,304,090	10,304,090
Contractual Services	482,674	550,510	550,510	619,530	619,530	619,530
Supplies & Materials	335,018	340,840	340,840	340,840	340,840	340,840
Business & Education Expense	72,287	123,940	123,940	123,940	123,940	123,940
Capital Outlay-operating Budgt	250,213	60,000	60,000	50,000	50,000	50,000
Other Operating Expenses	62,905	21,200	21,200	7,190	7,190	7,190
TOTAL	10,151,167	11,262,940	11,262,940	11,405,480	11,445,590	11,445,590

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 3 VOLUNTEER OPERATIONS

461-078-0300

Functions

Provide direct payment to support the volunteer operation of Station 3 (West Friendship).

Outlook for '96

Continue to support volunteer operations in the Rural Fire District.

Funding included for renovations and repairs to the parking lot and front apron and miscellaneous training and operational equipment.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	163,080	204,510	204,510	201,810	201,810	201,810
TOTAL	163,080	204,510	204,510	201,810	201,810	201,810

Fiscal 1996

Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 4 VOLUNTEER OPERATIONS

461-078-0400

Functions

Provide direct payment to support the volunteer operation of Station 4 (Lisbon).

Outlook for '96

Continue to support volunteer operations in the Rural Fire District.

Funding included for design and replacement of the front roof and miscellaneous renovations to training and office areas.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	125,080	135,980	135,980	190,980	190,980	190,980
TOTAL	125,080	135,980	135,980	190,980	190,980	190,980

Fiscal 1996

Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

RURAL GENERAL OPERATIONS

461-078-2000

Functions

Provide fire and rescue services through Station 3 (West Friendship), Station 4 (Lisbon) and Station 5 (5th District). A payment is made to the Metro Fire District for a 50% share of the operational and salary costs for tax operation of Stations 5 and 11. A 20% share of the Central Administration costs are also charged to the Rural Fire District.

Outlook for '96

Continue to provide fire and rescue services.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	306,194	362,080	362,080	368,570	375,810	375,810
Contractual Services	93,144	127,600	127,600	127,790	127,790	127,790
Supplies & Materials	100	2,080	2,080	1,480	1,480	1,480
Other Operating Expenses	19,620	1,473,400	1,473,400	1,614,610	1,660,570	1,660,570
TOTAL	419,058	1,965,160	1,965,160	2,112,450	2,165,650	2,165,650

Fiscal 1996

Public Safety

FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1996 Budget			Summary of FY 1997 - 2001 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	
Personal Equipment F-5991 FY96		160,000	160,000						160,000
Personal Equipment F-5999 FY97				185,000					185,000
Personal Equipment F-5128 FY98					185,000				185,000
Personal Equipment F-5250 FY99						190,000			190,000
Personal Equipment F-5922 FY00							190,000		190,000
Personal Equipment F-5916 FY01								190,000	190,000
Ambulance Replacement F-5316 FY96		200,000	200,000						200,000
Ambulance Replacement F-5537 FY97				300,000					300,000
Ambulance Replacement F-5548 FY98					300,000				300,000
Ambulance Replacement F-5663 FY99						300,000			300,000
Ambulance Replacement F-5921 FY00							300,000		300,000
Ambulance Replacement F-5917 FY01								300,000	300,000
Replacement Utilities Volunteer Chiefs' Cars F-5915 FY96		50,000	50,000						50,000
Replacement Utilities F-5601 FY97				75,000					75,000
Replacement Utilities F-5602 FY98					75,000				75,000
Replacement Utilities F-5603 FY99						75,000			75,000
Replacement Utilities F-5920 FY00							75,000		75,000
Replacement Utilities F-5921 FY01								75,000	75,000
Replacement Staff Vehicles F-5923 FY96		50,000	50,000						50,000
Replacement Staff Vehicles F-5924 FY97				75,000					75,000
Replacement Staff Vehicles F-5925 FY98					75,000				75,000

Fiscal 1996

Public Safety

FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1996 Budget			Summary of FY 1997 - 2001 Program					
	Prior Auth.	Executive Request	Sub- Total	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	Total
Replacement Staff Vehicles F-5940 FY99						75,000			75,000
Replacement Staff Vehicles F-5944 FY00							75,000		75,000
Replacement Staff Vehicles F-5926 FY01								75,000	75,000
Replacement Brush Unit F-5648 FY97				35,000					35,000
Replacement Brush Unit F-5664 FY99						35,000			35,000
Replacement Brush Unit F-5661 FY01								35,000	35,000
Replacement Squad Rescue F-5547 FY97				400,000					400,000
Replacement Squad Rescue F-5650 FY00							400,000		400,000
Pumper Replacement F-5976 FY96		200,000	200,000						200,000
Pumper Replacement F-5934 FY97				300,000					300,000
Pumper Replacement F-5935 FY98					300,000				300,000
Pumper Replacement F-5947 FY99						300,000			300,000
Pumper Replacement F-5937 FY00							300,000		300,000
Pumper Replacement F-5927 FY01								300,000	300,000
Training Aids F-5992 FY96		20,000	20,000						20,000
Training Aids F-5901 FY97				40,000					40,000
Training Aids F-5551 FY98					40,000				40,000
Training Aids F-5604 FY99						40,000			40,000
Training Aids F-5928 FY00							40,000		40,000
Training Aids F-5952 FY01								40,000	40,000
LifePac Replacements F-5606 FY96		20,000	20,000						20,000
LifePac Replacements F-5607 FY97				40,000					40,000

Fiscal 1996

Public Safety

FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1996 Budget			Summary of FY 1997 - 2001 Program					
	Prior Auth.	Executive Request	Sub- Total	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	Total
Life-Pak Replacement F-5963 FY98					40,000				40,000
Computerized Reporting F-5964 FY96		10,000	10,000						10,000
RMS Replacement F-5965 FY96		125,000	125,000						125,000
HCVFA Grant--508 Fund F-5577 FY96		168,000	168,000						168,000
Public Education House F-5919 FY96		40,000	40,000						40,000
Mapping F-5966 FY96		25,000	25,000						25,000
Self-Contained Breathing Apparatus (Training) F-5967 FY96		25,000	25,000						25,000
Breathing Apparatus Cylinder Replacement F-5951 FY96		25,000	25,000						25,000
Breathing Apparatus Cylinder Replacement F-5953 FY97				25,000					25,000
Breathing Apparatus Cylinder Replacement F-5954 FY98					25,000				25,000
Breathing Apparatus Cylinder Replacement F-5955 FY99						25,000			25,000
Breathing Apparatus Cylinder Replacement F-5956 FY00							25,000		25,000
Breathing Apparatus Cylinder Replacement F-5975 FY01								25,000	25,000
Station 12--Mayfield									
Pumper F-5610 FY98					300,000				300,000
Ambulance F-5611 FY98					75,000				75,000
Utility F-5612 FY98					25,000				25,000
Station 13--Glenwood									
Pumper F-5616 FY00							450,000		450,000
Tanker F-5617 FY00							200,000		200,000

Fiscal 1996

Public Safety

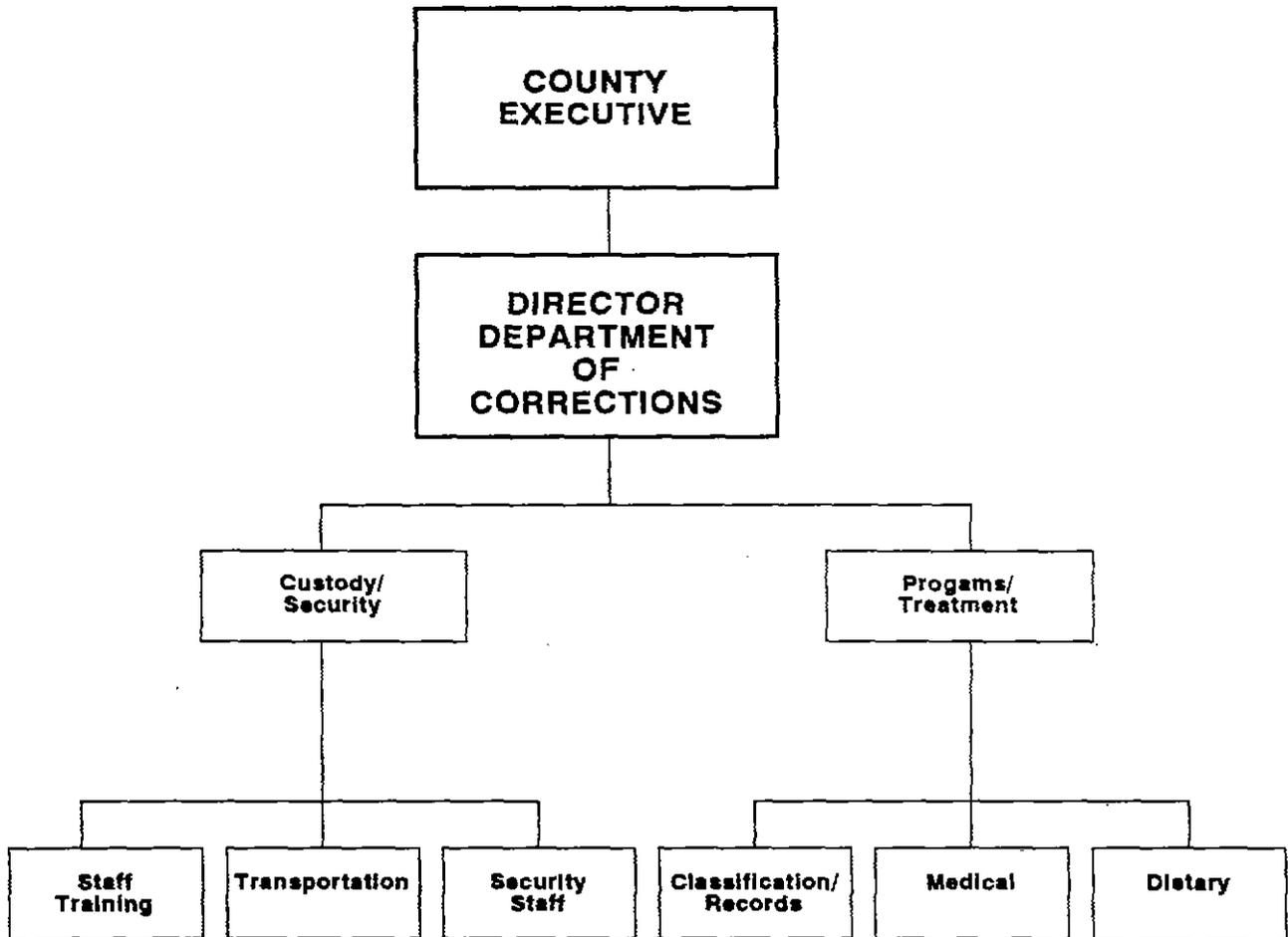
FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1996 Budget			Summary of FY 1997 - 2001 Program					
	Prior Auth.	Executive Request	Sub- Total	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	Total
Ambulance F-5618 FY00							75,000		75,000
Utility F-5619 FY00							25,000		25,000
AED--Auto. Defibrillators F-5918 FY96		80,000	80,000						80,000
Total Request		1,198,000	1,198,000	1,475,000	1,440,000	1,040,000	2,155,000	1,040,000	8,348,000
Grant Funds		168,000	168,000						
Transfer Tax Request		1,030,000	1,030,000						

Fiscal 1996

Public Safety

DEPARTMENT OF CORRECTIONS



Fiscal 1996

Public Safety

DEPARTMENT OF CORRECTIONS SUMMARY

011-011-0100

Description

The Department of Corrections operates the Detention Center and the Emory Street lockup facility. The department is responsible for processing, treatment and care of individuals who are lawfully incarcerated in Howard County. Complete security is provided from the time of commitment until discharge.

The programs of the department are:

Administration--manages operation of the department.

Program and Support Services--responsible for inmate care which includes medical, food, and counseling services.

Custody and Security--this program is responsible for safety and welfare of inmates, staff, public and inmate transportation.

Highlights

Continue an efficient management and operation of the Howard County Detention Center.

Personnel Summary

Authorized118
 Additional0
 Executive Proposed118
 Approved118

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	3,862,611	5,055,160	5,055,160	5,103,500	5,152,570	5,152,570
Contractual Services	88,164	84,930	84,930	122,430	122,430	122,430
Supplies & Materials	767,457	968,300	968,300	956,390	956,390	956,390
Business & Education Expense	10,118	25,400	25,400	24,800	24,800	24,800
Capital Outlay	345,877	5,650	5,650	3,500	3,500	3,500
Other Operating Expenses	1,120	2,960	2,960	3,310	3,310	3,310
TOTAL	5,075,347	6,142,400	6,142,400	6,213,930	6,263,000	6,263,000

Fiscal 1996

Public Works/Inspections

SECTION III

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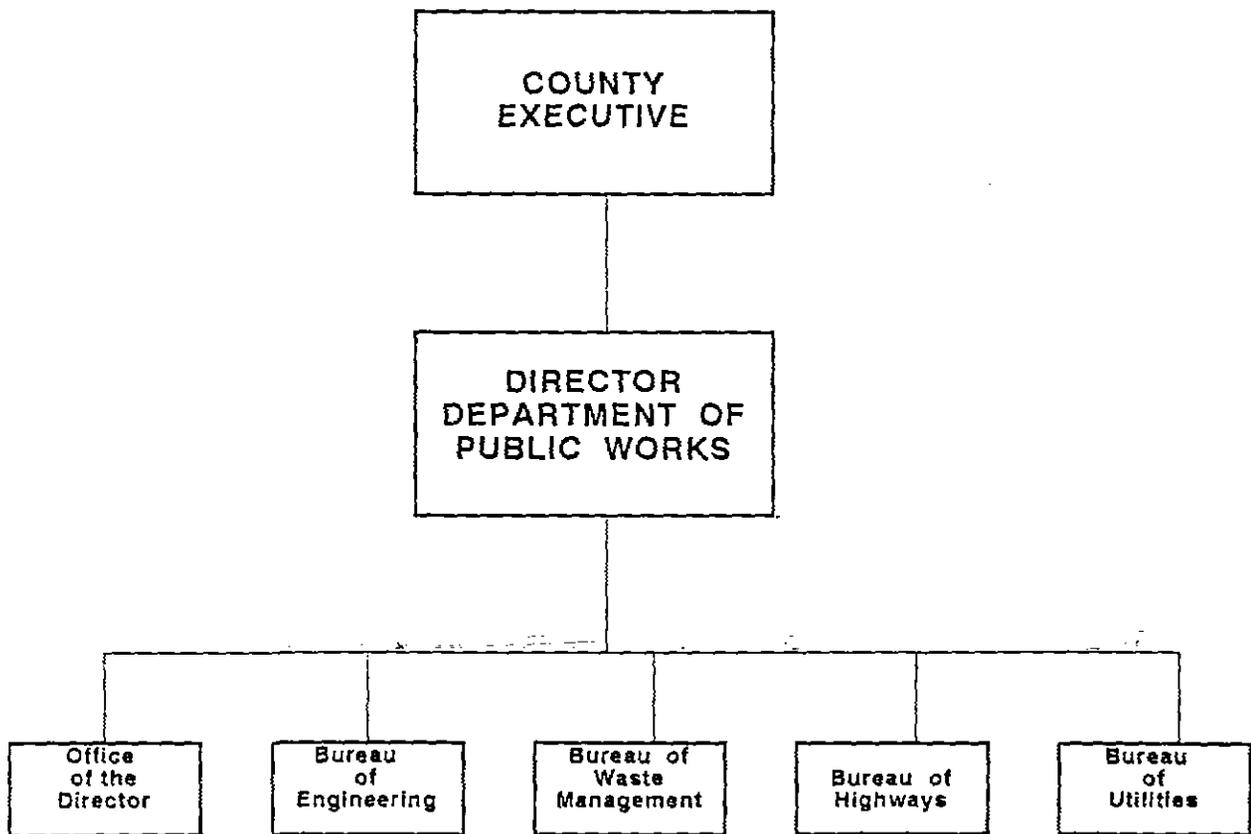
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Fiscal 1996

Public Works/Inspections

DEPARTMENT OF PUBLIC WORKS



Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS SUMMARY

Description

The Department of Public Works designs, constructs and operates public facilities in Howard County. The department consists of one board and five operating bureaus: Director's Office, Engineering, Highways, Waste Management and Utilities.

The Bureau of Utilities is part of the Water & Sewer Fund. The remainder of the department is included in the County's General Fund.

Highlights

Provide trash collection for 60,000 households and 17,000 apartment units, curbside recycling for all single-family homes and 23 apartment complexes.

Maintain an additional 15 miles of roadway, 30 storm water management facilities, 200 street lights and 2 traffic signals.

Transfer the Land Development Division with 10 General Fund positions and 3 Utility Fund positions to the Department of Planning and Zoning.

Reorganize the Bureau of Environmental Services into Bureau of Waste Management with a separate division for recycling.

Reorganize the Bureau of Utilities to include a new Technical Support Division which will have overall operational responsibility of the Water Reclamation Plant.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Bureau of Administration	1,778,373	1,245,780	1,245,780	1,361,630	1,450,360	1,450,360
Bureau of Engineering	1,845,457	3,690,800	3,690,800	3,668,430	3,666,080	3,666,080
Bureau of Highways	8,072,990	6,931,260	6,931,260	7,240,110	7,202,520	7,202,520
Bureau of Waste Management	7,541,482	7,988,540	7,988,540	8,193,300	8,183,560	8,183,560
TOTAL General Fund	20,734,586	19,856,380	19,856,380	20,463,470	20,502,520	20,502,520
Bureau of Engineering	0	124,000	124,000	100,000	100,000	100,000
Bureau of Highways	5,804	10,000	10,000	10,000	10,000	10,000
TOTAL Grants	5,804	134,000	134,000	110,000	110,000	110,000
Bureau of Utilities	19,179,445	20,148,820	20,148,820	20,675,850	21,309,730	21,309,730
TOTAL Water And Sewer Fund	19,179,445	20,148,820	20,148,820	20,675,850	21,309,730	21,309,730
Bureau of Waste Management	497	1,000	1,000	1,000	1,000	1,000
TOTAL Trust And Agency Multifarious	497	1,000	1,000	1,000	1,000	1,000
TOTAL	39,920,332	40,140,200	40,140,200	41,250,320	41,923,250	41,923,250

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF ADMINISTRATION

Functions

Design and construct capital improvement projects in accordance with county state and federal standards to meet county-wide facilities needs.

Operate the following program areas:

- project design management
- developer plan review
- traffic system planning design & operation
- survey/geodetic control
- inspection of public facilities construction
- inspection of developer construction
- staff development and technical training
- testing of construction materials.

Outlook for '96

Transfer the Land Development Division to the Department of Planning and Zoning, effective July 1, 1995. This includes the transfer of ten general fund positions and three utility fund positions and three utility fund positions to the above department.

The transfer of the three positions from the Utility Fund will be offset by an interfund reimbursement from the Utility Fund to the General Fund.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Director's Office	1,777,565	1,245,780	1,245,780	1,361,630	1,450,360	1,450,360
Public Works Board	808	0	0	0	0	0
TOTAL General Fund	1,778,373	1,245,780	1,245,780	1,361,630	1,450,360	1,450,360
TOTAL	1,778,373	1,245,780	1,245,780	1,361,630	1,450,360	1,450,360

Public Works

Functions

Provide administrative, managerial, and technical staff assistance essential to accomplish the daily operation of the Department including, but not limited to, planning, organizing, managing, coordinating and controlling each broad functional area. These activities include the general fund, the utility fund and the capital improvement budget.

The Director's Office is divided into three divisions; Administrative Services, Real Estate Services and Capital Projects.

The Public Works Board makes recommendations to the Director on matters related to Public Works' functions and projects.

Outlook for '96

Continue to oversee the operation of the Department in an efficient and effective manner.

The five-member Public Works Board will continue to examine and make recommendations on Public Works issues .

Funds are included for mandatory drug and alcohol random screening of equipment operators.

Funds are also budgeted for ADP payroll contractor to provide maintenance of the labor distribution system.

Personnel Summary

Authorized17
 Additional0
 Executive Proposed.....17
 Approved17

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	882,031	966,200	966,200	980,150	1,068,880	1,068,880
Contractual Services	385,086	88,730	88,730	116,450	116,450	116,450
Supplies & Materials	26,586	23,850	23,850	24,300	24,300	24,300
Business & Education Expense	34,058	37,580	37,580	86,500	86,500	86,500
Capital Outlay-operating Budgt	340,994	0	0	0	0	0
Other Operating Expenses	108,810	129,420	129,420	154,230	154,230	154,230
TOTAL	1,777,565	1,245,780	1,245,780	1,361,630	1,450,360	1,450,360

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING

Functions

Design and construct capital improvement projects in accordance with county, state and Federal standards to meet county-wide facilities needs.

Operate the following program areas:

- project design management
- developer plan review
- traffic system planning design & operation
- survey/geodetic control
- inspection of public facilities construction
- inspection of developer construction
- staff development and technical training
- testing of construction materials.

Outlook for '96

Transfer the Land Development Division to the Department of Planning and Zoning, effective July 1, 1995. This includes the transfer of ten general fund positions and three utility fund positions to the above department.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Administrative Management Division	284,009	272,910	272,910	281,120	281,340	281,340
Trans. Projects & Watershed Mgmt.	363,832	412,220	412,220	436,590	436,960	436,960
Construction Inspection Division	1,496,307	1,493,850	1,493,850	1,417,960	1,413,970	1,413,970
Traffic Division	312,235	352,650	352,650	360,960	360,490	360,490
General Engineering & Architect Div.	299,501	312,810	312,810	314,950	315,310	315,310
Survey and Drafting Division	585,880	647,510	647,510	667,530	668,630	668,630
Geotechnical & Materials Division	0	198,850	198,850	189,320	189,380	189,380
TOTAL General Fund	3,341,764	3,690,800	3,690,800	3,668,430	3,666,080	3,666,080
Patuxent River Program	0	40,000	40,000	100,000	100,000	100,000
TOTAL Grants	0	40,000	40,000	100,000	100,000	100,000
TOTAL	3,341,764	409,800	409,800	3,768,430	3,766,080	3,766,080

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATIVE MANAGEMENT DIVISION

011-009-0201

Functions

Provide management, administrative and technical support for the Bureau of Engineering to include:

- development of a capital project status reporting system for use by all design and construction project managers,
- implementation of a capital project planning system for use by design and construction inspection personnel within the bureau,
- administration and fine tuning of a bureau-wide staff development and technical training program.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Monthly Financial Reports	9	9
Monthly Status Graphs	18	18
Payroll/Personnel/Records Processed	2,900	2,900

Personnel Summary

Authorized4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	265,573	249,350	249,350	250,190	250,410	250,410
Contractual Services	4,793	4,370	4,370	4,230	4,230	4,230
Supplies & Materials	10,873	13,580	13,580	11,500	11,500	11,500
Business & Education Expense	2,770	5,610	5,610	15,200	15,200	15,200
TOTAL	284,009	272,910	272,910	281,120	281,340	281,340

Fiscal 1996

Public Works

DEPT. OF PUBLIC WORKS TRANSPORTATION PROJECTS & WATERSHED MGMT.

011-009-0204

Functions

Implement capital improvement project design in the areas of: roadway reconstruction, outfall construction, bridge replacement, bridge culvert construction, floodplain delineation, data collection and mapping of county's storm drain system for the National Pollution Discharge Elimination System, participation in Tiber-Hudson Watershed Partnership for flood/stormwater relief, stream clean-up and stabilization.

Outlook for '96

Tasks	FY95	FY96
	Estimated	Projected
Transportation Projects	45	45
Watershed Projects	25	25
County-owned Bridge Inspections	120	120

The budget reflects the internal transfer in of one clerical technician from the Water & Sewer Design Division.

Personnel Summary

Authorized	6
Additional	1
Executive Proposed	7
Approved	7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	349,585	360,270	360,270	399,120	399,490	399,490
Contractual Services	2,396	27,650	27,650	27,720	27,720	27,720
Supplies & Materials	4,480	4,000	4,000	4,450	4,450	4,450
Business & Education Expense	92	300	300	300	300	300
Capital Outlay-operating Budgt	7,279	0	0	0	0	0
Other Operating Expenses	0	20,000	20,000	5,000	5,000	5,000
TOTAL	363,832	412,220	412,220	436,590	436,960	436,960

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

CONSTRUCTION INSPECTION DIVISION

011-009-0205

Functions

Conduct inspection of developer water, sewer, road and storm drain projects.

Conduct inspection of all public and private storm water management facilities.

Conduct inspection of all capital project construction to assure compliance with all applicable standards and specifications.

Implement a capital project construction planning for use by inspection personnel.

Outlook for '96

Continue to provide timely and efficient inspections of capital improvement and developer projects.

Tasks	FY95 Estimated	FY96 Projected
# of Developer Water and Sewer Projects	475	500
# of Road & Storm Drain Projects	900	900
# of Storm Water Management Facilities	365	365
# of general Capital Projects	50	50

Personnel Summary

Authorized	25
Additional	0
Executive Proposed	25
Approved	25

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	1,350,000	1,350,000	1,278,760	1,274,770	1,274,770
Contractual Services	0	26,330	26,330	27,080	27,080	27,080
Supplies & Materials	0	22,860	22,860	22,860	22,860	22,860
Business & Education Expense	0	94,660	94,660	89,260	89,260	89,260
TOTAL	0	1,493,850	1,493,850	1,417,960	1,413,970	1,413,970

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

TRAFFIC DIVISION

011-009-0206

Functions

Assume the following functions:

Traffic planning and design to include:

- need, design and construction of traffic signals,
- monitor traffic thru permanent portable counting sites,
- design/construct intersection improvements,
- development of residential traffic calming.

Traffic operations to include:

- accident investigations,
- traffic control studies,
- need, design and implementation of street lighting,
- pedestrian studies,
- parking prohibitions,
- traffic signal timing.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Traffic System Studies	120	130
School Crossing and Bus Stop Studies	40	45
Traffic Counts	380	400

Personnel Summary

Authorized	6
Additional	0
Executive Proposed	6
Approved	6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	297,056	315,890	315,890	321,970	321,500	321,500
Contractual Services	5,679	18,340	18,340	18,840	18,840	18,840
Supplies & Materials	6,734	6,870	6,870	8,300	8,300	8,300
Business & Education Expense	2,766	11,550	11,550	11,850	11,850	11,850
TOTAL	312,235	352,650	352,650	360,960	360,490	360,490

Fiscal 1996

Public Works

DEPT. OF PUBLIC WORKS GENERAL ENGINEERING & ARCHITECT DIVISION

011-009-0207

Functions

Provide capital improvement project management to include design implementation and monitoring construction activities in the areas of:

- fire stations,
- park projects,
- general county buildings,
- libraries,
- specialized county facilities (vehicle washing facility) (Leachate Collection System).
- assume project planning,
- develop a "team" approach for design and construction of all future projects.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
General County Buildings	14	14
Fire	2	2
Libraries	2	2
Park Facilities	20	20

Personnel Summary

Authorized	5
Additional	0
Executive Proposed	5
Approved	5

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	292,589	305,740	305,740	307,680	308,040	308,040
Contractual Services	2,778	2,860	2,860	3,060	3,060	3,060
Supplies & Materials	3,746	3,950	3,950	3,950	3,950	3,950
Business & Education Expense	388	260	260	260	260	260
TOTAL	299,501	312,810	312,810	314,950	315,310	315,310

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

SURVEY AND DRAFTING DIVISION

011-009-0208

Functions

Provide survey and drafting support for capital projects and other county agencies to include:

- scanning and computerization of DPW plan filing system,
- diversification of existing GPS geodetic control network,
- availability of certain GIS files to the public,
- incorporation of centralized road files and logo entry of parcels into GIS system.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Engineering Drawings and Prints Processed	25,600	27,000
Engineering Publications Sold	500	500
Capital Projects Supported	150	165
Misc. Survey & Drafting Jobs	130	135

Personnel Summary

Authorized	12
Additional	0
Executive Proposed	12
Approved	12

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	489,159	530,680	530,680	539,560	540,660	540,660
Contractual Services	66,541	78,370	78,370	93,120	93,120	93,120
Supplies & Materials	27,948	27,500	27,500	24,450	24,450	24,450
Business & Education Expense	2,232	10,960	10,960	10,400	10,400	10,400
TOTAL	585,880	647,510	647,510	667,530	668,630	668,630

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

GEOTECHNICAL & MATERIALS DIVISION

011-009-0209

Functions

Provide county engineers and planners with comprehensive site and materials analysis information.

Evaluate construction materials used in capital and developer projects.

Outlook for '96

Continue to provide comprehensive site and materials analysis services to county agencies.

This division was part of the former Bureau of Construction Inspection which was transferred to the Bureau of Engineering during FY94.

Personnel Summary

Authorized.....3
 Additional0
 Executive Proposed3
 Approved3

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	176,170	176,170	176,680	176,740	176,740
Contractual Services	0	6,100	6,100	6,100	6,100	6,100
Supplies & Materials	0	1,680	1,680	1,640	1,640	1,640
Business & Education Expense	0	1,800	1,800	4,900	4,900	4,900
Capital Outlay-operating Budgt	0	13,100	13,100	0	0	0
TOTAL	0	198,850	198,850	189,320	189,380	189,380

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

PATUXENT RIVER PROGRAM

051-009-0213

Functions

Establish a long-term water quality monitoring in a developed or developing watershed.

Document stormwater management facilities in urbanized areas of the County and compiling related information in coordination with GIS mapping.

Outlook for '96

This is a cost-shared program with 50% funding from the State and 50% matching from the County which may be provided by direct labor.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	10,000	10,000	50,000	50,000	50,000
Contractual Services	0	29,000	29,000	46,000	46,000	46,000
Supplies & Materials	0	1,000	1,000	4,000	4,000	4,000
TOTAL	0	40,000	40,000	100,000	100,000	100,000

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF HIGHWAYS

Functions

Construct and maintain county-owned bridges, roadways, drainage facilities, and other public places.

Ensure an adequate road network, especially during emergency and hazardous periods.

Operate two separate divisions:

- . Bureau Operations Division
- . Highway Maintenance Division

Outlook for '96

Maintain 860 miles of roadway; 101 bridges; 10 pedestrian walkways; 3,850 street lights; 98 traffic signals and school flashers, and over 280 storm water management facilities.

Add 15 miles of roads, 30 stormwater management facilities, 200 street lights and 2 traffic signals.

Utilize outside contractors to replace fencing around storm water management ponds and to mow specific residential right-of-way.

Transfer of one motor equipment operator position from the Bureau of Waste Management in fiscal 1995.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Highways Operations Division	496,084	462,020	462,020	479,030	476,050	476,050
Highway Maintenance Division	7,576,906	6,469,240	6,469,240	6,761,080	6,726,470	6,726,470
TOTAL General Fund	8,072,990	6,931,260	6,931,260	7,240,110	7,202,520	7,202,520
DPW Noxious Weed Program	5,804	10,000	10,000	10,000	10,000	10,000
TOTAL Grants	5,804	10,000	10,000	10,000	10,000	10,000
TOTAL	8,078,794	6,941,260	6,941,260	7,250,110	7,212,520	7,212,520

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

HIGHWAYS OPERATIONS DIVISION

011-009-0301

Functions

Provide management, administration, and technical support for bureau-wide mandated programs.

Report to the Director of Public Works on all matters pertinent to State law governing the use of highway user fund revenues for sustaining its transportation facilities.

Outlook for '96

Continue to manage the Bureau of Highways in an efficient and effective manner.

Funds are included for the rental of a copier and water cooler which are necessitated pursuant to the relocation of the Bureau's main office from the Howard Building to a modular office in Dayton.

Personnel Summary

Authorized10
 Additional0
 Executive Proposed10
 Approved10

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	415,978	446,570	446,570	460,090	457,110	457,110
Contractual Services	6,664	2,950	2,950	5,390	5,390	5,390
Supplies & Materials	10,930	3,500	3,500	4,050	4,050	4,050
Business & Education Expense	491	9,000	9,000	9,500	9,500	9,500
Capital Outlay-operating Budgt	62,021	0	0	0	0	0
TOTAL	496,084	462,020	462,020	479,030	476,050	476,050

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

HIGHWAY MAINTENANCE DIVISION

011-009-0302

Functions

Provide maintenance of all county-owned roads and bridges.

Remove all snow and ice from county-owned roads.

Ensure safe conditions for the travelling public through proper maintenance, repair and installation of traffic control devices.

Inspect and maintain public and private drainage systems and all county-owned storm water management facilities.

The budget reflects additional costs associated with the increased number of roadways, stormwater management facilities, bridges, street lights and signals.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
# of Pieces of Equipment assigned	300+	300+
# of Roads maintained	2,715	2,785
# of Storm Water Management Facilities Maintained	250	280
# of Bridges maintained	101	101

The budget reflects the transfer in of one Motor Equipment Operator from the Bureau of Environmental Services during fiscal 1995.

Personnel Summary

Authorized	93
Additional	0
Executive Proposed	93
Approved	93

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	4,893,031	3,895,420	3,895,420	3,984,330	3,949,720	3,949,720
Contractual Services	1,045,121	665,590	665,590	711,370	711,370	711,370
Supplies & Materials	1,318,065	565,450	565,450	585,380	585,380	585,380
Business & Education Expense	127,692	1,337,780	1,337,780	1,475,000	1,475,000	1,475,000
Capital Outlay-operating Budget	187,997	0	0	0	0	0
Other Operating Expenses	5,000	5,000	5,000	5,000	5,000	5,000
TOTAL	7,576,906	6,469,240	6,469,240	6,761,080	6,726,470	6,726,470

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

NOXIOUS WEED PROGRAM

051-009-0305

Functions

Recommend specific control programs best suited for individual infestation.

Locate, determine the extent, and control the infestation either individually or seeing that it be controlled by the land owner.

Meet with land owners and obtain cooperation for compliance with the provisions of the law pertaining to noxious weeds and all recommended control practices. Work with land owners in developing a suitable plan for controlling noxious weeds.

Outlook for '96

Continue to provide the current level of services in an efficient manner.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	4,801	7,500	7,500	7,500	7,500	7,500
Supplies & Materials	118	1,000	1,000	1,000	1,000	1,000
Business & Education Expense	885	1,500	1,500	1,500	1,500	1,500
TOTAL	5,804	10,000	10,000	10,000	10,000	10,000

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF WASTE MANAGEMENT

Functions

Manage county services which have an environmental impact on its citizens. Tasks include:

- operating the county landfill
- administering residential refuse (trash) and recycling collection
- preparing water and sewer master plan
- implementing and monitoring recycling programs.

Outlook for '96

Expand the voluntary residential recyclables collection program to serve all receptive apartment complexes in the county.

Provide funding for increased ground water monitoring costs for the county's closed and active landfills.

Expand the community clean-up program.

State operation of a regional yard waste composting facility in a joint effort among Howard, Anne Arundel and Baltimore counties.

In fiscal 1996, the Bureau of Environmental Services is to be reorganized into the Bureau of Waste Management with the creation of a separate division for recycling.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Administrative Services Division	255,443	248,060	248,060	345,180	343,300	343,300
Operations Division	7,286,039	7,740,480	7,740,480	5,120,670	5,110,380	5,110,380
Recycling Division	0	0	0	2,727,450	2,729,880	2,729,880
TOTAL General Fund	7,541,482	7,988,540	7,988,540	8,193,300	8,183,560	8,183,560
Operations Division	497	1,000	1,000	1,000	1,000	1,000
TOTAL Trust & Agency Multifarious	497	1,000	1,000	1,000	1,000	1,000
TOTAL	7,541,979	7,989,540	7,989,540	8,194,300	8,184,560	8,184,560

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATIVE SERVICES DIVISION

011-009-0601

Functions

Provide management, administration, and technical support for the various programs and operations of the Bureau of Waste Management.

Outlook for '96

Continue to provide management, administration, and technical support for the entire bureau in an efficient and effective manner.

The budget reflects the internal transfer of three positions from the Operation Division into this division.

Personnel Summary

Authorized4
 Additional3
 Executive Proposed7
 Approved7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	247,379	238,200	238,200	335,090	333,210	333,210
Contractual Services	2,650	2,840	2,840	3,470	3,470	3,470
Supplies & Materials	4,867	3,500	3,500	3,000	3,000	3,000
Business & Education Expense	547	3,520	3,520	3,620	3,620	3,620
TOTAL	255,443	248,060	248,060	345,180	343,300	343,300

Public Works

Functions

- Operate county Solid Waste facilities.
- Manage contract services for the processing of solid waste and recyclables.
- Provide for curbside collections of refuse and recyclables for county residents.
- Provide for the collection of bulky waste and waste collected during community cleanups.
- Provide for household hazardous waste pick-up and disposal.
- Provide for management, planning, design, and implementation of solid waste programs and facilities.
- Investigate groundwater contamination problems on county-owned properties.

Outlook for '96

Tasks	FY95	FY96
	Estimated	Projected
Homes Served		
refuse collection	58,000	61,500
recyclables collection	58,000	61,500
# of dumpsters served	850	860
# of community clean ups	75	150

The Budget reflects the internal transfer out of four positions to the newly-created Division of Recycling and three positions to the Administrative Services Division.

Personnel Summary

Authorized	36
Additional	(7)
Executive Proposed	29
Approved	29

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,547,121	1,622,570	1,622,570	1,388,970	1,378,680	1,378,680
Contractual Services	5,013,882	5,505,750	5,505,750	3,086,010	3,086,010	3,086,010
Supplies & Materials	376,555	134,350	134,350	124,690	124,690	124,690
Business & Education Expense	69,995	477,810	477,810	521,000	521,000	521,000
Capital Outlay-operating Budgt	278,486	0	0	0	0	0
TOTAL	7,286,039	7,740,480	7,740,480	5,120,670	5,110,380	5,110,380

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

RECYCLING DIVISION

011-009-0605

Functions

Newly created division to provide focus on recycling activities and programs.

- curbside collection of recyclables
- recyclables processing
- wood waste mulching
- regional yard waste composting
- scrap tire disposal.

Outlook for '96

Conduct educational programs on recycling with various community organizations and schools throughout the year.

The budget includes funds for start-up of Howard County's participation in the regional yard-waste composting operation in conjunction with Baltimore and Anne Arundel counties. The staffing for this new organization comes from internal transfer from the Operations Division of the Bureau of Waste Management.

Personnel Summary

Authorized0
 Additional4
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	0	0	215,410	217,840	217,840
Contractual Services	0	0	0	2,496,640	2,496,640	2,496,640
Supplies & Materials	0	0	0	13,200	13,200	13,200
Business & Education Expense	0	0	0	2,200	2,200	2,200
TOTAL	0	0	0	2,727,450	2,729,880	2,729,880

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF UTILITIES

Functions

Operate and maintain the water and sewer systems within the Metropolitan District of Howard County.

Provide quality potable water, sanitary sewer service and fire protection to the residences, businesses and industries in the Metropolitan District.

Outlook for '96

The Bureau of Utilities is reorganized for inclusion of a new Technical Support Division which will have overall operational responsibility of the Water Reclamation Plant.

Staff for this new division is transferred from the Utilities Operations Division.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Utilities Operations Division	1,479,443	1,736,980	1,736,980	1,292,490	1,355,980
Technical Support Division	0	0	0	483,600	492,610	492,610
Water Reclamation	8,235,731	8,221,810	8,221,810	8,765,820	8,805,670	8,805,670
Maintenance Division	1,785,153	1,902,650	1,902,650	1,872,190	1,895,600	1,895,600
Utilities Non-operating Expense	1,704,670	1,695,920	1,695,920	1,695,920	2,168,000	2,168,000
Service Division	5,111,824	5,626,540	5,626,540	5,943,970	5,960,690	5,960,690
Water & Sewer Design	547,072	639,831	639,831	425,300	431,650	431,650
Environmental Management	315,552	325,089	325,089	196,560	199,530	199,530
TOTAL Water And Sewer Operating	19,179,445	20,148,820	20,148,820	20,675,850	21,309,730	21,309,730
TOTAL	19,179,445	20,148,820	20,148,820	20,675,850	20,309,730	20,309,730

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

UTILITIES OPERATIONS DIVISION

710-009-0710

Functions

Coordinate, direct, and support all daily and field operations.

Control the inventory of materials within the bureau.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Bureau Personnel		
Value of inventory	400,000	400,000
# of inventory items	600	650

The Budget reflects the transfer in of one Engineer II from the Environmental Management Division during Fiscal 1995, and the transfer out of eight positions to the newly created Technical Support Division for Fiscal 1996.

Personnel Summary

Authorized	17
Additional	(8)
Executive Proposed	9
Approved	9

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	948,150	858,080	858,080	476,870	540,360	540,360
Contractual Services	252,204	189,990	189,990	152,870	152,870	152,870
Supplies & Materials	215,735	111,560	111,560	115,400	115,400	115,400
Business & Education Expense	48,956	550,220	550,220	499,580	499,580	499,580
Capital Outlay-operating Budgt	0	0	0	28,700	28,700	28,700
Other Operating Expenses	4,280	10,330	10,330	9,510	9,510	9,510
Other Expenses	10,118	16,800	16,800	9,560	9,560	9,560
TOTAL	1,479,443	1,736,980	1,736,980	1,292,490	1,355,980	1,355,980

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

TECHNICAL SUPPORT DIV.

710-009-0715

Functions

Provide engineering and technical expertise necessary to plan, operate, and maintain the water distribution and waste water systems.

Outlook for '96

Tasks	FY 95 Estimated	FY 96 Projected
Inspection of water & sewer projects	250	300
Utility permits reviewed	850	1,050
Water quality samples	1,648	1,648

Personnel of this new division is composed of eight positions transferred from the Utilities Operations Division.

Personnel Summary

Authorized	0
Additional	8
Executive Proposed	8
Approved	8

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	0	0	433,600	442,610	442,610
Contractual Services	0	0	0	44,000	44,000	44,000
Supplies & Materials	0	0	0	6,000	6,000	6,000
TOTAL	0	0	0	483,600	492,610	492,610

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

WATER RECLAMATION

710-009-0720

Functions

Maintain the equipment and structures of wastewater treatment plants.

Continue operation of wastewater treatment plants.

Monitor, control, and optimize the treatment and discharge of industrial waste.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Wastewater Processed (MGD)	13.5	14.0
Sludge Landspread (wet tons)	23,000	26,100

Personnel Summary

Authorized	53
Additional	0
Executive Proposed	53
Approved	53

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	2,159,567	2,278,050	2,278,050	2,281,010	2,320,860	2,320,860
Contractual Services	2,632,335	2,475,830	2,475,830	3,210,540	3,210,540	3,210,540
Supplies & Materials	651,834	691,060	691,060	784,730	784,730	784,730
Business & Education Expense	13,481	87,190	87,190	107,980	107,980	107,980
Other Operating Expenses	0	3,030	3,030	3,900	3,900	3,900
Other Expenses	2,778,514	2,686,650	2,686,650	2,377,660	2,377,660	2,377,660
TOTAL	8,235,731	8,221,810	8,221,810	8,765,820	8,805,670	8,805,670

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

MAINTENANCE DIVISION

710-009-0730

Functions

Operate and maintain water mains, valves and fire hydrants.

Maintain the sanitary sewer system within the Metropolitan District.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Miles of Water Line	585	540
Miles of Sewer Line	615	625
Water Connections	40	45
Sewer Connections	40	45

The budget reflects the internal transfer in of one position from the Service Division during fiscal 1995.

Personnel Summary

Authorized	35
Additional	0
Executive Proposed	35
Approved	35

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,424,640	1,475,850	1,475,850	1,469,780	1,493,190	1,493,190
Contractual Services	59,686	69,200	69,200	86,200	86,200	86,200
Supplies & Materials	189,152	217,370	217,370	230,590	230,590	230,590
Capital Outlay-operating Budgt	3,298	0	0	0	0	0
Other Expenses	108,377	140,230	140,230	85,620	85,620	85,620
TOTAL	1,785,153	1,902,650	1,902,650	1,872,190	1,895,600	1,895,600

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

UTILITIES NON-OPERATING EXPENSE

710-009-0749

Functions

Provides funds to cover services provided by other county agencies such as personnel, accounting, legal and other services.

Outlook for '96

Continue to reimburse the general fund with revenues from the water and sewer operating fund for various services provided to the Bureau of Utilities by other county agencies.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Interfund Charges & Reimburse	1,704,670	1,695,920	1,695,920	1,695,920	2,168,000	2,168,000
TOTAL	1,704,670	1,695,920	1,695,920	1,695,920	2,168,000	2,168,000

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

SERVICE DIVISION

710-009-0750

Functions

Repair all existing water meters and install all new water meters.

Provide repair and service of water and sewer facilities, frozen water meters, and resolve other related problems to ensure an uninterrupted supply of potable water to county residents.

Operate and maintain storage tanks, pressure reducing valves and pump stations.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Meters Repaired	1,300	1,700
Meters Installed	2,200	3,560
Water Meters Read	198,000	208,000
Water/Sewer Facilities Maintained	87	87

The budget reflects the internal transfer out of one position to the Maintenance Division during fiscal 1995.

Personnel Summary

Authorized	22
Additional	0
Executive Proposed	22
Approved	22

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	967,963	986,080	986,080	1,106,000	1,122,720	1,122,720
Contractual Services	499,976	542,050	542,050	582,250	582,250	582,250
Supplies & Materials	231,966	235,600	235,600	256,000	256,000	256,000
Business & Education Expense	209	4,000	4,000	3,000	3,000	3,000
Other Expenses	3,411,710	3,858,810	3,858,810	3,996,720	3,996,720	3,996,720
TOTAL	5,111,824	5,626,540	5,626,540	5,943,970	5,960,690	5,960,690

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

WATER & SEWER DESIGN

710-009-0755

Functions

Determine cost and scheduling for all Capital Water and Wastewater projects, establish scope of consultant services, determine consultant qualifications, coordinate consultant services with in-house design activities, conduct review of plans and specifications, assume coordination of Water and Sewer projects with State agencies, respond to citizen inquiries on capital Water and Sewer issues.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Water Capital Projects	35	35
Sewer Capital Projects	18	18

The budget reflects the transfer out of three positions to the Department of Planning & Zoning along with the Land Development Division and one position transferred to Transportation Projects.

Interfund reimbursement from Water & Sewer Fund to General Fund will offset the cost of the three positions transferred to Planning & Zoning.

Personnel Summary

Authorized	11
Additional	(4)
Executive Proposed	7
Approved	7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	540,296	583,090	583,090	416,050	424,150	424,150
Contractual Services	3,481	4,570	4,570	4,650	2,900	2,900
Supplies & Materials	3,040	4,050	4,050	4,100	4,100	4,100
Business & Education Expense	255	500	500	500	500	500
Capital Outlay-operating Budgt	0	47,621	47,620	0	0	0
TOTAL	547,072	639,831	639,830	425,300	431,650	431,650

Fiscal 1996

Public Works

DEPARTMENT OF PUBLIC WORKS

WATER & SEWER DESIGN

710-009-0755

Functions

Determine cost and scheduling for all Capital Water and Wastewater projects, establish scope of consultant services, determine consultant qualifications, coordinate consultant services with in-house design activities, conduct review of plans and specifications, assume coordination of Water and Sewer projects with State agencies, respond to citizen inquiries on capital Water and Sewer issues.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Water Capital Projects	35	35
Sewer Capital Projects	18	18

The budget reflects the transfer out of three positions to the Department of Planning & Zoning along with the Land Development Division and one position transferred to Transportation Projects.

Interfund reimbursement from Water & Sewer Fund to General Fund will offset the cost of the three positions transferred to Planning & Zoning.

Personnel Summary

Authorized	11
Additional	(4)
Executive Proposed	7
Approved	7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	540,296	583,090	583,090	416,050	424,150	424,150
Contractual Services	3,481	4,570	4,570	4,650	2,900	2,900
Supplies & Materials	3,040	4,050	4,050	4,100	4,100	4,100
Business & Education Expense	255	500	500	500	500	500
Capital Outlay-operating Budgt	0	47,621	47,620	0	0	0
TOTAL	547,072	639,831	639,830	425,300	431,650	431,650

Public Works

Functions

Complete studies and reports in conjunction with various environmental plans including: the Patuxent River Policy Plan, the Chesapeake Bay Program, and the Reservoir Watershed Protection Subcommittee.

Ensure the orderly and timely expansion of the public water and sewerage system, including technical support of the waste-water treatment facilities.

Outlook for '96

Tasks	FY95	FY96
	<i>Estimated</i>	<i>Projected</i>

Number of Plans Reviewed	120	120
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This budget reflects the transfer out of one Engineer II position to the Utilities Operations Division during fiscal 1995 and one Engineer III to the Operations Division of the Bureau of Waste Management in fiscal 1996.

Personnel Summary

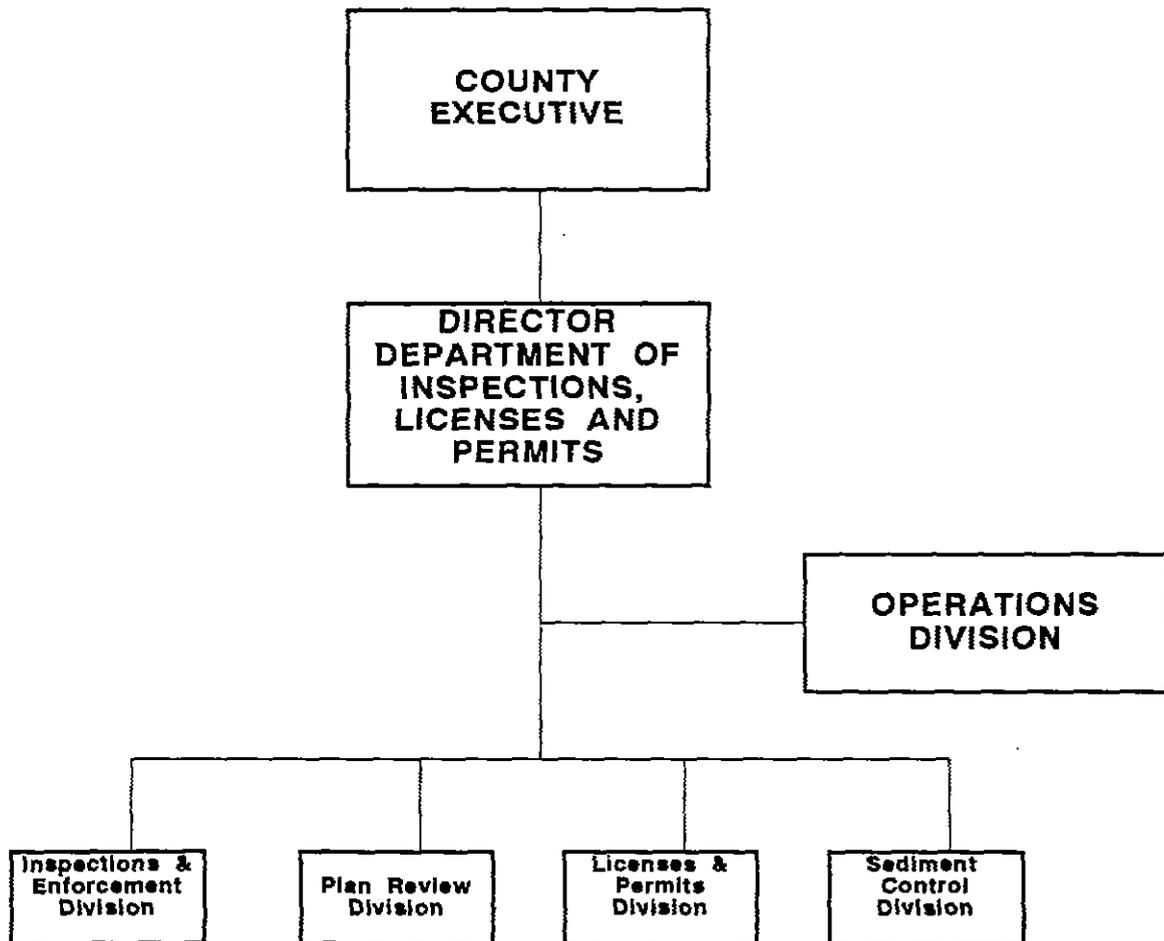
Authorized	4
Additional	(1)
Executive Proposed	3
Approved	3

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	292,289	298,000	298,000	172,090	175,060	175,060
Contractual Services	4,797	11,560	11,560	15,320	15,320	15,320
Supplies & Materials	11,301	7,650	7,650	9,000	9,000	9,000
Business & Education Expense	100	300	300	150	150	150
Capital Outlay-Operating Budget	7,065	7,579	7,580	0	0	0
TOTAL	315,552	325,089	325,090	196,560	199,530	199,530

Fiscal 1996

Public Works/Inspections

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS



Fiscal 1996

Inspections

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS SUMMARY

Description

The Department of Inspections, Licenses and Permits is responsible for processing building permits, reviewing construction documents, and inspecting buildings and structures for compliance with:

- National model performance standards for building, mechanical, plumbing, electrical, accessibility and life safety code;
- Rental housing code, sign code;
- Sediment and erosion control regulations.

The Department also issues licenses for dogs, taxicabs and massage establishments.

The Department is organized into six divisions: Operations, Inspections and Enforcement, Plan Review, Licenses and Permits, and Sediment Control. Funds for the Board of Electrical Examiners and Plumbing Advisory Board budgets are also included in this department.

Highlights

In fiscal 1996, the Department will improve its performance by automation of the permits process, reconfiguration of the front counter for better service and expedition of the inspection and approval process through improved internal and external communications.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Plumbing Code Advisory Bd.	250	0	0	0	0	0
Board Of Electrical Examiners	250	0	0	0	0	0
Operations Division	394,398	553,460	553,460	697,040	720,470	720,470
Inspection Enforcement Div	1,671,752	1,683,320	1,683,320	1,754,300	1,773,380	1,773,380
Plan Review Division	418,458	418,160	418,160	438,370	437,720	437,720
Licenses And Permits Division	339,975	378,540	378,540	404,820	401,860	401,860
Sediment Control Division	330,889	328,840	328,840	344,100	342,590	342,590
TOTAL General Fund	3,155,972	3,362,320	3,362,320	3,638,630	3,676,020	3,676,020
TOTAL	3,155,972	3,362,320	3,362,320	3,638,630	3,676,020	3,676,020

Fiscal 1996

Inspections

INSPECTIONS, LICENSES & PERMITS

OPERATIONS DIVISION

011-012-0401

Functions

Provide general and administrative support for the entire department, including policy coordination with other divisions, budget preparation, legislative coordination, personnel management, procurement and statistical data reporting.

Review and approve fire/sprinkler and other fire extinguishing systems in coordination with the Department of Fire and Rescue.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Fire Protection Plans and Permits Reviewed and Approved	800	850
Inspections/Tests Witnessed	100	125
Design Professional Consultations	75	100

Personnel Summary

Authorized	5
Additional	0
Executive Proposed	5
Approved	5

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	304,607	316,610	316,610	325,590	349,020	349,020
Contractual Services	37,287	37,920	37,920	37,450	37,450	37,450
Supplies & Materials	8,529	6,000	6,000	7,500	7,500	7,500
Business & Education Expense	6,485	10,300	10,300	13,890	13,890	13,890
Capital Outlay-operating Budgt	3,500	0	0	6,500	6,500	6,500
Other Operating Expenses	33,990	182,630	182,630	306,110	306,110	306,110
TOTAL	394,398	553,460	553,460	697,040	720,470	720,470

Fiscal 1996

Inspections

INSPECTIONS, LICENSES & PERMITS

INSPECTION ENFORCEMENT DIVISION

011-012-0402

Functions

Inspect and approve the construction of residential and commercial buildings and structures.

Perform other health and public safety inspections for code compliance including: liquor license inspections, rental housing inspections, mobile home park inspections, taxicab vehicle inspections, and massage establishment inspections.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Inspection Activities		
Building	38,000	40,000
Electrical	15,400	16,900
Plumbing	35,100	38,000
Rental Housing	11,000	11,000
Liquor License	185	200

Personnel Summary

Authorized	36
Additional	0
Executive Proposed	36
Approved	36

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,552,654	1,569,800	1,569,800	1,651,840	1,670,920	1,670,920
Contractual Services	16,955	31,150	31,150	17,210	17,210	17,210
Supplies & Materials	19,378	15,050	15,050	15,550	15,550	15,550
Business & Education Expense	69,530	67,320	67,320	69,700	69,700	69,700
Capital Outlay-operating Budgt	13,235	0	0	0	0	0
TOTAL	1,671,752	1,683,320	1,683,320	1,754,300	1,773,380	1,773,380

Fiscal 1996

Inspections

INSPECTIONS, LICENSES & PERMITS

PLAN REVIEW DIVISION

011-012-0403

Functions

Provide technical review of building construction plans and designs to assure compliance with codes and standards, prior to issuance of building permits.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Review of Construction Documents Associated with:		
Site Plans	400	400
Building Permits	5,500	5,500
Electrical Permits	1,260	1,400
Plumbing Permits	750	1,000
Design professional consultations	250	300

Personnel Summary

Authorized	8
Additional	0
Executive Proposed	8
Approved	8

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	414,595	415,860	415,860	435,760	435,110	435,110
Supplies & Materials	2,044	1,800	1,800	1,910	1,910	1,910
Business & Education Expense	499	500	500	700	700	700
Capital Outlay-operating Budgt	1,320	0	0	0	0	0
TOTAL	418,458	418,160	418,160	438,370	437,720	437,720

Inspections

Functions

Process and issue permits and licenses for:

- . buildings and structures
- . fire protection systems
- . site grading
- . plumbing systems
- . electrical systems
- . signs
- . taxicab vehicles
- . taxicab drivers
- . rental housing
- . dogs
- . massage establishments

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Rental Housing Units Licensed	23,500	23,600
Plumbing Permits Issued	3,800	4,800
Building Permits Issued	5,400	5,500
Electrical Permits Issued	5,600	5,600
Fire Protection Permits Issued	750	900
Dog License Renewals/ Applications processed	10,000	10,000

Personnel Summary

Authorized	9
Additional	0
Executive Proposed	9
Approved	9

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	320,468	358,940	358,940	383,520	380,560	380,560
Contractual Services	15	5,000	5,000	5,000	5,000	5,000
Supplies & Materials	13,421	14,600	14,600	16,300	16,300	16,300
Capital Outlay-operating Budgt	6,071	0	0	0	0	0
TOTAL	339,975	378,540	378,540	404,820	401,860	401,860

Fiscal 1996

Inspections

INSPECTIONS, LICENSES & PERMITS

SEDIMENT CONTROL DIVISION

011-012-0407

Functions

Inspect and approve erosion and sediment control measures for land development and mass grading including residential, commercial and capital projects.

Inspect and approve grading at residential construction sites to ensure compliance with site plans.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Sediment Control Inspections	6,800	7,000
Grading Permits Monitored and Sites Inspected	350	400

Personnel Summary

Authorized	7
Additional	0
Executive Proposed	7
Approved	7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	320,108	316,220	316,220	332,430	330,920	330,920
Supplies & Materials	1,468	1,170	1,170	1,170	1,170	1,170
Business & Education Expense	9,313	11,450	11,450	10,500	10,500	10,500
TOTAL	330,889	328,840	328,840	344,100	342,590	342,590

Fiscal 1996

Human Services

SECTION IV

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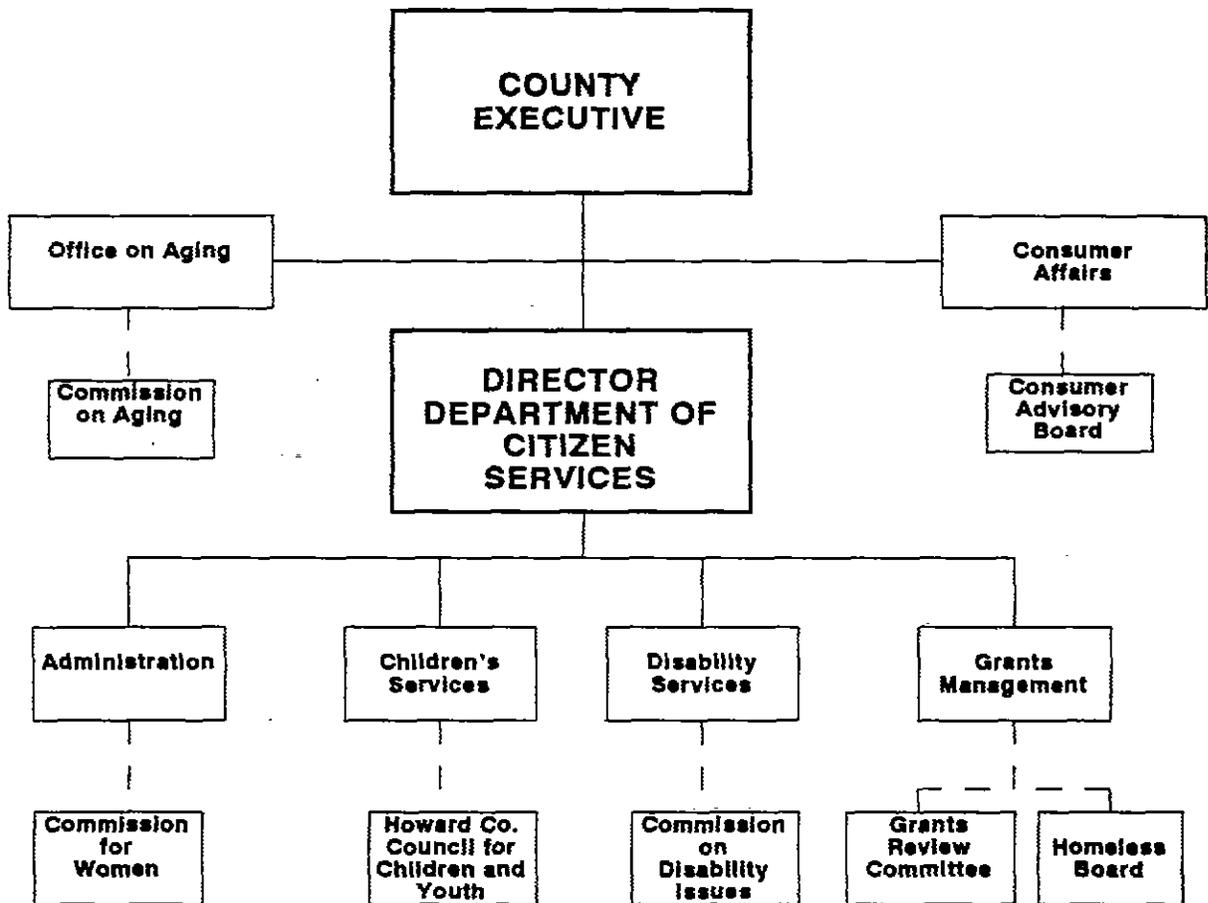
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Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES



Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES SUMMARY

Description

The functions of the Department of Citizen Services are as follows:

Manage human service programs operated by the county.

Coordinate with other local private and public human services agencies to develop a comprehensive program of human services in the county.

Provide administration, enforcement, education, licensing and arbitration of the county's consumer law.

Highlights

Full year operation of the Elkridge Mini Senior Center.

Funding for the Allen House/Glenwood Senior Center, including Community Worker I (Site Director)

Open senior center in Savage.

Full-year funding for a Human Services Administrator position.

Funding for a Community Worker Assistant position at the Florence Bain Senior Center to coordinate the Senior Link program.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,200,897	2,155,980	2,155,980	2,273,900	2,297,730	2,297,730
Grants	2,476,258	3,014,725	3,014,730	3,491,200	3,521,860	3,521,860
Trust And Agency Multifarious	17,598	68,100	68,100	68,100	68,100	68,100
TOTAL	4,694,753	5,238,805	5,238,810	5,833,200	5,887,690	5,887,690

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

CITIZEN SERVICES ADMINISTRATION

011-010-0110

Functions

Administer and operate the Department of Citizen Services.

Maintain community and inter-agency professional connections.

Provide information, referral and resource coordination to persons with disabilities.

Manage the County-funded grants-in-aid for non-profit human programs.

Outlook for '96

Continue to provide quality and efficient administration to the county's human services programs.

Funding is included for a full-time Human Services Administrator position.

Personnel Summary

Authorized.....10
 Additional.....1
 Executive Proposed.....11
 Approved.....11

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	468,877	500,950	500,950	532,220	547,490	547,490
Contractual Services	438,361	202,500	202,500	202,810	202,810	202,810
Supplies & Materials	7,773	11,740	11,740	11,740	11,740	11,740
Business & Education Expense	16,156	13,080	13,080	20,410	20,410	20,410
Capital Outlay-operating Budgt	30,888	0	0	4,000	4,000	4,000
Other Operating Expenses	16,755	21,920	21,920	17,440	17,440	17,440
TOTAL	978,810	750,190	750,190	788,620	803,890	803,890

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

COMMISSION FOR WOMEN

011-010-0120

Functions

Promote the economic, social and political equality of women.

Advocate women's rights by publishing educational material, conducting workshops and networking with other groups.

Outlook for '96

The eleven-member board will continue to address and research current and future issues facing women.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	100	100	100	100	100
Supplies & Materials	2,054	1,950	1,950	1,950	1,950	1,950
Business & Education Expense	157	650	650	650	650	650
Other Operating Expenses	100	100	100	100	100	100
TOTAL	2,311	2,800	2,800	2,800	2,800	2,800

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

LONG TERM CARE CENTER

051-010-0440

Functions

Offer community education and training regarding long-term care services, assistive technology, elder abuse prevention and reduction of caregiver stress.

Administer Adult Community Evaluation Services (ACES) with participation from the Health Department and the Department of Social Services. ACES provides case management services to persons needing support to continue living in the community.

Administer Senior Plus sites at Glenelg, Hebron House and Owen Brown Place.

Provide complaint resolution for residents of nursing homes.

Monitor Certified Senior Assisted Housing homes and administers local and State subsidy funds.

Organize peer support programs and advocates for mental health programs.

Outlook for '96

Tasks	FY95	FY96
	Estimated	Projected
Case Management	140	160
Home Evaluations	300	500
Consultations	600	800

Personnel Summary

Authorized	8
Additional	2*
Executive Proposed	10
Approved	10

*Transfer from 0413 and 0417 due to reorganization.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	127,002	191,750	191,750	499,870	508,790	508,790
Contractual Services	572,035	574,635	574,640	739,900	739,900	739,900
Supplies & Materials	27,933	11,700	11,700	16,150	16,150	16,150
Business & Education Expense	2,262	2,150	2,150	5,960	5,960	5,960
Capital Outlay-operating Budgt	0	3,140	3,140	0	0	0
Other Operating Expenses	2,570	5,140	5,140	5,140	5,140	5,140
TOTAL	731,802	788,515	788,520	1,267,020	1,275,940	1,275,940

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

COMMISSION ON DISABILITY ISSUES

011-010-0140

Functions

Advise the County Executive and County Council on the effects of government policies on citizens with disabilities in areas such as transportation, employment, housing, recreation, education, community service, etc.

Assist the county in ensuring compliance with federal, state and local laws which protect individuals with disabilities.

Monitor the concerns of the community concerning disability issues.

Increase public awareness of the concerns and contributions of persons with disabilities.

Promote equal rights and opportunities for people with disabilities.

Outlook for '96

Continue to research the concerns and issues of individuals in Howard County with disabling conditions.

Funding in FY96 includes \$20,000 to conduct a countywide study to identify persons with disabilities and their needs.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	999	410	410	410	20,410	20,410
Supplies & Materials	278	980	980	980	980	980
Business & Education Expense	199	300	300	300	300	300
TOTAL	1,476	1,690	1,690	1,690	21,690	21,690

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

CONSUMER AFFAIRS DIVISION

011-010-0310

Functions

Investigate various consumer disputes including: disputes between citizens and merchants, renters and mobile home parks, complaints about door-to-door salespeople, and trespass tow companies.

Evaluate and enforce compliance of county businesses and industries with specific consumer statutes.

Design, produce and deliver consumer education materials and programs for Howard County citizens, businesses and civic groups.

Register door-to-door salespeople, license trespass tow vehicle operators.

Provide administrative hearings for auto owners with complaints against trespass tow companies.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Consumer Complaints	360	400
Citations Issued	6	8
Education Programs (Shows, Articles, Speeches, and Classes)	75	75
Administrative Hearings	8	20
Tow Licenses Issued	3	3
Solicitor/Peddler Licenses	200	200

Personnel Summary

Authorized	4
Additional	0
Executive Proposed	4
Approved	4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	178,742	194,030	194,030	197,010	198,750	198,750
Contractual Services	4,892	4,420	4,420	4,260	4,260	4,260
Supplies & Materials	1,101	2,780	2,780	2,280	2,280	2,280
Business & Education Expense	2,863	2,730	2,730	3,530	3,530	3,530
TOTAL	187,598	203,960	203,960	207,080	208,820	208,820

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

CONSUMER AFFAIRS ADVISORY BOARD

011-010-0320

Functions

Advise Office of Consumer Affairs on important consumer matters affecting the community.

Make recommendations regarding future projects and budgetary needs.

Hold hearings on consumer issues relevant to Howard County.

Outlook for '96

Continue to address pertinent consumer issues facing Howard County residents.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Supplies & Materials	72	190	190	190	190	190
Business & Education Expense	0	400	400	400	400	400
TOTAL	72	590	590	590	590	590

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

OFFICE ON AGING

011-010-0410

Functions

This budget center contains the county's general fund contribution to the operation of the Office on Aging. These funds are paid to the Aging Title III Comprehensive Services grant where, along with grant funds, the Office's operating budget is located.

Outlook for '96

Information for this Office is found on the Aging grant budget pages which follow.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	887,450	887,450	1,074,580	1,061,400	1,061,400
Contractual Services	0	77,800	77,800	81,450	81,450	81,450
Supplies & Materials	0	72,890	72,890	94,530	94,530	94,530
Business & Education Expense	0	12,130	12,130	13,250	13,250	13,250
Capital Outlay-operating Budgt	0	4,160	4,160	3,450	3,450	3,450
Other Operating Expenses	908,710	5,140	5,140	5,140	5,140	5,140
TOTAL	908,710	1,059,570	1,059,570	1,272,400	1,259,220	1,259,220

Human Services

Functions

- Coordinate Health and Wellness services to clients.
- Develop, organize and implement special events.
- Organize and coordinate volunteer services for the Office on Aging.
- Develop, organize and promote media events, publicity and Senior Connection.
- Coordinate and facilitate satellite groups and coalitions representing Seniors.

Outlook for '96

- Develop the program resources and systems necessary to provide a diverse range of programs to seniors at multiple senior centers and other community locations throughout the County.
- Increase the circulation and the content of the Senior Connection to reflect the increase in the number of senior centers in operation in the County.
- Expand the Age Well program to additional senior centers.

Personnel Summary

Authorized5
 Additional(1)
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	603,957	112,570	112,570	186,860	189,640	189,640
Contractual Services	10,539	10,750	10,750	37,290	37,290	37,290
Supplies & Materials	7,041	14,260	14,260	13,440	13,440	13,440
Business & Education Expense	2,439	2,360	2,360	1,080	1,080	1,080
Capital Outlay-operating Budget	0	2,000	2,000	0	0	0
TOTAL	623,976	141,940	141,940	238,670	241,450	241,450

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

OPERATIONS

051-010-0417

Functions

Maintain and operate senior centers in Ellicott City, Elkridge, Guilford, Clarksville, Glenwood, East Columbia, Florence Bain, Longwood and Savage.

Provide meals at all senior centers and Senior Plus sites.

Provide home-delivered meals in cooperation with Meals on Wheels of Central Md.

Outlook for '96

Task	FY95	FY96
	Estimated	Projected
Congregate Meals Served	55,000	60,751
Home-delivered Meals Served	7,624	8,000

Open senior centers in Savage and Glenwood.

The senior center in Elkridge will be in its first full year of operation.

Funding is included for a full-time Community Worker I position for the Glenwood site.

Personnel Summary

Authorized	8
Additional	1
Executive Proposed	9
Approved	9

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	283,707	370,720	370,720	406,990	413,860	413,860
Contractual Services	26,980	52,260	52,260	27,140	27,140	27,140
Supplies & Materials	132,761	181,540	181,540	256,050	256,050	256,050
Business & Education Expense	4,358	7,120	7,120	5,850	5,850	5,850
Capital Outlay-operating Budgt	696	7,260	7,260	3,450	3,450	3,450
TOTAL	448,502	618,900	618,900	699,480	706,350	706,350

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

CLIENT SERVICES

051-010-0419

Functions

Provide senior information and referral assistance and follow-up services.

Offer information and counseling services regarding health insurance to senior citizens 60 years and older.

Provide employment and training assistance to income-eligible seniors.

Maintain outreach services to senior citizens, local agencies, organizations and clubs to provide access to aging programs at the local, State and Federal levels.

Provide legal assistance, counseling and representation to persons over 60.

Outlook for '96

Task	FY95 Estimated	FY96 Projected
Information & Assistance	2,912	3,100
Health Insurance Counseling	250	300
Employment Counseling	145	160
Legal Counseling	61	75

Personnel Summary

Authorized	4
Additional	0
Executive Proposed	4
Approved	4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	0	0	191,210	195,920	195,920
Contractual Services	0	0	0	6,880	6,880	6,880
Supplies & Materials	45,951	49,840	49,840	200	200	200
Business & Education Expense	0	0	0	2,880	2,880	2,880
TOTAL	45,951	49,840	49,840	201,170	205,880	205,880

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

COMMISSION ON AGING

011-010-0490

Functions

Advise the County Executive, County Council, and Office on Aging on senior citizen issues.

Review the operations of the Office on Aging.

Assist with surveys to promote the welfare of older people.

Attend special meetings and promote the general welfare of Howard County's elderly.

Outlook for '96

Continue to make recommendations on issues concerning the senior citizens of Howard County in an efficient and effective manner.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Supplies & Materials	152	150	150	150	150	150
Business & Education Expense	58	570	570	570	570	570
TOTAL	210	720	720	720	720	720

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

CHILD CARE FOOD PROGRAM

051-010-0818

Functions

Monitor and reimburse licensed child care homes that provide nutritious meals to children age 12 and under.

Outlook for '96

The Child Care Food Program will continue to use funds obtained from a grant from the U.S. Department of Agriculture to provide nutritious meals to Howard County day care homes.

Personnel Summary

Authorized4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	120,802	172,980	172,980	174,560	177,630	177,630
TOTAL	120,802	172,980	172,980	174,560	177,630	177,630

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

JUVENILE DELINQUENCY PROGRAM

051-010-0819

Functions

The Juvenile Delinquency Prevention Program is funded by the Maryland State Juvenile Services Administration. Howard County receives the funds and, in turn, passes them through to the Columbia Parks & Recreation Association which operates a delinquency prevention program at the Columbia Teen Center in Oakland Mills.

Outlook for '96

Continue to provide funds for the operation of the delinquency prevention program at the Columbia Teen Center in Oakland Mills.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	59,500	95,000	95,000	95,000	95,000	95,000
TOTAL	59,500	95,000	95,000	95,000	95,000	95,000

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

HANDICAPPED/ELDERLY TRANSPORT

051-010-0820

Functions

The Handicapped/Elderly Transportation Grant is funded by the Maryland State Department of Transportation to contract for specialized transportation services for the elderly and the handicapped.

Outlook for '96

Continue to provide quality transportation services for the elderly and the handicapped.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	83,195	90,000	90,000	90,000	90,000	90,000
TOTAL	83,195	90,000	90,000	90,000	90,000	90,000

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

HOMELESS SERVICES

051-010-0823

Functions

The Homeless Services grant is funded by the Maryland State Department of Human Resources, MD Department of Housing & Community Development, U.S. Housing & Urban Development and Howard County. Funds are used to purchase services for the homeless.

Outlook for '96

Continue to provide effective services for the homeless of Howard County.

Provide housing and supportive services for persons with disabilities.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	248,525	315,000	315,000	452,050	452,050	452,050
TOTAL	248,525	315,000	315,000	452,050	452,050	452,050

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

ADMINISTRATION

051-010-0420

Functions

Support the administrative operation of the Office on Aging which consists of County funds and Federal Title III-B Older American Act funds.

- Annual Plan
- County Budget
- Fiscal Services
- New Senior Center Development
- Contract and Grant Monitoring
- Transportation Monitoring.

Outlook for '96

Continue to meet the needs of the elderly by planning, developing, coordinating and providing quality, accessible programs and services.

Work to design and revise management systems within the Office to effectively manage services and programs to seniors in Howard County.

Personnel Summary

Authorized.....4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	84,135	668,130	668,130	224,030	228,340	228,340
Contractual Services	24,930	25,960	25,960	9,430	9,430	9,430
Supplies & Materials	1,137	4,930	4,930	5,520	5,520	5,520
Business & Education Expense	2,879	2,180	2,180	1,920	1,920	1,920
Capital Outlay-operating Budgt	488	0	0	0	0	0
TOTAL	113,569	701,200	701,200	240,900	245,210	245,210

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

CHILD SERVICES HEADSTART PARENTS

051-010-0824

Functions

The child care service grant is funded by the Maryland Department of Human Resources to provide child care services for Headstart children, teen parents, disabled children and low-income children.

Outlook for '96

This program received funding from the State during budget year FY95. Funding for FY96 will allow the program to serve eligible families utilizing the network of family child care homes and resources identified in the initial year of the program.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	215	18,630	18,630	18,630	18,630	18,630
Supplies & Materials	0	7,810	7,810	5,310	5,310	5,310
Business & Education Expense	0	910	910	3,410	3,410	3,410
TOTAL	215	27,350	27,350	27,350	27,350	27,350

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

VICTIM SUPPORT LIAISON

051-010-0825

Functions

During FY95, the Department of Citizen Services served as a pass-through for this grant. Funds were passed to the Sexual Assault Center for use in providing support services to victims of child sexual and physical abuse.

Outlook for '96

Effective July 1, 1995, this grant will go directly to the Sexual Assault Center from the United Way.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	221	9,000	9,000	0	0	0
TOTAL	221	9,000	9,000	0	0	0

Fiscal 1996

Human Services

DEPARTMENT OF CITIZEN SERVICES

INTERAGENCY EARLY CHILDHOOD COMM. 051-010-0826

Functions

The established Interagency Early Childhood Committee provides support for prevention and intervention services for young children through parent resource media and child care provider training.

Outlook for '96

Continuation budget for a grant received during FY95 to provide support for the development and initiation of the Interagency Early Childhood Committee. Funding is from the Governor's Office for Children, Youth and Families.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	5,000	5,000	5,000	5,000	5,000
TOTAL	0	5,000	5,000	5,000	5,000	5,000

Fiscal 1996

Human Services

DEPARTMENT OF HEALTH AND MENTAL HYGIENE SUMMARY

011-361-0100

Description

The Howard County Health Department is under county and state jurisdiction. The functions of the agency are as follows:

Promote optimal health and prevent disease among county residents through education, planning and various services.

Provide services to meet the special needs of County residents including but not limited to, the following: Mental Health Services, Addictions Prevention & Treatment, Maternity Care, AIDS Services, Nutrition and Child and School Health Programs.

Provide Environmental Health Services for the County including: Foodservice Facility Licensing and Inspection, Ground and Surface Water Contamination Prevention through Water and Sewer Plan Inspection, and Community Environmental Health Programs.

Highlights

Funds are included to increase the size of the current mental health facility to provide an environment more appropriate for professional mental health treatment services.

Revenue sources include:

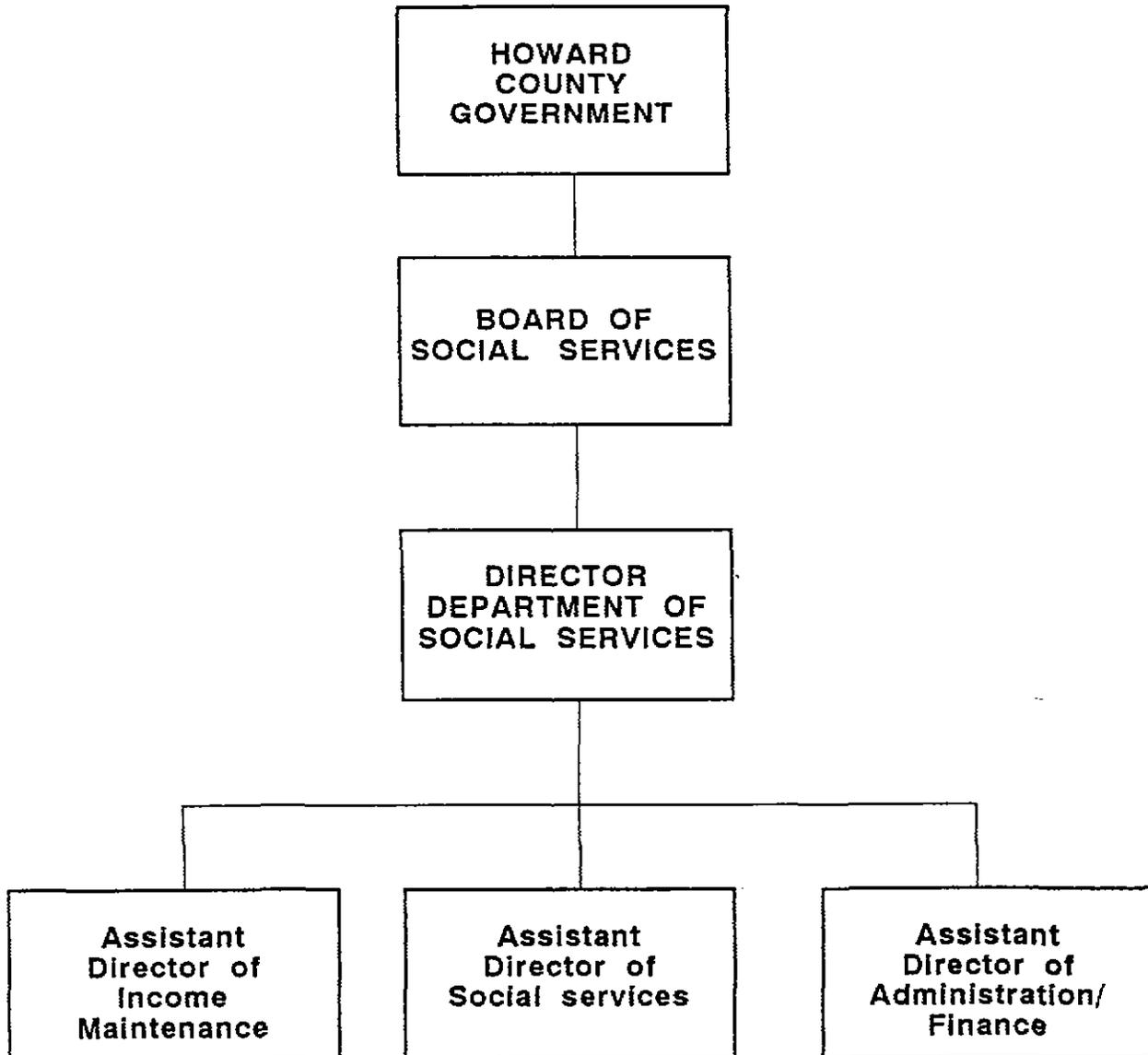
Howard County	\$3,491,640
State of Maryland	6,589,510
Collections	<u>1,895,270</u>
Total	\$11,976,420

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	3,508,660	3,405,140	3,405,140	3,531,640	3,491,640	3,491,640
TOTAL	3,508,660	3,405,140	3,405,140	3,531,640	3,491,640	3,491,640

Fiscal 1996

Human Services

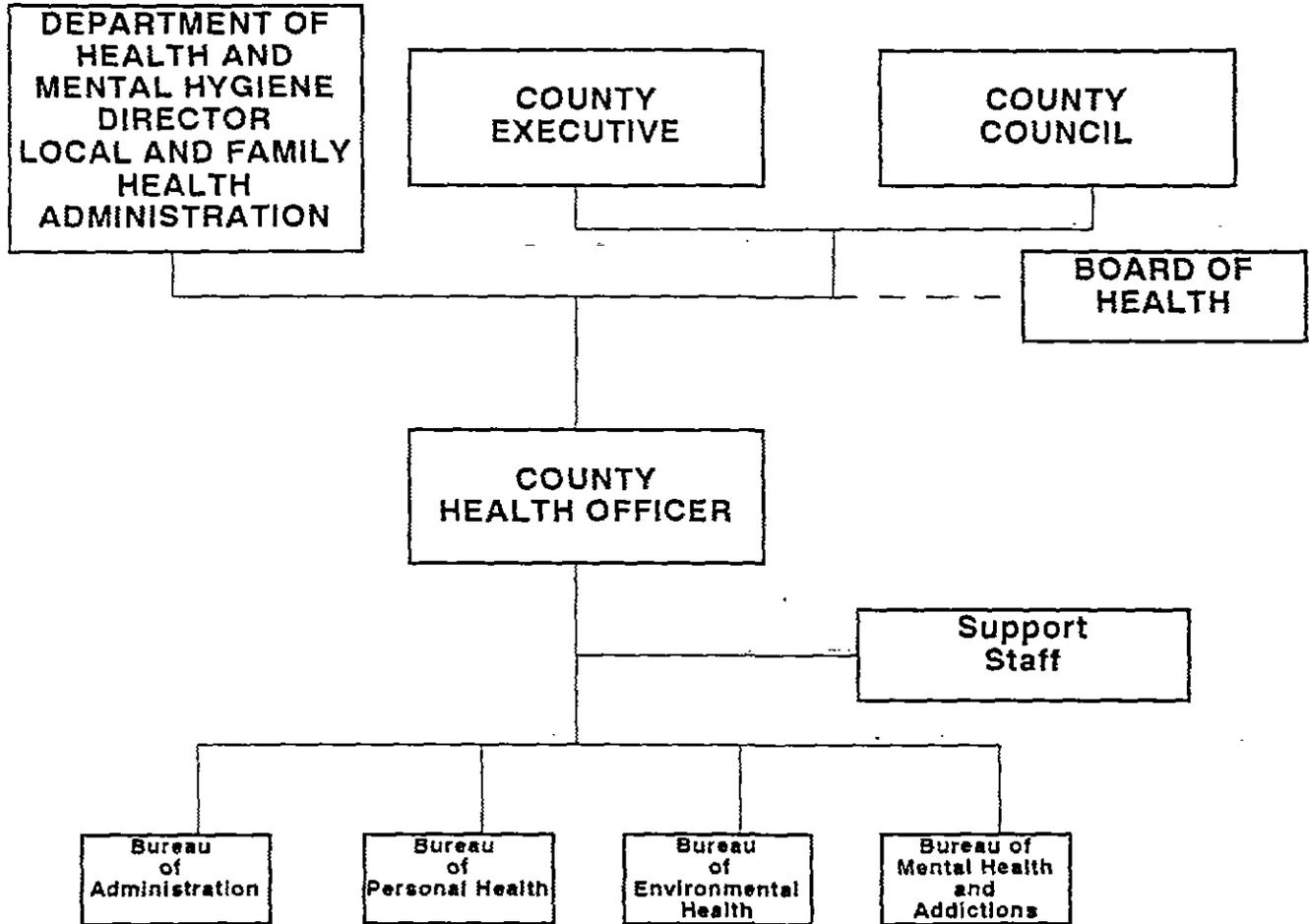
DEPARTMENT OF SOCIAL SERVICES



Fiscal 1996

Human Services

DEPARTMENT OF HEALTH AND MENTAL HYGIENE



Fiscal 1996

Human Services

DEPARTMENT OF SOCIAL SERVICES SUMMARY

011-364-0100

Description

The Department of Social Services is a state agency which completes the following functions:

Child Support Services for county residents including the following: Absent Parent Location, Day Care Services, Foster Care Placement, and Child Protective Service Programs.

Income Maintenance program which provides financial assistance for the needy and unemployed, foodstamps for needy families and individuals, and Medicaid benefits for low income people.

Parent Aid Programs to increase the self-esteem and parental abilities of county residents.

Funding sources for the Department of Social Services budget are mainly Federal (50%) and State (49%), while the County supplements this state agency with approximatel 1% of its budget.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Children in Day Care	612	850
Foster Care Placements	130	130
# of Parents/Families Served	150	165
# of Emergency Assistance Recipients	1,479	1,551

Personnel Summary

Authorized.....	1
Additional.....	0
Executive Proposed.....	1
Approved.....	1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	23,221	26,340	26,340	27,060	27,070	27,070
Other Operating Expenses	289,724	304,290	304,290	352,300	352,300	352,300
TOTAL	312,945	330,630	330,630	379,360	379,370	379,370

Fiscal 1996

Human Services

COOPERATIVE EXTENSION SERVICE SUMMARY

011-371-0100

Description

The functions of the University of Maryland Cooperative Extension Service are as follows:

Provide educational opportunities to the residents of Howard County.

Develop programs to meet the changing needs of the county.

Operate the following programs:

- . Agriculture Training and Education Program
- . Home Economics Education and Training Program
- . 4-H Youth Development, Training and Education Program

Funding sources for the Cooperative Extension Services are Federal (5%), State (50%) and County (45%), approximately.

Highlights

Continue to provide the residents of Howard County with quality educational programs.

Personnel Summary

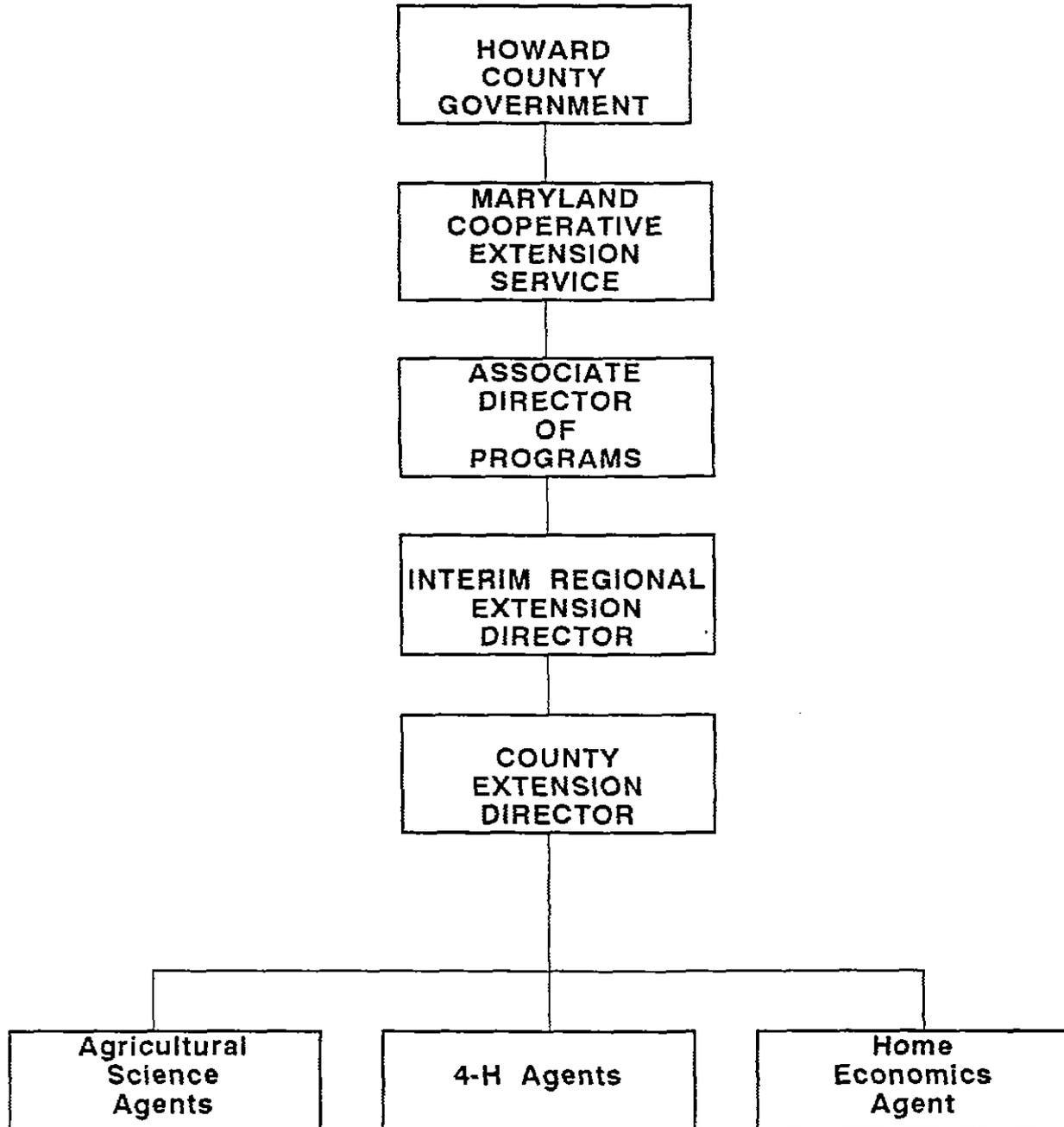
Authorized1
 Additional0
 Executive Proposed1
 Approved1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	48,082	55,550	55,550	57,230	57,770	57,770
Contractual Services	74,795	79,230	79,230	78,960	78,960	78,960
Supplies & Materials	9,354	8,860	8,860	8,860	8,860	8,860
Business & Education Expense	2,996	2,700	2,700	2,730	2,730	2,730
Other Operating Expenses	71,230	73,220	73,220	72,830	72,830	72,830
TOTAL	206,457	219,560	219,560	220,610	221,150	221,150

Fiscal 1996

Human Services

COOPERATIVE EXTENSION SERVICES



Fiscal 1996

Human Services

SOIL CONSERVATION DISTRICT SUMMARY

011-372-0100

Description

The Soil Conservation District is responsible for completing the following functions:

Provide conservation/environmental planning assistance for the general public and governmental agencies.

Ensure that soil conservation and water quality plans address the following issues: erosion and water pollution prevention, nutrient and pesticide management, wildlife habitat protection and enhancement, forest and woodland management and wetlands protection.

Provide technical assistance in the survey and design of conservation-related structures.

Review and approve sediment control and stormwater management plans.

Conduct conservation and environmental education programs within the Howard County school system.

Funding sources for the Soil Conservation District budget are County (75%), State (9%) and Federal (16% in-kind).

Highlights

Continue to promote the conservation and environmental management of the natural resources of Howard County.

Personnel Summary

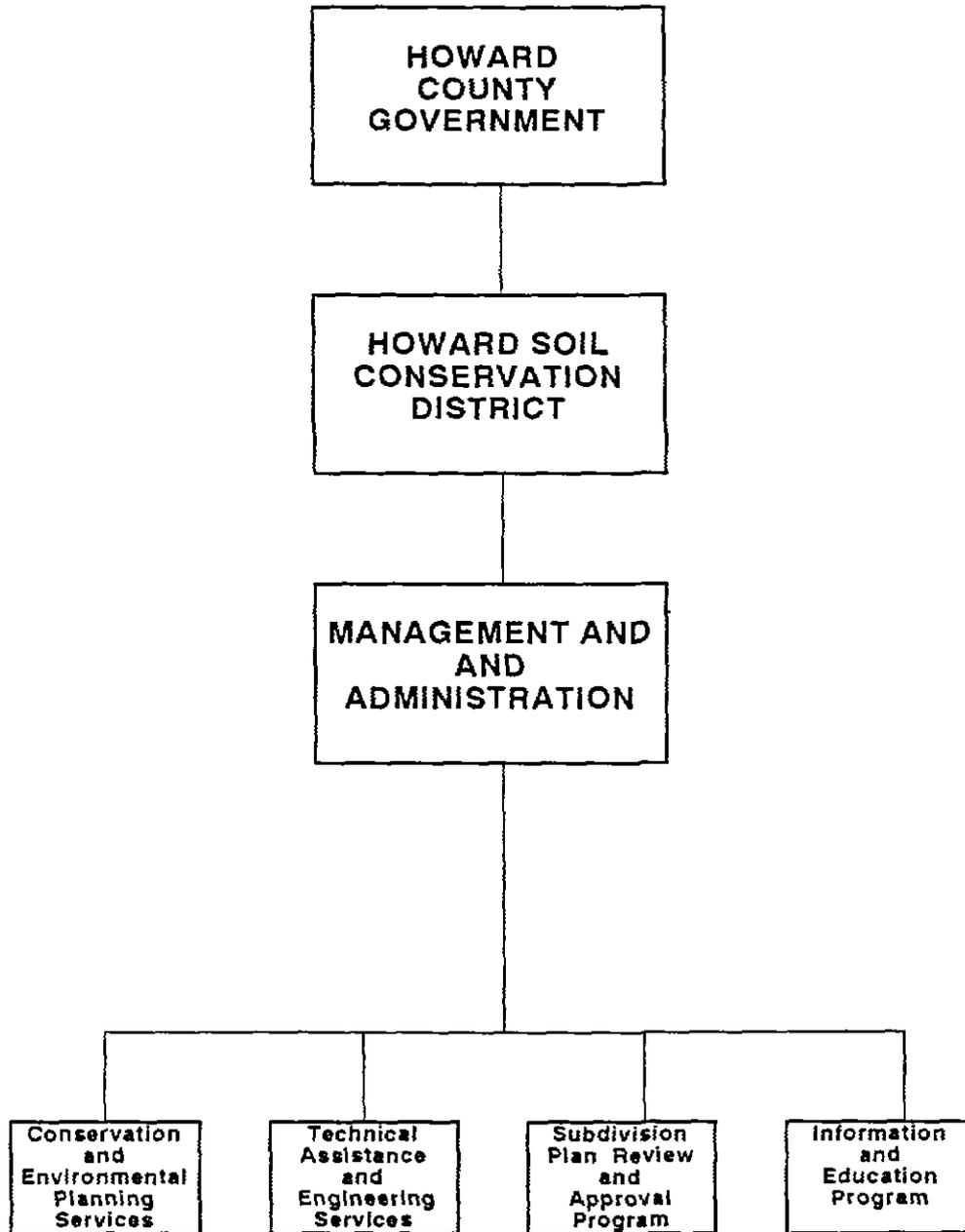
Authorized7
 Additional0
 Executive Proposed7
 Approved7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	339,167	384,690	384,690	397,990	400,650	400,650
Contractual Services	9,212	9,510	9,510	9,980	9,980	9,980
Supplies & Materials	1,723	1,940	1,940	1,600	1,600	1,600
Business & Education Expense	849	3,440	3,440	3,810	3,810	3,810
Capital Outlay-operating Budgt	300	0	0	0	0	0
Other Operating Expenses	460	670	670	790	790	790
TOTAL	351,711	400,250	400,250	414,170	416,830	416,830

Fiscal 1996

Human Services

SOIL CONSERVATION DISTRICT



Fiscal 1996

Human Services

DEPARTMENT OF LIBRARIES SUMMARY

011-312-0100

Description

The functions of the Department of Libraries are as follows:

Plan and direct the operations of all county libraries.

Plan, develop and operate information services for the library system.

Develop a systemwide training plan for the information staff at central and branch libraries.

Operate and maintain the library system's database.

Order, receive, process and catalog all library materials.

Train volunteers to provide various library services such as homebound and disabled services.

Plan and coordinate activities of Project Literacy.

Develop and coordinate various youth and adult programs.

Highlights

Continue to provide quality library services for the residents of Howard County.

Revenue Sources Include:

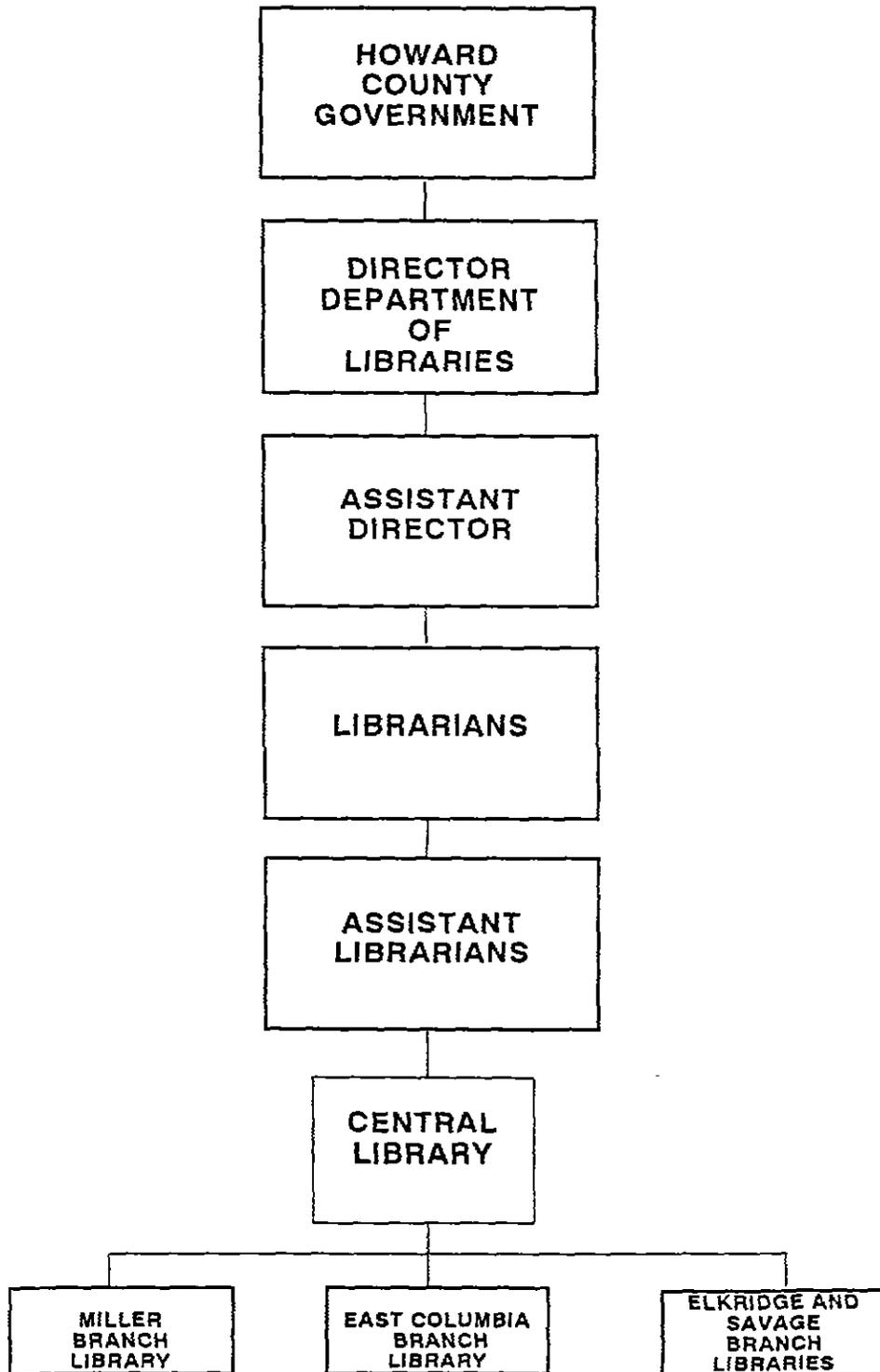
Howard County	\$7,302,270
State of Maryland	370,430
Library Generated/Other	1,157,320
Grants	<u>39,000</u>
Total	\$8,869,020

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	6,762,520	7,013,080	7,013,080	7,594,110	7,302,270	7,302,270
TOTAL	6,762,520	7,013,080	7,013,080	7,594,110	7,302,270	7,302,270

Fiscal 1996

Human Services

DEPARTMENT OF LIBRARIES



Fiscal 1996

Human Services

GRANTS-IN-AID

Developmental Services Group--Provides employment, evaluation, training, and work adjustment for county citizens with physical, mental or emotional disabilities.

Baltimore Radio Reading Service--Supports operation of a closed-circuit radio service that provides readings of current printed information for the blind and print handicapped of Howard County and adjoining jurisdictions.

Grassroots Crisis Intervention--Supports Grassroots in the operation of a 24-hour crisis intervention service, 12-bed transitional shelter, a 20-bed emergency shelter, efforts to provide a men's shelter. Provides telephone or walk-in information or consultation on a wide range of problems, including drug abuse, family problems, and mental health.

Speech Therapy Services--Provides speech and hearing screenings and treatment for high risk Headstart children. Program also provides a Stroke Club and Adult Aphasic Group. These services are provided by the Office on Aging and the Community Action Council.

Adaptive Living--Supports community-based housing for mentally retarded adults in Howard County. Included are counseling, education and training programs.

Children of Separation and Divorce Center--Provides services to children and families adjusting to separation/divorce and remarriage. This grant supports personnel costs.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Developmental Services Group	56,530	56,530	56,530	56,530	59,920	59,920
Balto. Radio Reading Service	8,130	8,130	8,130	8,130	4,500	4,500
Crisis Intervention	607,250	607,250	607,250	607,250	661,440	661,440
Speech Therapy Services	25,966	26,770	26,770	26,770	28,090	28,090
Adaptive Living	9,930	9,930	9,930	9,930	9,930	9,930
Children of Separation & Divorce	20,900	20,900	20,900	21,950	21,950	21,950

Fiscal 1996

Human Services

GRANTS-IN-AID

Columbia Housing Corporation--Effective FY96, no longer a participant in the Grant-in-Aid program.

Urban & Rural Transportation Alliance (URTA)--Provides transportation for the clients of the Office on Aging, Association for Retarded Citizens, Developmental Services Group, kidney dialysis patients, and disabled or economically disadvantaged citizens of Howard County. Increased funding includes \$4,800 administration and \$45,200 for 6,026 additional rides.

Voices for Children--Supports advocates for the best interest of abused and neglected children through the court process in securing a safe, loving and permanent home. Funding included to train new volunteers.

Domestic Violence Center--Supports an organization providing services to battered spouses. Includes 24-hour crisis counseling, emergency and transitional shelter, advocacy, referrals and help in finding long-term housing. Operates a batterers' counseling program to break the cycle of violence. Funding includes \$41,550 from marriage license tax.

Youth Enrichment Program--Supports an academic tutoring program designed to meet the needs of youth who are achieving below their potential in county schools.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Columbia Housing Corp .	833	2,500	2,500	0	0	0
Voices for Children	5,750	5,750	5,750	8,690	6,040	6,040
Urban Rural Transportation Alliance	582,390	582,390	582,390	582,390	632,390	632,390
Domestic Violence Center	124,460	124,460	124,460	124,460	134,420	134,420
Youth Enrichment Program	40,490	40,490	40,490	40,490	20,250	20,250

Fiscal 1996

Human Services

GRANTS-IN-AID

Foreign-born Information & Referral Network (FIRN)--Assists new residents of Howard County from other countries in becoming self-sufficient contributing members of the community.

Hospice Services--Serves individuals facing life-threatening illness or death, gives bereavement support and counseling, and provides speakers and educational programs on the subjects of death, caregiving and bereavement. Funding included for uncompensated hospice care.

HCARC/DSG: STEP--Supports a job placement and support program to serve severely disabled students who have graduated from the Howard County public school system in the past two years.

ARC: Transportation--Provides daily transportation to and from work for persons who are disabled and are competitively employed. FY96 includes all employment rides for the disabled purchased from URTA.

ARC/Personnel--Supports personnel costs.

Howard County Association for Retarded Citizens--Supports the Parent Education Advocacy Program, an ongoing program, and the Respite Care Program, a program aimed at providing short-term respite care for individuals who are developmentally disabled in an "out of home" facility.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
FIRN	110,100	110,100	110,100	115,600	115,600	115,600
Hospice Services Of Howard County	33,780	33,780	33,780	34,000	35,470	35,470
HCARC/DSG Step	141,800	141,800	141,800	141,800	150,310	150,310
ARC-DSG-Transportation	118,600	118,600	118,600	118,600	168,600	168,600
ARC/Personnel	41,900	41,900	41,900	20,460	20,460	20,460
Howard Co. Asso. for Retarded Citizens	44,400	44,400	44,400	65,840	70,090	70,090

Fiscal 1996

Human Services

GRANTS-IN-AID

Family Life Center--Supports a private, non-profit mental health service, delivering quality counseling for reduced or minimal fees.

Community Action Council--Supports a private, non-profit agency working toward elimination of the causes of poverty. Funding includes \$8,280 for Bailey Fund, an emergency fund for low-income persons.

Family and Children's Services--Supports a private agency providing counseling services to low-income families and minorities.

Sexual Assault Center--Supports crisis intervention services in situations involving sexual assault and child abuse, including a 24-hour telephone hotline, counseling and self-help groups. Provides public information, education and services to clients.

Family and Children's Services Homemaker/Personal Care Program--Provides home care services to families, senior citizens and adults who experience unusual physical hardships with temporary incapacities and for whom there are no community resources.

Careerscope--Supports an organization which provides career counseling, job information and supportive follow-up to women and men entering or changing jobs in Howard County, including low income and economically disadvantaged individuals.

Winter Growth--Supports a certified medical day care program serving individuals in need of medical day care but who are generally ineligible for medicaid. Subsidizes private paying clients who do not have the resources to pay the full private client rate, subsidizes partial costs of adult daycare for moderate income elderly clients falling within a "gray area" of eligibility for medical assistance.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Family Life Center	73,100	73,100	73,100	73,100	76,750	76,750
Community Action Council	236,980	236,980	236,980	236,980	255,940	255,940
MD Children's & Family Services	50,070	50,070	50,070	50,070	52,570	52,570
Sexual Assault Center	147,150	147,150	147,150	147,150	158,920	158,920
Family & Children's Services, C.M.D.	25,300	25,300	25,300	25,300	26,560	26,560
Careerscope	20,760	10,380	10,380	20,700	14,380	14,380
Winter Growth	16,400	16,400	16,400	18,900	17,380	17,380
Sub-total Human Services Grants	2,542,969	2,535,060	2,535,060	2,555,090	2,741,960	2,741,960

Fiscal 1996

Human Services

GRANTS-IN-AID

Local/Regional Arts Grants--Supports the administrative functions of the Arts Council and includes funding for Howard County arts organizations, Baltimore arts institutions and Arts in Residence which produces and markets arts activities for Howard County citizens.

Howard County Historical Society--Provides funding for the restoration of a variety of furniture, portraits and similar historical items.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Local/Regional Arts Grants	276,020	289,820	289,820	327,470	307,470	307,470
Howard County Historical Society	850	5,000	5,000	5,000	5,000	5,000
Sub-total Arts Grants/Other	276,870	294,820	294,820	332,470	312,470	312,470
TOTAL	2,819,839	2,829,880	2,829,880	2,887,560	3,054,430	3,054,430

Fiscal 1996

Recreation & Parks

SECTION V

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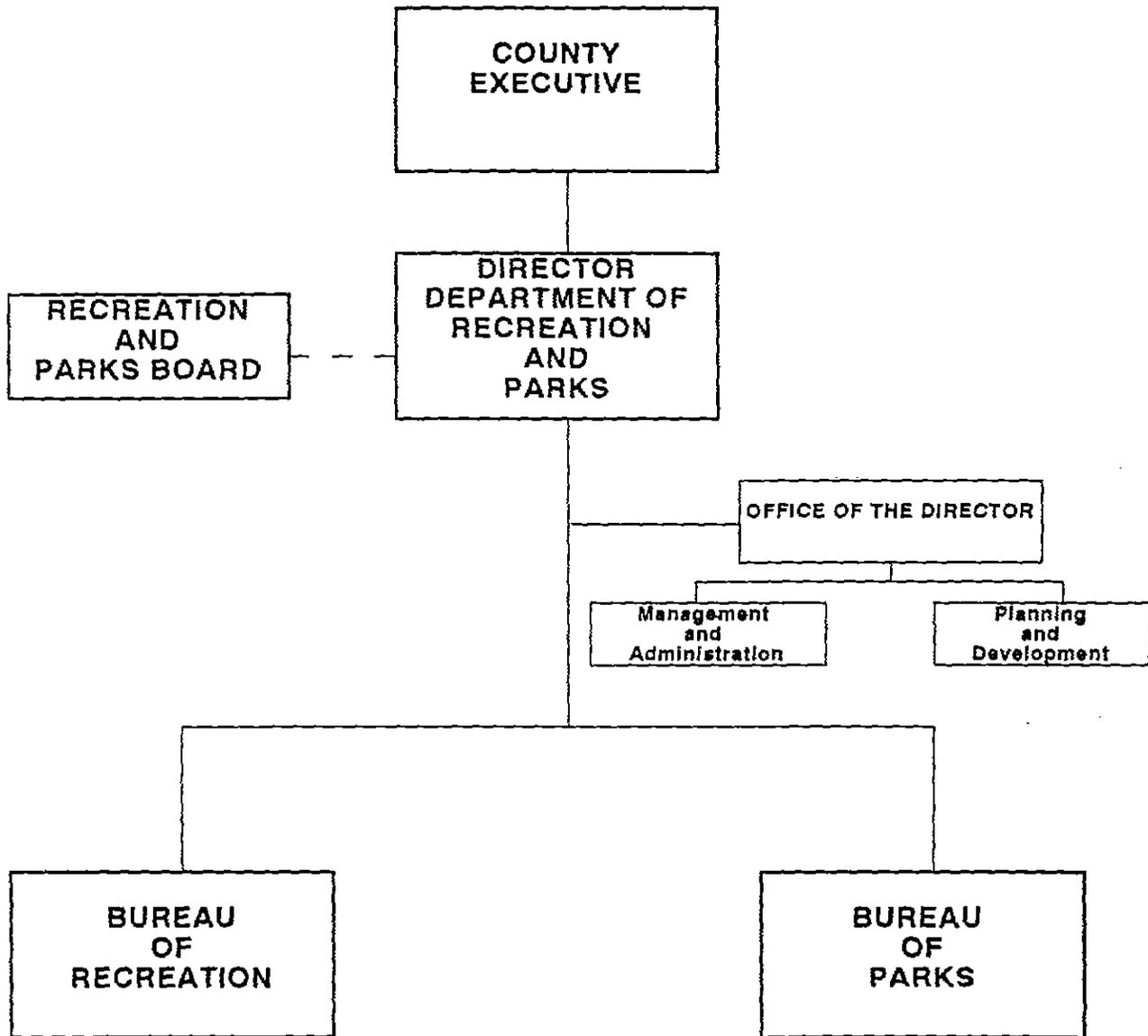
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Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS



Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS SUMMARY

Description

The functions of the Department of Recreation and Parks are as follows:

Organize and operate recreation programs in Howard County.

Maintain parks, playgrounds and other facilities.

Plan and coordinate parkland development.

Highlights

Continue to provide parks, open space and recreational opportunities to the citizens of Howard County and its visitors.

Full-year funding for 3 Clerks, 1 Recreation Site Coordinator and 2 Recreation Technicians in the self-sustaining program.

Includes funding in the self-sustaining program for:

- one additional school-age child care site;
- 1 additional full-day kindergarten site;
- FY96 Wine-in-the-Woods, and
- Renovation, equipping and operation of a fitness center at Cedar Lane.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Office Of The Director	566,173	551,820	551,820	513,720	548,500	548,500
Recreation And Parks Board	2,058	1,730	1,730	1,730	1,730	1,730
Recreation Program Admin.	1,111,236	1,020,980	1,020,980	1,020,980	1,017,150	1,017,150
Part Time Recreation Staff	221,994	351,630	351,630	351,640	369,160	369,160
Bureau Of Parks	2,263,881	2,590,940	2,590,940	2,936,590	2,880,950	2,880,950
Parks Seasonal Labor	589,115	708,460	708,460	557,660	568,810	568,810
TOTAL General Fund	4,754,457	5,225,560	5,225,560	5,382,320	5,386,300	5,386,300
Self-Sustaining Administration	2,151,265	2,444,230	2,444,230	3,004,630	3,226,160	3,226,160
Self-Sustaining Part Time Staff	1,634,941	2,016,560	2,016,560	2,118,230	2,152,850	2,152,850
Self-Sustaining Concession Operations	159,401	223,970	223,970	142,890	183,310	183,310
TOTAL Recreation Self Sustaining	3,945,607	4,684,760	4,684,760	5,265,750	5,562,320	5,562,320
Clean Lakes Program	44,599	44,600	44,600	0	28,040	28,040
TOTAL Grants	44,599	44,600	44,600	0	28,040	28,040
Memorial Gifts	4,987	3,000	3,000	5,000	5,000	5,000
Historic Waverly	0	10,000	10,000	10,000	10,000	10,000
TOTAL Trust And Agency Multifarious	4,987	13,000	13,000	15,000	15,000	15,000
TOTAL	8,749,650	9,967,920	9,967,920	10,663,070	10,991,660	10,991,660

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

OFFICE OF THE DIRECTOR

011-008-0100

Functions

Provide efficient administrative support to the Department.

Coordinate land acquisitions, land use agreements, property inventory and mapping of the Department's current and future land holdings.

Coordinate and develop park and open space planning in accordance with the Comprehensive Land Preservation and Recreation Plan.

Outlook for '96

Continue to ensure the efficient and effective use of park land and recreational facilities.

Personnel Summary

Authorized7
 Additional0
 Executive Proposed7
 Approved7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	339,768	360,590	360,590	361,820	396,600	396,600
Contractual Services	174,414	160,570	160,570	121,490	121,490	121,490
Supplies & Materials	7,791	8,290	8,290	8,290	8,290	8,290
Business & Education Expense	2,994	1,820	1,820	2,420	2,420	2,420
Capital Outlay-operating Budgt	33,896	0	0	0	0	0
Other Operating Expenses	7,310	20,550	20,550	19,700	19,700	19,700
TOTAL	566,173	551,820	551,820	513,720	548,500	548,500

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

RECREATION AND PARKS BOARD

011-008-0102

Functions

Make recommendations to the County Executive, County Council, and Department of Recreation & Parks concerning public recreation policies.

Outlook for '96

The five-member board will continue to address and make recommendations on issues concerning public recreation policies.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	250	250	250	250	250
Supplies & Materials	400	100	100	100	100	100
Business & Education Expense	1,408	1,380	1,380	1,380	1,380	1,380
TOTAL	2,058	1,730	1,730	1,730	1,730	1,730

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

RECREATION ADMINISTRATION

011-008-1100

Functions

Organize, supervise and evaluate county recreational programs.

Provide technical support for various community organizations.

Complete various special services for county parks, including the printing of brochures, purchasing recreational supplies and managing facility rentals.

Outlook for '96

Continue to meet the administrative needs of county recreational programs.

Personnel Summary

Authorized18
 Additional0
 Executive Proposed18
 Approved18

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	803,473	856,840	856,840	853,740	849,910	849,910
Contractual Services	185,175	80,220	80,220	79,280	79,280	79,280
Supplies & Materials	95,459	62,360	62,360	63,750	63,750	63,750
Business & Education Expense	27,129	21,560	21,560	24,210	24,210	24,210
TOTAL	1,111,236	1,020,980	1,020,980	1,020,980	1,017,150	1,017,150

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

PART-TIME RECREATION STAFF

011-008-1120

Functions

Provide part-time leadership and supervision of recreation programs offered to county residents.

Provide part-time leadership for various events, including youth and adult programs in outdoor recreation, sports, arts, crafts, therapeutic, fitness and other leisure-oriented programs.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
# of Programs		
Spring	62	65
Summer	45	47
Winter	63	65
Fall	70	75

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	221,994	351,630	351,630	351,640	369,160	369,160
TOTAL	221,994	351,630	351,630	351,640	369,160	369,160

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

SELF-SUSTAINING ADMINISTRATION

018-008-1210

Functions

Provide efficient and effective administrative support to all functions of the Bureau of Recreation.

Provide a customer-oriented, comprehensive registration system.

Supervise the operation of service-oriented concession facilities in all county parks.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Programs Operated	3,400	3,500
Registrations Processed	63,000	65,000

Personnel Summary

Authorized	31
Additional	6*
Executive Proposed	37
Approved.....	37

*Personnel includes funding for 3 clerks, 1 Recreation Site Coordinator and 2 Recreation Technicians.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	530,014	893,820	893,820	1,159,620	1,179,110	1,179,110
Contractual Services	986,021	841,900	841,900	1,107,640	1,107,640	1,107,640
Supplies & Materials	525,142	578,160	578,160	534,820	534,820	534,820
Business & Education Expense	85,737	130,350	130,350	165,850	167,890	167,890
Capital Outlay-operating Budgt	24,351	0	0	36,700	36,700	36,700
Other Operating Expenses	0	0	0	0	200,000	200,000
TOTAL	2,151,265	2,444,230	2,444,230	3,004,630	3,226,160	3,226,160

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS SELF-SUSTAINING PART-TIME STAFF

018-008-1220

Functions

Provide only seasonal funding for part-time staff.

Organize adult programs in the area of sports, crafts, and outdoor recreation.

Outlook for '96

Continue to provide quality recreational programs through a service-oriented part-time staff.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,634,941	2,016,560	2,016,560	2,118,230	2,152,850	2,152,850
TOTAL	1,634,941	2,016,560	2,016,560	2,118,230	2,152,850	2,152,850

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

SELF-SUSTAINING CONCESSIONS

018-008-1230

Functions

Operate the concession stands at county parks.

Outlook for '96

Continue to operate county park concession stands in an efficient and effective manner.

Personnel Summary

Authorized.....1
 Additional.....0
 Executive Proposed.....1
 Approved.....1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	95,361	117,820	117,820	121,590	122,010	122,010
Contractual Services	170	1,290	1,290	1,200	1,200	1,200
Supplies & Materials	63,815	102,460	102,460	12,200	52,200	52,200
Business & Education Expense	55	2,400	2,400	4,400	4,400	4,400
Capital Outlay-operating Budgt	0	0	0	3,500	3,500	3,500
TOTAL	159,401	223,970	223,970	142,890	183,310	183,310

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

BUREAU OF PARKS

011-008-3000

Functions

Provide for a variety of turf, horticultural and landscaping-related services to community parks.

Construct various park facilities including but not limited to pavilions, tot lots and walkways.

Maintain and renovate the sportsfields and trails of county parks.

Provide support and supervision for a variety of youth services including the Summer Youth Employment Program, Maryland Conservation Corps, Community Service Workers, and Juvenile Services Administration Workers

Outlook for '96

Operate and manage the county's five regional parks.

Continue to provide efficient and effective maintenance and services for county parks.

Personnel Summary

Authorized.....57
 Additional.....0
 Executive Proposed.....57
 Approved.....57

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,637,800	1,666,180	1,666,180	2,004,310	1,996,900	1,996,900
Contractual Services	157,610	158,240	158,240	165,860	165,860	165,860
Supplies & Materials	342,383	206,250	206,250	206,150	206,150	206,150
Business & Education Expense	124,808	560,270	560,270	560,270	512,040	512,040
Capital Outlay-operating Budgt	1,280	0	0	0	0	0
TOTAL	2,263,881	2,590,940	2,590,940	2,936,590	2,880,950	2,880,950

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

PARKS SEASONAL LABOR

011-008-3001

Functions

Provide funds to pay the salaries of seasonal part-time park maintenance employees.

Outlook for '96

Continue to provide quality maintenance for county parks through part-time employees.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	589,115	708,460	708,460	557,660	568,810	568,810
TOTAL	589,115	708,460	708,460	557,660	568,810	568,810

Fiscal 1996

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

CLEAN LAKES PROGRAM GRANT

051-008-3003

Functions

Study and collect data needed to help establish a maintenance plan to correct the existing problems associated with hydrilla in the lake at Centennial Park.

Outlook for '96

Continue to work on a maintenance plan to correct problems at Centennial Park.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	44,600	44,600	0	28,040	28,040
Supplies & Materials	44,599	0	0	0	0	0
TOTAL	44,599	44,600	44,600	0	28,040	28,040

Fiscal 1996

Legislative & Judicial

SECTION VII

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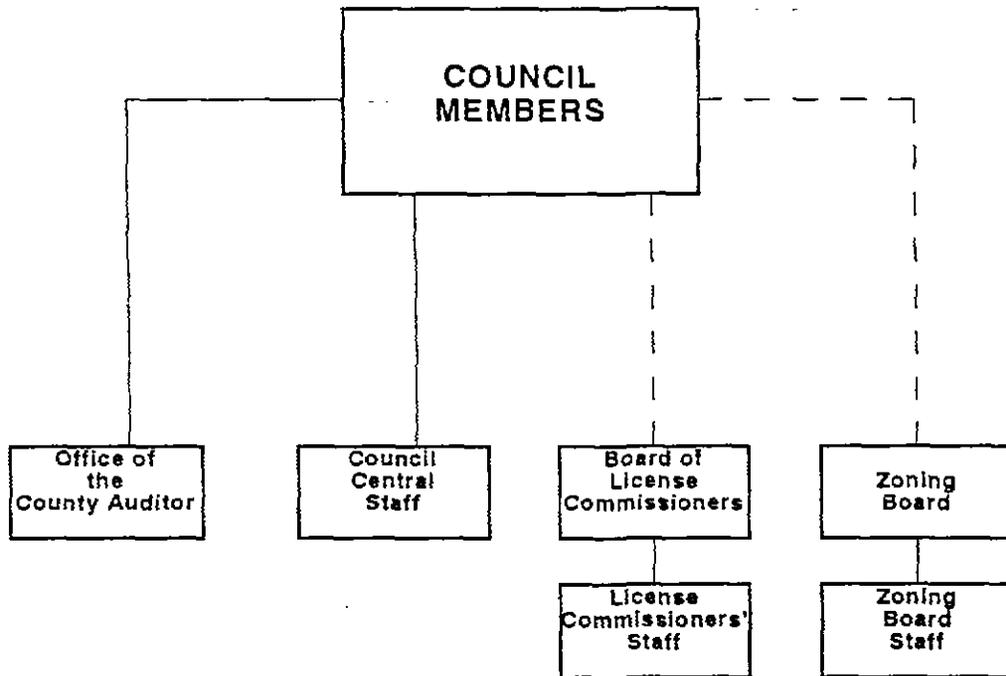
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Fiscal 1996

Legislative & Judicial

COUNTY COUNCIL



Council members sit as the Board of License Commissioners and the Zoning Board

Fiscal 1996

Legislative & Judicial

LEGISLATIVE SUMMARY

Description

The County Council is the legislative branch of County government. Its responsibilities include adopting local laws, approving budgets and county master plans. The County Auditor is supervised by the Council. The Auditor submits a complete financial audit report covering County government.

The Council also serves as the Board of License Commissioners (Liquor Board), controlling all county liquor licenses. As the Zoning Board, the Council hears petitions for changes to zoning regulations and the county zoning map.

Highlights

The Legislative Branch will continue to meet the legal and financial needs of Howard County in an efficient and effective manner.

Funds are included for necessary expenses related to the Charter Review Commission.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Council	989,358	1,097,420	1,097,420	1,086,910	1,093,100	1,093,100
County Auditor	492,019	523,200	523,200	530,690	530,490	530,490
Board Of License Commissioners	59,136	64,830	64,830	63,910	63,700	63,700
Zoning Board	50,039	64,760	64,760	65,400	65,480	65,480
TOTAL General Fund	1,590,552	1,750,210	1,750,210	1,746,910	1,752,770	1,752,770
TOTAL	1,590,552	1,750,210	1,750,210	1,746,910	1,752,770	1,752,770

Fiscal 1996

Legislative & Judicial

COUNTY COUNCIL

011-100-0101

Functions

- Create and adopt new County laws.
- Approve the Executive's proposed County budget.
- Authorize the sale of County bonds and approve master plans.
- Review the activities of the Executive branch.
- Direct an annual audit of all County agencies.
- Sit as members of the Zoning Board and the Board of License Commissioners.

Outlook for '96

The five members of the County Council will continue to adopt legislation with the objective of promoting the interests and well-being of all Howard County residents.

Funds are budgeted for necessary expenses related to the Charter Review Commission.

Personnel Summary

Authorized20
 Additional0
 Executive Proposed20
 Approved20

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	851,488	912,370	912,370	919,350	925,540	925,540
Contractual Services	59,103	95,360	95,360	84,530	84,530	84,530
Supplies & Materials	31,853	28,200	28,200	23,700	23,700	23,700
Business & Education Expense	19,469	24,630	24,630	25,100	25,100	25,100
Capital Outlay-operating Budgt	21,580	18,000	18,000	16,500	16,500	16,500
Other Operating Expenses	5,865	18,860	18,860	17,730	17,730	17,730
TOTAL	989,358	1,097,420	1,097,420	1,086,910	1,093,100	1,093,100

Fiscal 1996

Legislative & Judicial

COUNTY COUNCIL

COUNTY AUDITOR

011-100-0103

Functions

Submit a complete financial audit report for the preceding fiscal year covering all County agencies.

Perform special audits as directed by the County Council and the County Executive.

Outlook for '96

Continue to ensure the financial stability of the Howard County government.

Personnel Summary

Authorized7
 Additional0
 Executive Proposed7
 Approved7

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	384,926	403,210	403,210	410,820	410,620	410,620
Contractual Services	68,916	74,820	74,820	73,800	73,800	73,800
Supplies & Materials	1,442	2,000	2,000	2,000	2,000	2,000
Business & Education Expense	3,760	4,700	4,700	4,700	4,700	4,700
Capital Outlay-operating Budgt	275	2,100	2,100	2,800	2,800	2,800
Other Operating Expenses	32,700	36,370	36,370	36,570	36,570	36,570
TOTAL	492,019	523,200	523,200	530,690	530,490	530,490

Fiscal 1996

Legislative & Judicial

COUNTY COUNCIL

BOARD OF LICENSE COMMISSIONERS

011-100-0104

Functions

Review and grant applications for liquor licenses.

Suspend or revoke liquor licenses of establishments that do not conform to liquor regulations.

Outlook for '96

Continue to provide liquor licensing services to establishments in Howard County in an efficient and effective manner.

Personnel Summary

Authorized1
 Additional0
 Executive Proposed1
 Approved1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	57,092	60,450	60,450	59,360	59,150	59,150
Contractual Services	502	880	880	900	900	900
Supplies & Materials	968	1,500	1,500	1,500	1,500	1,500
Business & Education Expense	574	1,700	1,700	1,650	1,650	1,650
Capital Outlay-operating Budgt	0	300	300	500	500	500
TOTAL	59,136	64,830	64,830	63,910	63,700	63,700

Fiscal 1996

Legislative & Judicial

COUNTY COUNCIL

ZONING BOARD

011-100-0105

Functions

The Zoning Board bears all requests for rezoning of land in Howard County and for changing the County zoning laws.

Members of the County Council sit as members of the Zoning Board.

Outlook for '96

The five-member board will continue to make sound decisions on all Zoning issues that are raised before the Board.

Personnel Summary

Authorized1
 Additional0
 Executive Proposed1
 Approved1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	46,253	58,080	58,080	59,390	59,470	59,470
Contractual Services	2,487	3,380	3,380	3,460	3,460	3,460
Supplies & Materials	831	2,450	2,450	1,900	1,900	1,900
Business & Education Expense	118	150	150	150	150	150
Capital Outlay-operating Budgt	350	700	700	500	500	500
TOTAL	50,039	64,760	64,760	65,400	65,480	65,480

Fiscal 1996

Legislative & Judicial

BOARD OF APPEALS

011-110-0201

Description

The functions of the Board of Appeals are as follows:

Review appeals of certain decisions made by County agencies.

Hear requests for special exceptions, variances and non-conforming land uses.

Highlights

The five-member board will continue to make sound decisions on all issues that come before the Board.

Personnel Summary

Authorized1
 Additional 0
 Executive Proposed1
 Approved.....1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	83,072	108,770	108,770	108,320	108,640	108,640
Contractual Services	1,219	2,800	2,800	2,800	2,800	2,800
Supplies & Materials	1,044	2,700	2,700	2,700	2,700	2,700
Business & Education Expense	5,435	6,650	6,650	6,750	6,750	6,750
Other Operating Expenses	340	300	300	260	260	260
TOTAL	91,110	121,220	121,220	120,830	121,150	121,150

Fiscal 1996

Legislative & Judicial

JUDICIAL SUMMARY

Description

The Circuit Court, Orphans' Court, Office of the State's Attorney and Sheriff's Office are part of the judicial system in Howard County. The County government fully funds all of these agencies except the Circuit Court for which only administrative support is being funded.

The District Court is not included in the County budget; it is funded by the State.

Highlights

Full-year funding for the staff of the fifth judge of the Circuit Court.

Funds are included for:

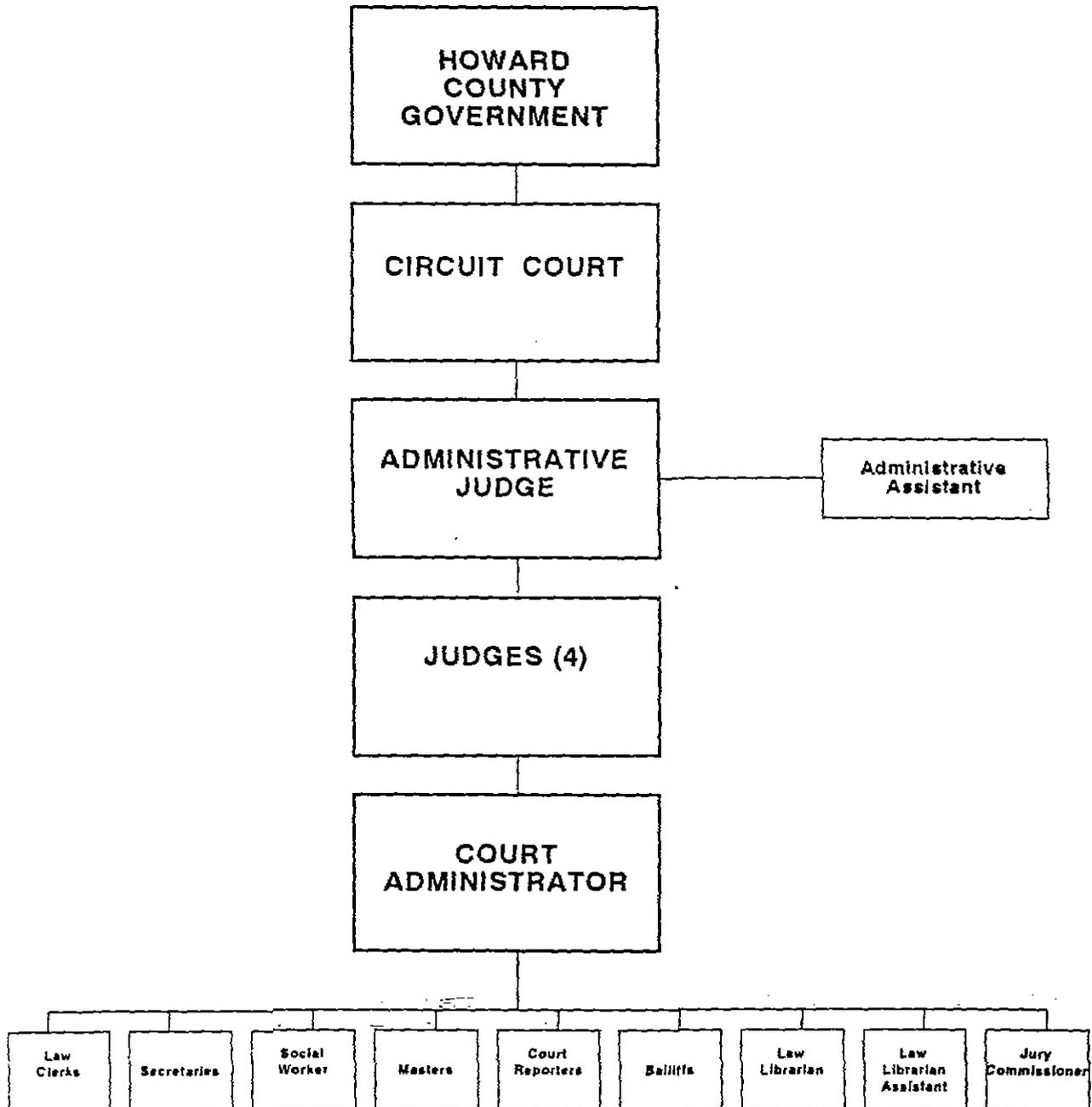
- full-year funding of one full-time Jury Commissioner, one part-time Senior Clerk and other operating expenses for the "One Day, One Trial" program.
- full-year funding for the Child Support Enforcement grant
- increase in compensation for Orphans' Court judges as provided by House Bill 776.
- full-year funding for a Senior Clerk added by SAO to the State's Attorney's office during fiscal 1995.
- pick up of the terminated Drug and Alcohol Diversion Program grant.
- full-year funding for two deputy sheriff positions to serve the fifth judge of the circuit court.
- full-year office rental as in-kind local match for the Alternative Sentencing Program grant.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Circuit Court	1,324,748	1,607,580	1,607,580	1,622,490	1,704,770	1,704,770
Orphans Court	31,551	34,860	34,860	35,900	34,460	34,460
States Attorney	2,527,013	2,671,820	2,671,820	2,753,470	2,792,380	2,792,380
Sheriff's Office	1,600,010	1,867,430	1,867,430	1,963,000	1,984,330	1,984,330
Board Of Election Supervisors	379,293	530,400	530,400	563,790	563,790	563,790
Election Expense	105,538	336,900	336,910	205,030	205,030	205,030
TOTAL General Fund	5,968,153	7,048,990	7,049,000	7,143,680	7,284,760	7,284,760
Child Support Enforcement	0	78,070	78,070	180,680	181,500	181,500
Drug & Alcohol Diversion Progra	51,346	70,040	70,040	0	0	0
Alternative Sentencing Program	0	128,000	128,000	166,790	169,870	169,870
TOTAL Grants	51,346	276,110	276,110	347,470	351,370	351,370
Circuit Court	31,496	50,000	50,000	60,000	60,000	60,000
TOTAL Trust And Agency Multifarious	31,496	50,000	50,000	60,000	60,000	60,000
TOTAL	6,050,995	7,375,100	7,375,110	7,551,150	7,696,130	7,696,130

Fiscal 1996

Legislative & Judicial

CIRCUIT COURT



Legislative & Judicial

CIRCUIT COURT SUMMARY

Description

The Circuit Court for Howard County is one of the three trial courts of general jurisdiction in the Fifth Judicial Circuit. The functions of the Court are as follows:

Provide legal research and other resources to Circuit Court, Howard County Bar, and citizens through the operations of the Law Library.

Direct and select jurors to participate in the adjudication of civil and criminal cases.

Support the court in the adjudication of civil, criminal and juvenile cases.

Highlights

Funds are included for one full-time Jury Commissioner, one part-time Assistant Jury Commissioner and other operating costs for implementation of the "One Day, One Trial" program.

Also included is full-year local match for the Child Support Enforcement grant which was budgeted for half-year in fiscal year 1995, and full-year funding for the staff of the fifth judge of the Circuit Court.

Personnel Summary

Authorized25
 Additional0
 Executive Proposed25
 Approved25

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	941,561	1,034,390	1,034,390	1,102,640	1,165,950	1,165,950
Contractual Services	216,538	287,240	287,240	287,640	295,090	295,090
Supplies & Materials	14,036	18,220	18,220	21,220	32,740	32,740
Business & Education Expense	22,807	22,960	22,960	22,960	22,960	22,960
Capital Outlay-Operating Budget	33,747	19,970	19,970	16,970	16,970	16,970
Other Operating Expenses	96,059	224,800	224,800	171,060	171,060	171,060
TOTAL	1,324,748	1,607,580	1,607,580	1,622,490	1,704,770	1,704,770

Fiscal 1996

Legislative & Judicial

CIRCUIT COURT

CHILD SUPPORT ENFORCEMENT

051-210-0101

Description

The Child Support Enforcement grant will provide for an exclusive resource for the adjudication of child support cases. The purpose of the grant is to increase the volume and accelerate the hearing of child support matters through the exclusive resource.

The grant is awarded by the State of Maryland Department of Human Resources under Title IV-D of the Social Security Act. A 34% local match is required.

Highlights

Provide full-year funding for one full-time Master-in-chancery, one full-time judicial secretary and one part-time security officer which were budgeted only for half year in fiscal 1995.

Personnel Summary

Authorized2
 Additional0
 Executive Proposed2
 Approved2

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	57,040	57,040	148,090	148,910	148,910
Contractual Services	0	20,090	20,090	24,950	24,950	24,950
Supplies & Materials	0	300	300	1,700	1,700	1,700
Business & Education Expense	0	40	40	40	40	40
Capital Outlay-operating Budgt	0	600	600	5,900	5,900	5,900
TOTAL	0	78,070	78,070	180,680	181,500	181,500

Fiscal 1996

Legislative & Judicial

ORPHANS' COURT SUMMARY

011-220-0100

Description

The Orphans' Court is composed of three judges who are elected for four-year terms. The functions of the court are as follows:

Review all probate estates and appoint guardians for property of minors.

Schedule hearings to address problems that arise in the administration of an estate of guardianship account.

Highlights

Continue the sound and efficient review of all probate estates and guardianship cases within the jurisdiction of the Orphans' Court for Howard County.

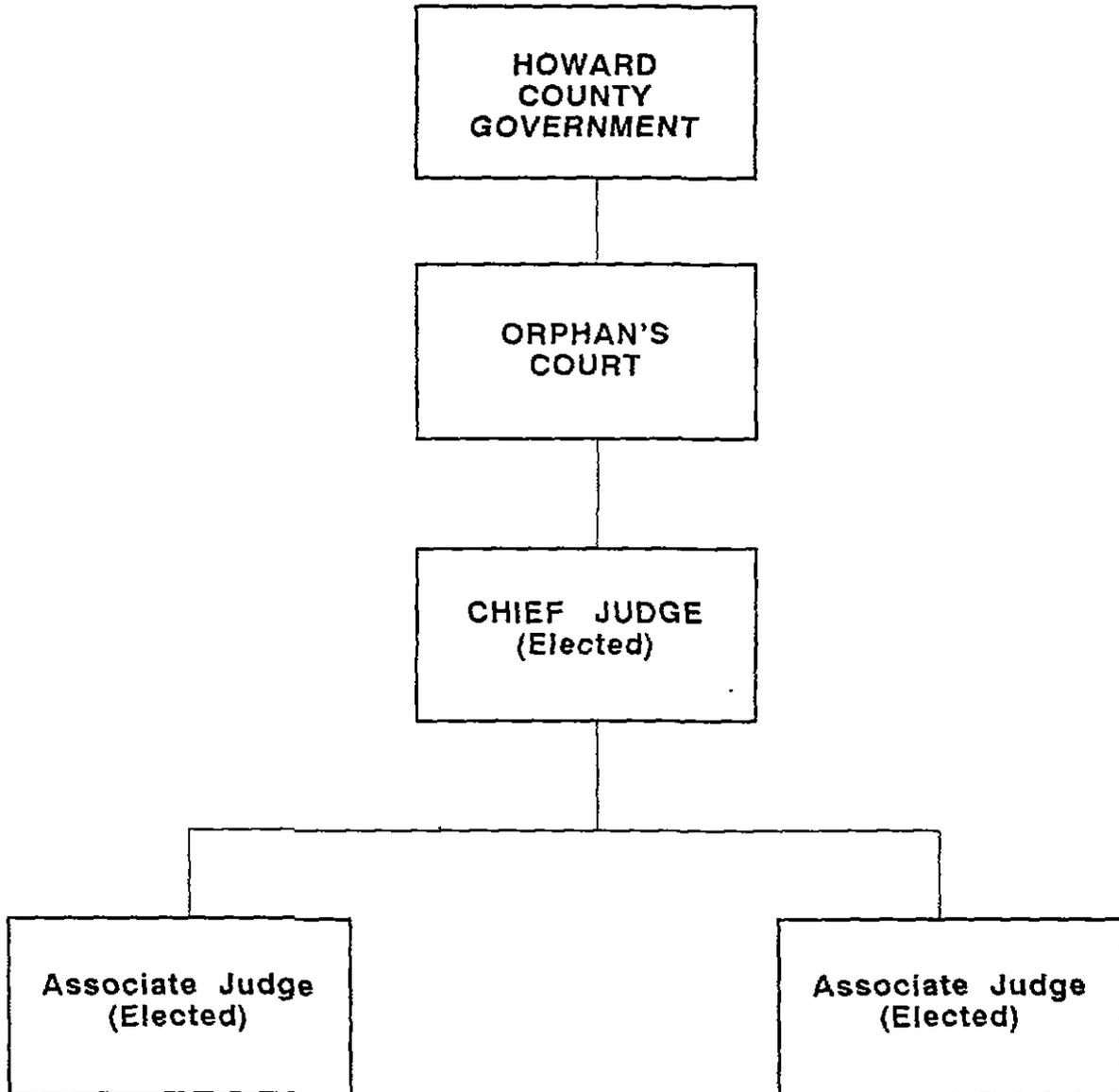
Funds are included for increase in compensation for Orphans' Court judges as provided by House Bill 776.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	29,853	30,230	30,230	31,270	29,830	29,830
Contractual Services	405	430	430	430	430	430
Business & Education Expense	1,062	3,900	3,900	3,900	3,900	3,900
Other Operating Expenses	231	300	300	300	300	300
TOTAL	31,551	34,860	34,860	35,900	34,460	34,460

Fiscal 1996

Legislative & Judicial

ORPHANS' COURT



Fiscal 1996

Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY SUMMARY

011-230-0100

Description

The functions of the Office of the State's Attorney are as follows:

Investigate, process, and prosecute all criminal cases before the Circuit and District Courts.

Investigate and prosecute all juvenile delinquency cases in the Howard County judicial system.

Present witnesses and provide advice for the Grand Jury.

Secure Court orders authorizing the collection or enforcement of child support in cases referred by Department of Social Services.

Effectively work with other criminal justice agencies, particularly the Department of Police, in combating crime in Howard County.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
New Indictments (Circuit)	750	800
Other Criminal Cases Filed (Circuit)	1,625	1,750
Motions Hearings (Circuit)	875	1,000
Criminal Cases (District)	5,800	6,300

Funds are included to pick up the Drug & Alcohol Diversion Program grant, including two positions: one community worker I and one part-time senior clerk going full time in fiscal 1996. Also included is full-year funding for a Senior Clerk added by SAO in fiscal 1995.

Personnel Summary

Authorized.....	54
Additional.....	2
Executive Proposed.....	56
Approved.....	56

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	2,283,555	2,505,520	2,505,520	2,567,540	2,606,450	2,606,450
Contractual Services	125,118	75,410	75,410	120,460	120,460	120,460
Supplies & Materials	27,537	29,520	29,520	25,050	25,050	25,050
Business & Education Expense	29,354	22,280	22,280	20,720	20,720	20,720
Capital Outlay-operating Budgt	39,789	0	0	0	0	0
Other Operating Expenses	21,660	39,090	39,090	19,700	19,700	19,700
TOTAL	2,527,013	2,671,820	2,671,820	2,753,470	2,792,380	2,792,380

Fiscal 1996

Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY

DRUG & ALCOHOL DIVERSION PROGRAM

051-230-0002

Description

The goal of the Howard County Drug & Alcohol Diversion Program is to reduce criminal caseloads in the Circuit and District Courts and to identify for early identification and treatment of first offenders who have been charged with drug (marijuana) and alcohol (not DWI) offenses.

Grant source is federal fund awarded by the Governor's Alcohol and Drug Abuse Commission with a 25% required local match.

Outlook for '96

The Drug and Alcohol Diversion Program grant which started in fiscal year 1992 will be terminated at the end of fiscal year 1995.

Funding to continue this comprehensive program will be included in the fiscal year 1996 general fund budget of the Office of the State's Attorney.

Personnel Summary

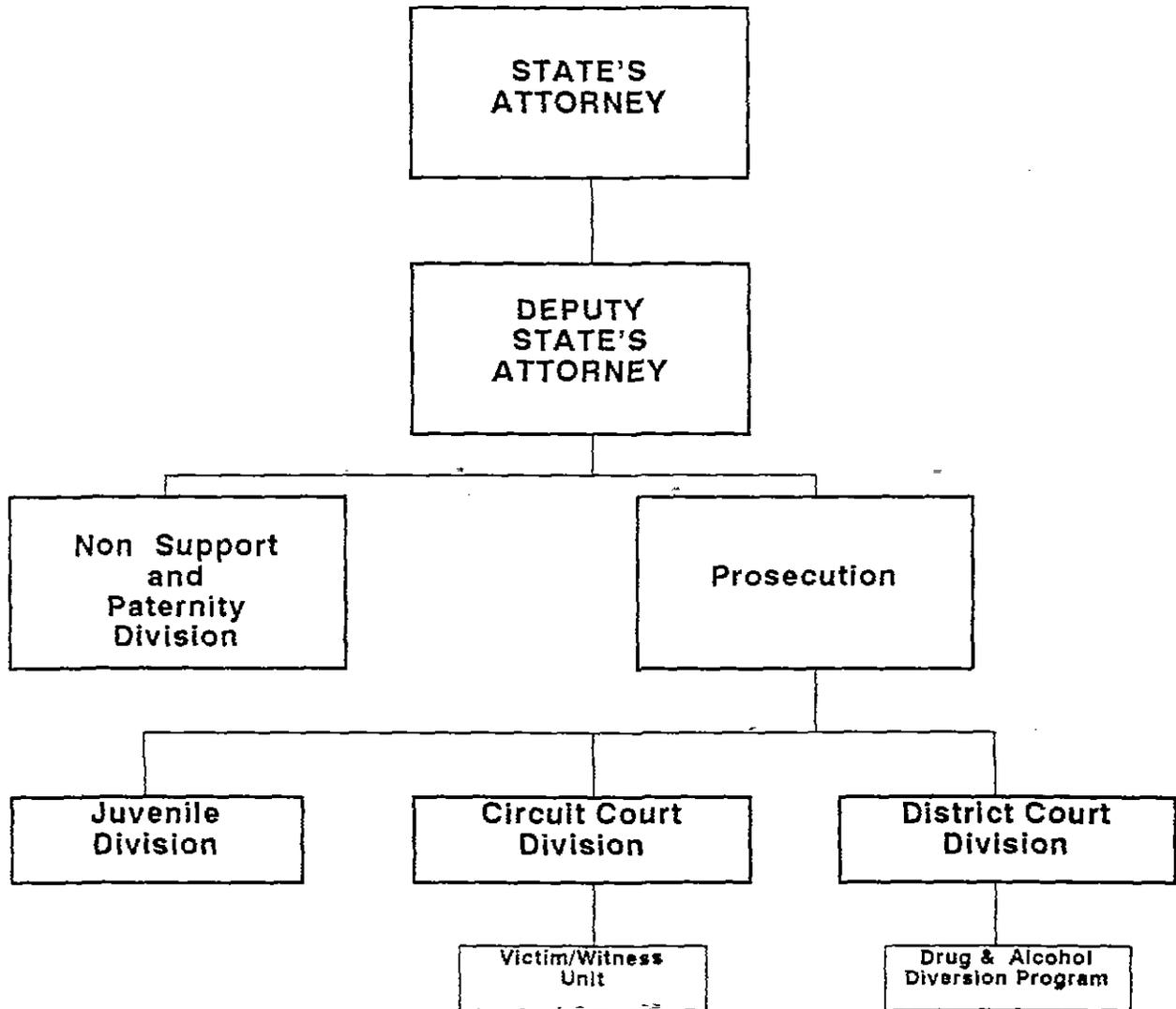
Authorized..... 1
 Additional.....(1)
 Executive Proposed..... 0
 Approved..... 0

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	50,299	64,750	64,750	0	0	0
Contractual Services	0	2,350	2,350	0	0	0
Supplies & Materials	1,047	2,940	2,940	0	0	0
TOTAL	51,346	70,040	70,040	0	0	0

Fiscal 1996

Legislative & Judicial

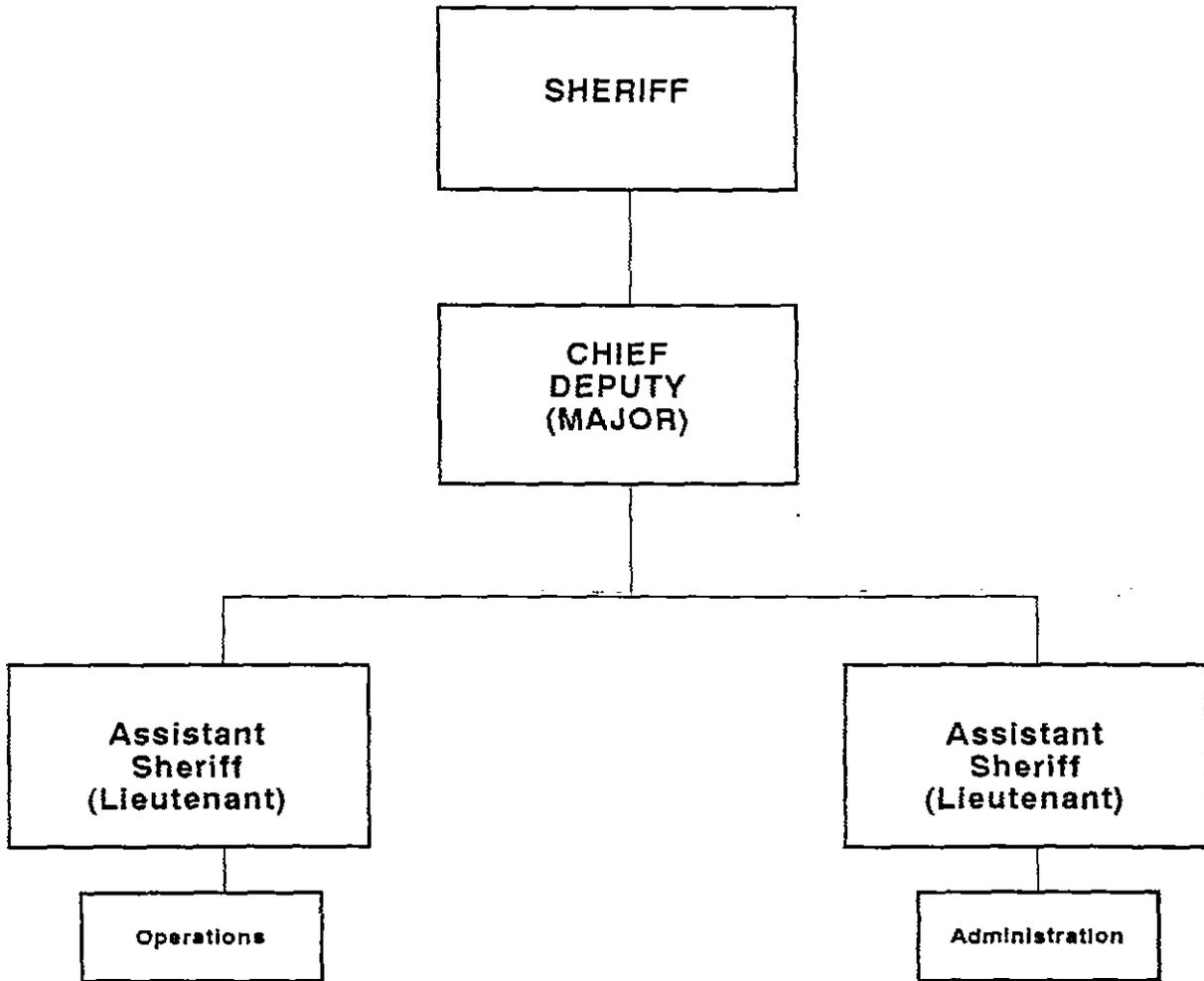
OFFICE OF THE STATE'S ATTORNEY



Fiscal 1996

Legislative & Judicial

SHERIFF'S DEPARTMENT



Fiscal 1996

Legislative & Judicial

SHERIFF'S OFFICE SUMMARY

011-240-0100

Description

The Sheriff's Office is a State constitutional office which provides services for the various courts in the Judicial system. The functions of the office are as follows:

Serve all Circuit and District Court papers.

Provide security in and around the Circuit Court building.

Provide for the transportation of all inmates from the Howard County Detention Center to any court in the State of Maryland.

Serve arrest warrants that have been issued by the Howard County Court system.

Locate and arrest fugitives from other states.

Provide administrative support to the Sheriff's Office.

Outlook for '96

Full-year funding for two deputy sheriff positions to serve the fifth judge of the Circuit Court.

Full-year funding of office rental for the Alternative Sentencing Program grant.

Personnel Summary

Authorized43
 Additional0
 Executive Proposed43
 Approved43

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,469,698	1,653,480	1,653,480	1,716,130	1,737,460	1,737,460
Contractual Services	52,408	47,440	47,440	61,190	61,190	61,190
Supplies & Materials	37,427	35,200	35,200	35,200	35,200	35,200
Business & Education Expense	35,502	122,570	122,570	142,200	142,200	142,200
Capital Outlay-operating Budgt	2,575	2,460	2,460	2,460	2,460	2,460
Other Operating Expenses	2,400	6,280	6,280	5,820	5,820	5,820
TOTAL	1,600,010	1,867,430	1,867,430	1,963,000	1,984,330	1,984,330

Legislative & Judicial

SHERIFF'S OFFICE

ALTERNATIVE SENTENCING PROGRAM

051-240-0101

Description

This is a grant awarded by the State Department of Public Safety and Corrections to establish a community service program which is responsible for overseeing court-ordered sentences providing an alternative to incarceration with restitution for criminal activity through non-paid service to governmental agencies, charitable and not-for-profit organizations.

This program started in January 1995. All related expenses will be reimbursed by the State and the County has to provide the office space as local matching for this grant.

Outlook for '96

This budget reflects full-year funding for one program director, three case workers and one clerk typist II.

Personnel Summary

Authorized5
 Additional0
 Executive Proposed5
 Approved5

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	111,750	111,750	154,990	159,270	159,270
Contractual Services	0	4,370	4,370	4,500	4,500	4,500
Supplies & Materials	0	1,000	1,000	1,900	1,900	1,900
Business & Education Expense	0	3,690	3,690	3,700	3,700	3,700
Capital Outlay-operating Budgt	0	7,190	7,190	1,700	500	500
TOTAL	0	128,000	128,000	166,790	169,870	169,870

Fiscal 1996

Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS SUMMARY

Description

The functions of the Board of Elections Supervisors are as follows:

Conduct and make provisions for all elections.

Ensure the efficient conduct of elections through various activities including: sponsorship of voter registrations, creation of precincts, appointing and training elections judges, and maintaining voting machines.

Highlights

Conduct one election, the Presidential primary, which will be held on March 5, 1996.

The Presidential election traditionally has an 18% increase in voter registrations and other registration transactions.

It is anticipated that the Motor Voter program may increase registration by as much as 50% statewide.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Board Of Election Supervisors	379,293	530,400	530,400	563,790	563,790	563,790
Election Expense	105,538	336,900	336,910	205,030	205,030	205,030
TOTAL General Fund	484,831	867,300	867,310	768,820	768,820	768,820
TOTAL	484,831	867,300	867,310	768,820	768,820	768,820

Legislative & Judicial

Functions

Update and maintain a street index reflecting the Congressional, Legislative election districts and precincts in Howard County.

Update and make available to the public maps of County election districts and precincts.

Provide statistical information to the public concerning elections.

Outlook for '96

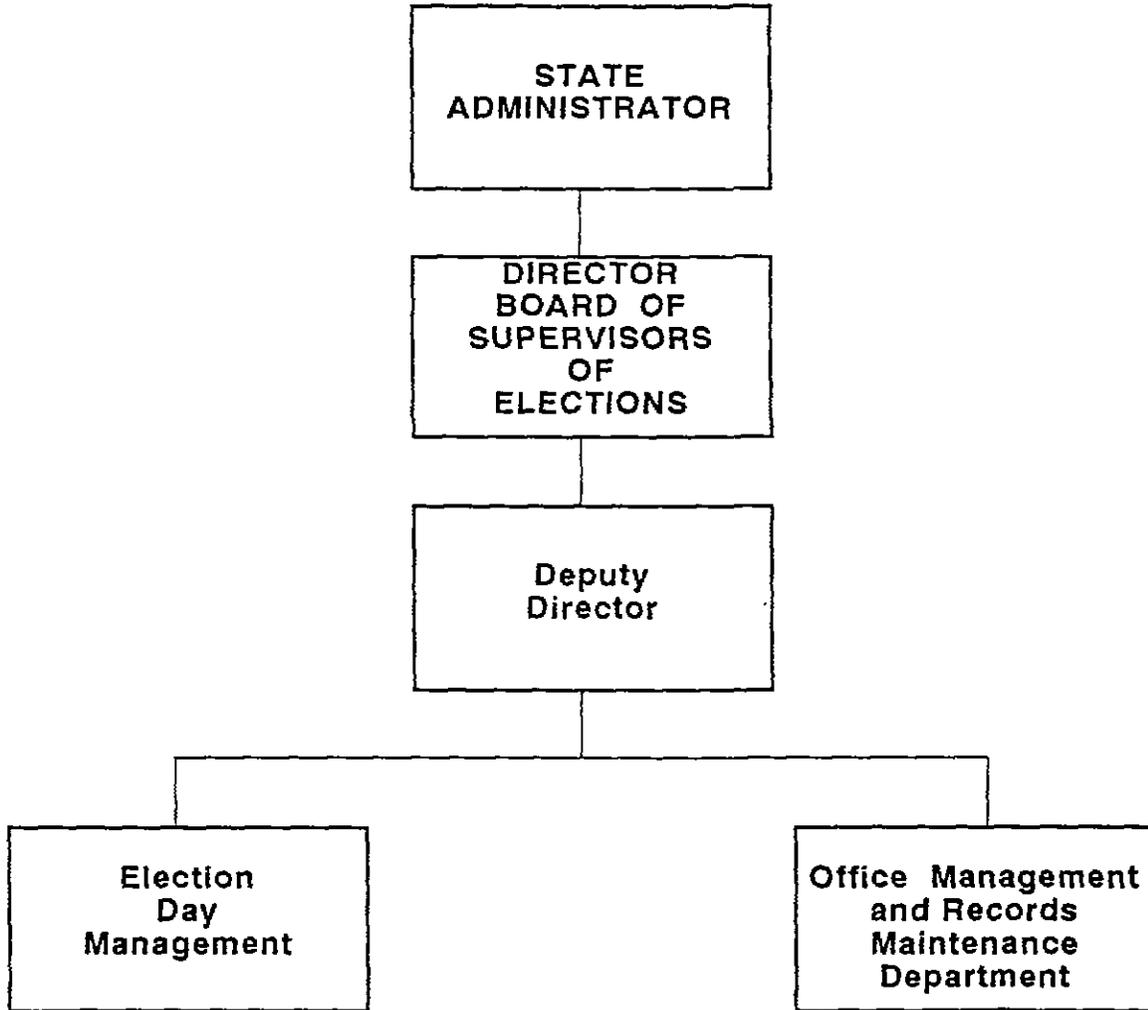
Continue to provide services to the public in an effective and efficient manner concerning the administration of state, local and federal elections.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	11,522	23,370	23,370	11,210	11,210	11,210
Contractual Services	70,827	81,100	81,100	86,570	86,570	86,570
Supplies & Materials	31,285	28,250	28,250	23,200	23,200	23,200
Business & Education Expense	7,715	6,750	6,750	6,850	6,850	6,850
Capital Outlay-operating Budgt	21,710	42,240	42,240	20,900	20,900	20,900
Other Operating Expenses	236,234	348,690	348,690	415,060	415,060	415,060
TOTAL	379,293	530,400	530,400	563,790	563,790	563,790

Fiscal 1996

Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS



Fiscal 1996

Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS

ELECTIONS EXPENSE

011-314-0200

Functions

Provide funds to compensate for the costs of all elections.

Outlook for '96

Conduct the Presidential primary election on March 5, 1996.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	5,603	20,500	20,500	21,000	21,000	21,000
Contractual Services	0	162,200	162,200	88,830	88,830	88,830
Supplies & Materials	999	144,200	144,200	75,200	75,200	75,200
Capital Outlay-operating Budgt	98,936	10,000	10,010	20,000	20,000	20,000
TOTAL	105,538	336,900	336,910	205,030	205,030	205,030

Fiscal 1996

Debt/Other

DEBT SERVICE

Description

County Debt Service pays for the principal and interest owed on long-term bonds.

Outlook for '96

Funds are included this year for debt service on existing debt.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Police Department	149,507	148,760	148,760	150,400	150,400	150,400
Schools	6,022,482	5,197,750	5,197,750	6,771,040	6,771,040	6,771,040
Community College	738,059	840,510	840,510	875,000	875,000	875,000
Fire Fund	259,264	271,930	271,930	273,450	273,450	273,450
General County Projects	5,730,939	7,330,210	7,330,210	8,837,380	8,837,380	8,837,380
Recreation And Parks	1,612,962	2,664,970	2,664,970	2,823,530	2,823,530	2,823,530
Community Renewal	432,179	454,700	454,700	577,780	577,780	577,780
Storm Drainage	404,604	411,210	411,210	451,530	451,530	451,530
Certificates Of Participation	65,563	200,520	200,520	199,990	199,990	199,990
Micrf Debt Service	72,749	71,400	71,400	64,710	64,710	64,710
Police	114,315	116,060	116,060	108,240	108,240	108,240
Schools	4,316,268	5,708,570	5,708,570	5,736,060	5,736,060	5,736,060
Community College	355,874	412,570	412,570	453,970	453,970	453,970
Fire Fund	157,598	201,350	201,350	175,450	175,450	175,450
General County Projects	4,621,875	7,606,780	7,606,780	6,608,590	6,608,590	6,608,590
Recreation & Parks	1,538,476	2,122,160	2,122,160	1,975,450	1,975,450	1,975,450
Community Renewal	305,591	403,860	403,860	467,800	467,800	467,800
Storm Drainage	299,617	306,330	306,330	283,300	283,300	283,300
Telephone Lease Costs	346,116	346,120	346,120	144,220	144,220	144,220
Kawanis Park Debt Service	72,750	69,250	69,250	65,750	65,750	65,750
TOTAL General Fund	27,616,788	34,885,010	34,885,010	37,043,640	37,043,640	37,043,640
Mid Patux Debt Service	514,199	522,900	522,900	666,470	666,470	666,470
TOTAL Middle Pamuxent Subdistrict	514,199	522,900	522,900	666,470	666,470	666,470
Debt Service Pmt By Comm. Renew	737,770	858,560	858,560	1,045,580	1,045,580	1,045,580
TOTAL Community Renewal	737,770	858,560	858,560	1,045,580	1,045,580	1,045,580
Water & Sewer Spec Debt Servic	11,614,271	11,593,030	11,593,030	11,867,750	11,867,750	11,867,750
Md Watr Quality Revolving Loan	504,318	1,169,400	1,169,400	1,199,000	1,199,000	1,199,000
TOTAL W&S Special Benefit Charges Fd	12,118,589	12,762,430	12,762,430	13,066,750	13,066,750	13,066,750
Fire Debt Services	416,860	473,270	473,270	448,900	448,900	448,900
TOTAL Fire Service	416,860	473,270	473,270	448,900	448,900	448,900
TOTAL	41,404,206	49,502,170	49,502,170	52,271,340	52,271,340	52,271,340

General Government

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General Government

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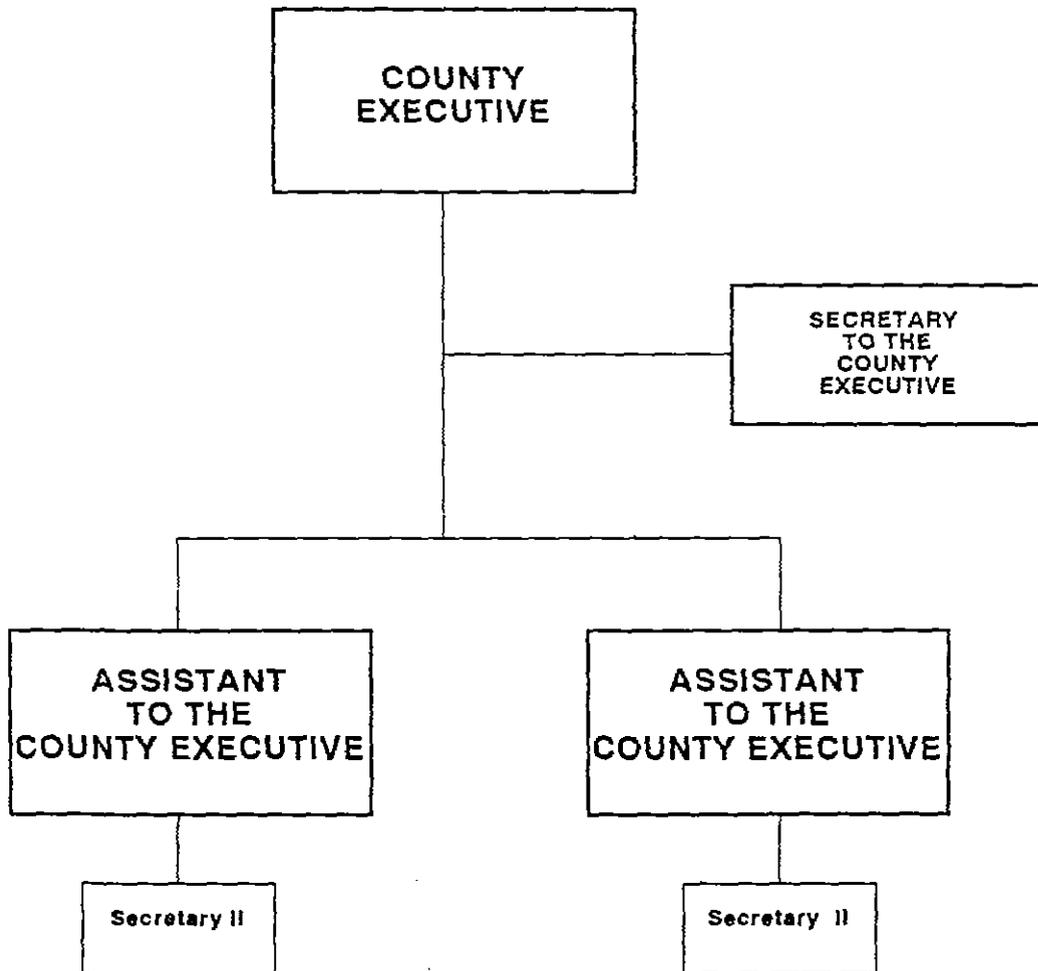
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Fiscal 1996

General Government

OFFICE OF THE COUNTY EXECUTIVE



Fiscal 1996

General Government

OFFICE OF COUNTY EXECUTIVE

011-001-0100

Description

Supervise, direct and control office and departments of the county government.

Present the annual budget to the County Council.

Recommend legislative action in the best interest of the county.

Manage multi-million dollar operating and capital budgets, over 1,900 employees, and associated government resources.

Appoint members of boards, agencies, commissions, authorities, and issue orders, directives and licenses and permits.

Outlook for '96

Continue to provide proper and efficient administration of county government.

Personnel Summary

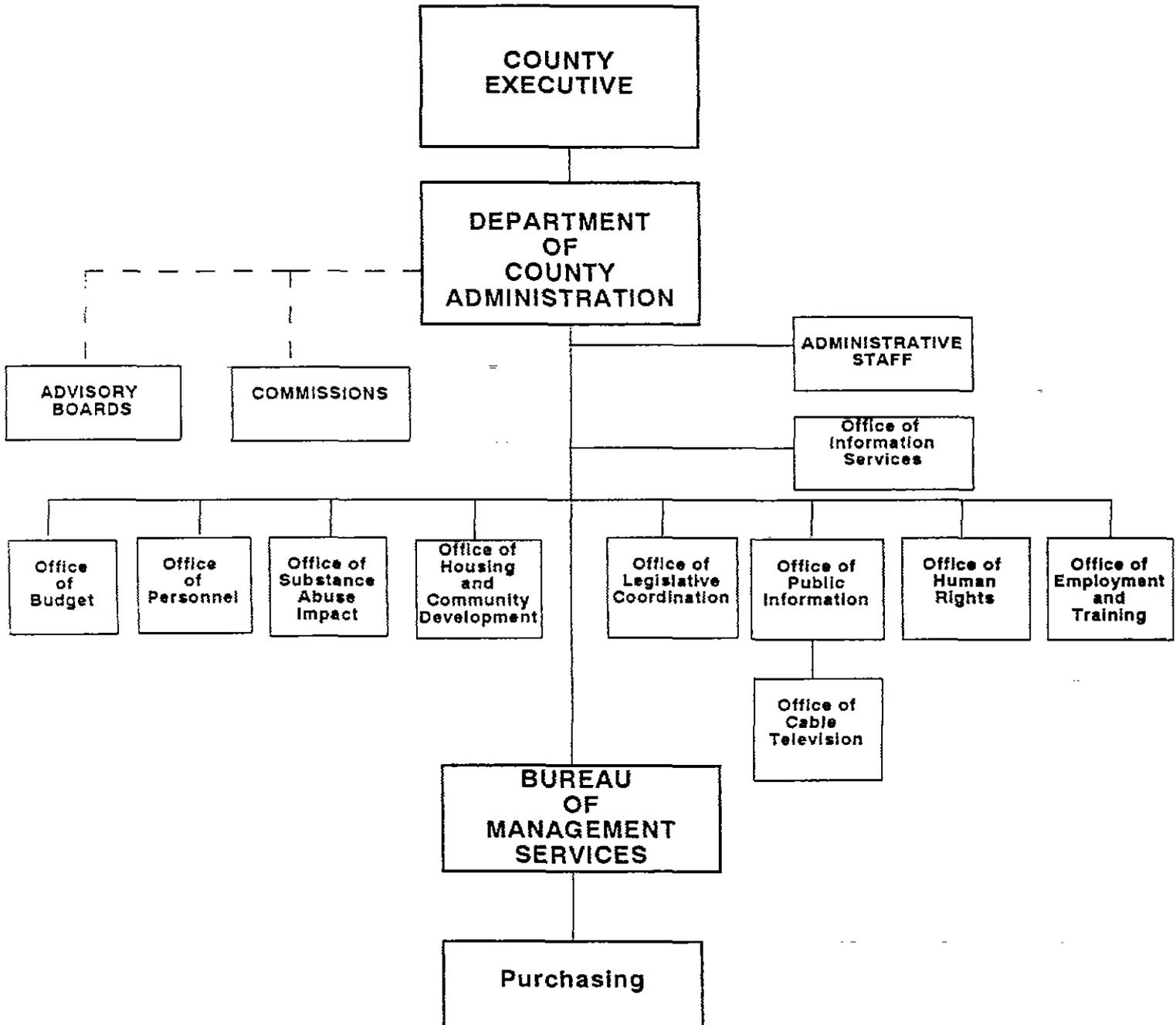
Authorized.....6
 Additional.....0
 Executive Proposed.....6
 Approved.....6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	326,800	356,520	356,520	358,830	359,760	359,760
Contractual Services	17,312	15,570	15,570	15,310	15,310	15,310
Supplies & Materials	13,958	6,860	6,860	7,000	7,000	7,000
Business & Education Expense	18,479	18,540	18,540	18,740	18,740	18,740
Capital Outlay-operating Budgt	971	0	0	0	0	0
Other Operating Expenses	5,151	7,980	7,980	10,050	10,050	10,050
TOTAL	382,671	405,470	405,470	409,930	410,860	410,860

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION



Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION SUMMARY

Description

Assist the County Executive by supervising the day-to-day operation of the County government to ensure the efficient and effective use of tax dollars in the delivery of services.

Include legislative coordination between the Executive Branch and the County Council, personnel administration, management of special projects and development of operational policy and procedures, conduct of labor relations, coordination of functions related to the Personnel Board, the coordination of substance abuse impact activities, the administration of the Human Rights Office, and employment and training services.

Include all functions involving data processing management, purchasing management, and the provision of general administrative support services.

Highlights

Funds are included to:

- Administer and implement the new Howard County Pension Plan
- Initiate a random alcohol and drug testing program required to comply with Federal Highway Administration rules governing commercial driver's licensing.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,753,049	3,757,120	3,757,120	3,800,730	3,879,430	3,879,430
Grants	6,761,715	10,880,300	10,880,310	11,617,800	11,713,840	11,713,840
Data Processing Fund	2,804,940	3,341,130	3,341,130	3,368,300	3,417,200	3,417,200
Community Renewal	1,539,724	1,955,450	1,955,450	3,282,070	3,309,300	3,309,300
Public Service Communications	928,384	1,028,880	1,028,880	1,166,990	1,154,100	1,154,100
Trust And Agency Multifarious	0	13,000	13,000	38,000	38,000	38,000
TOTAL	15,787,812	20,975,880	20,975,890	23,273,890	23,511,870	23,511,870

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

ADMINISTRATIVE STAFF

011-002-0100

Functions

Assist the County Executive by supervising the day-to-day administrative operation of the county government to insure the efficient and effective use of tax dollars in the delivery of services.

Promote and implement the Howard County Substance Abuse plan which includes prevention, treatment and law enforcement strategies.

Provide support to the Executive branch in the areas of legislative research, drafting procedures, tracking, testimony, coordination and applicability.

Outlook for '96

Continue to assist the County Executive by supervising the administration of day-to-day operations of county government, legislative coordination, labor relations services and substance abuse coordination.

Personnel Summary

Authorized.....6
 Additional0
 Executive Proposed6
 Approved6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	379,910	424,900	424,900	441,260	465,590	465,590
Contractual Services	80,858	63,690	63,690	68,030	88,030	88,030
Supplies & Materials	7,930	14,250	14,250	14,320	14,320	14,320
Business & Education Expense	8,720	8,720	8,720	13,870	13,870	13,870
Capital Outlay-operating Budgt	31,151	0	0	0	0	0
Other Operating Expenses	30,923	27,500	27,500	16,500	16,500	16,500
TOTAL	539,492	539,060	539,060	553,980	598,310	598,310

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION COUNTY EMPLOYMENT SERVICES

011-002-0610

Functions

Provide administrative support and indirect training services to clients through a contribution from county tax dollars.

Outlook for '96

Continue to support various training initiatives and supplement grant programs.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	203,120	175,120	175,120	170,000	170,000	170,000
TOTAL	203,120	175,120	175,120	170,000	170,000	170,000

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

EMPLOYMENT AND TRAINING CNTR. 051-002-0810-0827

Functions

The Employment and Training Center provides free employment training to eligible county residents and businesses. Grouped within this account are the twenty grants received by this division.

Outlook for '96

Continue to provide employment and training services to county residents and businesses.

Personnel Summary

Authorized14
 Additional0
 Executive Proposed14
 Approved14

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	552,286	638,500	638,500	702,830	718,870	718,870
Contractual Services	24,910	24,040	24,040	81,290	81,290	81,290
Supplies & Materials	23,421	32,520	32,520	30,900	30,900	30,900
Business & Education Expense	607,687	1,328,940	1,328,940	1,034,570	1,034,570	1,034,570
Capital Outlay-operating Budgt	16,618	14,230	14,230	1,050	1,050	1,050
Other Operating Expenses	1,564,835	1,689,320	1,689,320	1,605,360	1,605,360	1,605,360
TOTAL	2,789,757	3,727,550	3,727,550	3,456,000	3,472,040	3,472,040

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

DRUG ASSET FORFEITURE

051-002-5000

Functions

Receive assets seized in drug enforcement cases by local law enforcement agencies.

Outlook for '96

Continue to receive assets seized in drug enforcement cases and use the proceeds to fund drug enforcement and education projects.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	330	30,000	30,000	30,000	30,000	30,000
Contractual Services	7,580	75,000	75,000	75,000	75,000	75,000
Capital Outlay-operating Budgt	53,008	75,000	75,000	75,000	75,000	75,000
Other Operating Expenses	13,142	70,000	70,000	70,000	70,000	70,000
TOTAL	74,060	250,000	250,000	250,000	250,000	250,000

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION COMPREHENSIVE HIGHWAY SAFETY GRANT 051-002-5005

Functions

Increase arrests of intoxicated drivers in the county.

Supplement the Police Department's overtime budget through funds from the Comprehensive Highway Safety Grant.

(This grant was formerly known as DWI Enforcement Unit Grant.)

Outlook for '96

Develop a comprehensive, coordinated alcohol/drug highway safety plan and annual work program.

Contribute to a reduction of five percent in the number of reported alcohol/drug related traffic accidents as compared to the prior corresponding period and a reduction of ten percent in the number of persons reported as injured or killed in alcohol/drug related accidents.

Continue to utilize the funds of this Department of Transportation grant to enforce DWI laws in Howard County, provide public awareness and preventive education to the public.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	5,112	28,640	28,640	35,700	35,700	35,700
Contractual Services	3,891	9,610	9,610	9,000	9,000	9,000
Supplies & Materials	5,610	16,665	16,670	11,060	11,060	11,060
Business & Education Expense	2,386	23,235	23,240	6,100	6,100	6,100
Capital Outlay-operating Budgt	4,150	20,580	20,580	10,000	10,000	10,000
TOTAL	21,149	98,730	98,740	71,860	71,860	71,860

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

DRUG & ALCOHOL ABUSE COORDINATION 051-002-5003

Functions

Educate parents and middle school children on communicating about alcohol, tobacco and other drugs.

Outlook for '96

Continue to educate regarding alcohol, tobacco and other drugs.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	5,000	5,000	5,000	5,000	5,000
TOTAL	0	5,000	5,000	5,000	5,000	5,000

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

DRUG & ALCOHOL ABUSE--PARENT

051-002-5004

Functions

Create parent awareness projects in schools, community, PTA, etc.

Outlook for '96

Continue parent awareness projects.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	5,000	5,000	5,000	5,000	5,000
TOTAL	0	5,000	5,000	5,000	5,000	5,000

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

BUDGET OFFICE

011-002-1100

Functions

Formulate and prepare the county budget.

Monitor budgets to provide guidance for the agencies in managing their finances and conduct management studies and special projects.

Outlook for '96

Continue to monitor, coordinate and analyze the county budget and make recommendations to the Chief Administrative Officer and the County Executive.

Personnel Summary

Authorized5
 Additional0
 Executive Proposed5
 Approved5

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	306,208	341,860	341,860	348,720	349,540	349,540
Contractual Services	23,972	33,580	33,580	35,300	35,300	35,300
Supplies & Materials	15,551	17,750	17,750	19,450	19,450	19,450
Business & Education Expense	3,102	2,380	2,380	2,400	2,400	2,400
Capital Outlay-operating Budgt	8,230	0	0	0	0	0
TOTAL	357,063	395,570	395,570	405,870	406,690	406,690

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

PERSONNEL OFFICE

011-002-1200

Functions

Establish objectives and coordinate the administration of all personnel-related tasks.

Develop and adopt rules and regulations which provide equal opportunity to all employees and applicants in matters of hiring, promotion, transfers, training, compensation and benefits.

Ensure that county positions are grouped into appropriate classes and that these classes are in pay grades that are internally equitable and externally competitive.

Administer, monitor and process a complete array of fringe benefits.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Charges of Discrimination	6	7
Positions Filled	190	230
Persons Trained	900	1,000
Workers' Comp. Claims	475	500
Payroll Actions	2,000	2,200
Benefits Enrollment	250	300
Drug Tests	200	225

Personnel Summary

Authorized	14
Additional	0
Executive Proposed	14
Approved	14

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	598,127	659,630	659,630	688,730	691,850	691,850
Contractual Services	53,840	31,390	31,390	78,050	78,050	78,050
Supplies & Materials	31,150	27,820	27,820	29,620	29,620	29,620
Business & Education Expense	21,902	6,420	6,420	9,270	9,270	9,270
Capital Outlay-operating Budget	2,475	0	0	0	0	0
TOTAL	707,494	725,260	725,260	805,670	808,790	808,790

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

PERSONNEL BOARD

011-002-0113

Functions

Advise the Executive branch on matters concerning the county's classified system.

Conduct appeal hearings and render final decision on grievances filed by classified employees.

Outlook for '96

Continue to consult and advise the County Executive and Chief Administrative Officer on matters concerning the county's classified system.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	11,683	17,480	17,480	18,350	18,310	18,310
Contractual Services	650	650	650	1,100	1,100	1,100
Supplies & Materials	579	800	800	820	820	820
Business & Education Expense	50	400	400	400	400	400
TOTAL	12,962	19,330	19,330	20,670	20,630	20,630

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

PUBLIC INFORMATION

011-002-2002

Functions

Ensure that Howard County Government is consistently represented in a positive, professional manner in all informational, promotional and marketing endeavors.

Assist the County Executive, County Council and all departments/agencies with community events planning.

Facilitate communication with the public by serving as a conduit of information for print and electronic media to analyze and disseminate.

Answer public inquiries about Howard County Government's allied government agencies and related activities.

Outlook for '96

Continue to communicate with and provide information to Howard County residents about county government.

Personnel Summary

Authorized9
 Additional 0
 Executive Proposed 9
 Approved9

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	395,838	419,350	419,350	424,600	426,140	426,140
Contractual Services	10,983	8,240	8,240	9,460	9,460	9,460
Supplies & Materials	14,407	13,800	13,800	14,150	14,150	14,150
Business & Education Expense	2,696	2,650	2,650	2,500	2,500	2,500
Capital Outlay-operating Budgt	9,631	0	0	0	0	0
Other Operating Expenses	4,495	5,000	5,000	5,000	5,000	5,000
TOTAL	438,050	449,040	449,040	455,710	457,250	457,250

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

CABLE 15

455-002-0101

Functions

Provide information about Howard County in a non-partisan way to the public, media and employees.

Educate and inform county citizens so that they will have a broader understanding of how local government operates and an increased awareness of how it affects the quality of their daily lives.

Outlook for '96

Continue to assist county government agencies in communicating effectively and efficiently with the public through the media of television.

Personnel Summary

Authorized8
 Additional0
 Executive Proposed8
 Approved8

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	338,681	373,160	373,160	380,680	364,300	364,300
Contractual Services	38,261	23,350	23,350	27,380	27,380	27,380
Supplies & Materials	18,417	19,710	19,710	19,560	19,560	19,560
Business & Education Expense	2,784	12,870	12,870	10,760	10,760	10,760
Capital Outlay-operating Budgt	8,585	2,300	2,300	21,550	21,550	21,550
Other Operating Expenses	0	0	0	600	600	600
TOTAL	406,728	431,390	431,390	460,530	444,150	444,150

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

CABLE TELEVISION BOARD

455-002-0103

Functions

Advise and offer recommendations to the County Council and the County Executive on the use of cable communications systems and facilities.

Outlook for '96

Continue to advise and offer recommendations to the County Council and the County Executive on issues related to cable use.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,472	1,500	1,500	1,500	1,500	1,500
Supplies & Materials	48	450	450	500	500	500
Business & Education Expense	583	2,300	2,300	2,250	2,250	2,250
TOTAL	2,103	4,250	4,250	4,250	4,250	4,250

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

CABLE TELEVISION ADMINISTRATOR

455-002-0105

Functions

Manage performance evaluations of the cable companies.

Advise the County Executive and the County Council on cable matters.

Accept applications and fees for new cable franchises, franchise renewals, franchise transfers and franchise agreement modifications.

Address problems caused by cable construction.

Draft rules of procedure and forms governing submission of applications for cable franchises, franchise renewals, franchise agreement modifications and transfers.

Oversee the performance of franchises, including access channels.

Outlook for '96

Funds are included to:

- Provide staff support for the Cable Administrator's office with the addition of a part-time Clerk Typist II position.

- Purchase replacement equipment for the Howard County Public School System and Howard Community College cable operations.

Personnel Summary

Authorized2
 Additional0
 Executive Proposed2
 Approved2

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	85,860	100,340	100,340	116,210	119,700	119,700
Contractual Services	20,745	95,950	95,950	97,200	97,200	97,200
Supplies & Materials	2,672	3,250	3,250	3,500	3,500	3,500
Business & Education Expense	5,025	7,700	7,700	7,700	7,700	7,700
Capital Outlay-operating Budgt	70,751	1,000	1,000	1,000	1,000	1,000
Other Operating Expenses	269,500	320,000	320,000	411,600	411,600	411,600
TOTAL	454,553	528,240	528,240	637,210	640,700	640,700

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

HOUSING & COMMUNITY DEVELOPMENT

420-002-0400

Functions

Provide and develop affordable housing for citizens of Howard County.

Manage county-owned subsidized housing.

Provide full range of counseling services pertaining to the purchase and maintenance of one's dwelling.

Fund emergency housing for the homeless.

Administer the county's Community Renewal Fund and work with the Housing and Community Development Board to address the needs of the county.

Outlook for '96

Continue to provide a range of housing and community development activities to the citizens of Howard County.

Personnel Summary

Authorized21
 Additional0
 Executive Proposed21
 Approved21

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	745,032	881,400	881,400	994,470	1,016,800	1,016,800
Contractual Services	117,901	219,720	219,720	149,490	149,490	149,490
Supplies & Materials	22,602	42,470	42,470	42,400	42,400	42,400
Business & Education Expense	13,013	35,700	35,700	31,300	31,300	31,300
Capital Outlay-operating Budgt	12,357	22,550	22,550	19,100	24,000	24,000
Other Operating Expenses	8,520	49,180	49,180	1,103,910	1,103,910	1,103,910
TOTAL	919,425	1,251,020	1,251,020	2,340,670	2,367,900	2,367,900

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION COMMUNITY DEVELOPMENT BOARD 420-002-0405

Functions

Direct Howard County's efforts to redevelop blighted areas, upgrade existing housing stock and establish Housing and Community Development policy.

Outlook for '96

Continue to assist in the County's efforts to improve housing opportunities.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	500	500	500	500	500
Supplies & Materials	182	800	800	800	800	800
Business & Education Expense	0	1,700	1,700	1,700	1,700	1,700
TOTAL	182	3,000	3,000	3,000	3,000	3,000

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

HOUSING INITIATIVES LOANS

420-002-0412

Functions

Maintain a loan fund to assist private agencies in the county with the purchase of housing units for special purposes.

Provide loans to producers of rental housing who reserve at least 20% of the units for low and moderate income households. The program can provide short term gap financing and second trust loans to assist lower income residents with down-payments and closing costs. The program also provides mortgage interest credit loans.

The program is funded by the Community Renewal Fund.

Outlook for '96

Continue to provide the county with the ability to respond to opportunities to create low and moderate income housing.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	602,200	600,000	600,000	750,000	750,000	750,000
TOTAL	602,200	600,000	600,000	750,000	750,000	750,000

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION PUBLIC HOUSING AUTHORITY/SECT. 8 051-002-0438

Functions

Provide direct rental assistance to low and moderate income families for payment of a portion of the market rent for market rentals using Section 8 grant funds.

Outlook for '96

Continue to provide rental assistance to low and moderate income families.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	322,689	367,700	367,700	424,520	424,520	424,520
Supplies & Materials	9,324	15,700	15,700	21,700	21,700	21,700
Business & Education Expense	1,709	10,140	10,140	12,800	12,800	12,800
Capital Outlay-operating Budgt	1,410	17,300	17,300	13,300	13,300	13,300
Other Operating Expenses	3,495,317	6,096,430	6,096,430	6,769,350	6,769,350	6,769,350
TOTAL	3,830,449	6,507,270	6,507,270	7,241,670	7,241,670	7,241,670

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION RENTAL ALLOWANCE PROGRAM

051-002-0439

Functions

Provide short-term emergency rental assistance to persons who are presently or are about to become homeless.

Outlook for '96

Continue to provide short-term assistance to avoid homelessness.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	26,275	35,000	35,000	50,000	50,000	50,000
TOTAL	26,275	35,000	35,000	50,000	50,000	50,000

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION COMM. DEV. BLOCK GRANT RETROFIT PROG. 051-002-0441

Functions

Provide loans and grants to retrofit rental units to comply with the provisions of the Federal Fair Housing Act.

Outlook for '96

This program will be phased out in FY96.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	80,000	80,000	0	0	0
TOTAL	0	80,000	80,000	0	0	0

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

HARMONY LANE ADMINISTRATION

420-002-0414

Functions

Enable Howard County to work in partnership with a State grant to increase Howard County's housing stock by 2%.

Outlook for '96

Continue to operate and maintain the twenty-eight townhouse units developed in part with a grant from the State of Maryland's Rental Housing Partnership Program.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	17,917	101,430	101,430	32,000	32,000	32,000
Supplies & Materials	0	0	0	1,000	1,000	1,000
Business & Education Expense	0	0	0	7,300	7,300	7,300
Other Operating Expenses	0	0	0	148,100	148,100	148,100
TOTAL	17,917	101,430	101,430	188,400	188,400	188,400

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

RESIDENT ADVOCATE PROGRAM

051-002-0443

Functions

Link Howard County residents to essential supportive services for at-risk low income households residing in permanent housing in Howard County.

Outlook for '96

Continue to link Howard County residents to supportive services oriented toward preventing the loss of housing and increasing the opportunity for self-sufficiency.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	80,520	80,520	80,520
TOTAL	0	0	0	80,520	80,520	80,520

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

SMALL CITIES COMM. DEV. BLOCK GRANTS 051-002-0444

Functions

Provide grant for the Grassroots transitional shelter renovation; operating cost to Christian Services, Inc. for Promise Place; and the reconstruction of Hicks Road and Franklin Drive.

Outlook for '96

Continue to provide services for Grassroots, Promise Place and Hicks Road and Franklin Drive.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	275,000	275,000	275,000
TOTAL	0	0	0	275,000	275,000	275,000

Fiscal 1996

General Government

DEPT. OF COUNTY ADMINISTRATION

WEATHERIZATION PROGRAM

051-002-0445

Functions

Provide grants for low and moderate income residents by making the required repairs and installing energy saving materials and devices. To qualify, an energy audit of the dwelling is conducted by the Community Action Council to determine which repairs are required.

Outlook for '96

Assist low to moderate income residents reduce by 13 percent the amount they spend to heat or cool their homes.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	0	80,000	80,000
TOTAL	0	0	0	0	80,000	80,000

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

MANAGEMENT SERVICES

011-002-1000

Functions

Provide management and supervision of administrative functions which support all agencies of county government and assist in the development and application of management techniques, policies and procedures.

Ensure that the businesses owned by minority individuals and women are given an equal opportunity to provide goods and services procured by county agencies.

Provide funding to meet the requirements of county code to establish a system of rent relief in lieu of tax credits in the form of monetary grants to eligible tenants of Howard County.

Administer a records management program.

Outlook for '96

Continue to provide management of administrative functions, and to execute responsibility for the Rent Relief, Minority Business Enterprise (MBE) and Records Management programs.

Personnel Summary

Authorized4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	217,851	226,630	226,630	227,330	227,550	227,550
Contractual Services	24,635	12,080	12,080	12,230	12,230	12,230
Supplies & Materials	13,077	8,880	8,880	9,430	9,430	9,430
Business & Education Expense	716	5,950	5,950	4,510	4,510	4,510
Capital Outlay-operating Budgt	8,731	0	0	0	0	0
Other Operating Expenses	355,344	278,010	278,010	189,350	219,350	219,350
TOTAL	620,354	531,550	531,550	442,850	473,070	473,070

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

OFFICE OF PURCHASING

011-002-1500

Functions

Provide the purchasing administration necessary for the centralized procurement of goods and services for all county funded agencies including the Health Department.

Provide the centralized procurement of goods and services.

Outlook for '96

Task	FY95 Estimated	FY96 Projected
Purchase Orders Issued	3,800	4,000

Personnel Summary

Authorized	13
Additional	0
Executive Proposed	13
Approved	13

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	520,244	554,870	554,870	568,730	566,490	566,490
Contractual Services	19,443	16,100	16,100	16,680	16,680	16,680
Supplies & Materials	20,807	21,610	21,610	22,430	22,430	22,430
Business & Education Expense	13,812	13,200	13,200	10,550	10,550	10,550
Capital Outlay-operating Budget	5,921	0	0	0	0	0
TOTAL	580,227	605,780	605,780	618,390	616,150	616,150

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION INFORMATION SYSTEMS SERVICES

225-002-1400

Functions

Responsible for the overall direction, management and effectiveness of the Information Systems Services Office.

Responsible for the establishment, development and outreach of office automation technical support for Howard County.

Operate, control and receive data for the Computer Operations Center.

Provide technical support for a wide range of vital services encompassing systems programming, data communications, database administration, and the technical help desk.

Develop application systems, provide maintenance and user support.

Outlook for '96

Acquire new and updated operating system software, expand office automation support and support increased demands for data processing services by county agencies.

Personnel Summary

Authorized37
 Additional0
 Executive Proposed37
 Approved37

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,611,875	1,784,630	1,784,630	1,795,460	1,844,360	1,844,360
Contractual Services	967,024	1,133,160	1,133,160	1,149,500	1,149,500	1,149,500
Supplies & Materials	55,729	66,390	66,390	66,390	66,390	66,390
Business & Education Expense	5,328	6,950	6,950	6,950	6,950	6,950
Capital Outlay-operating Budgt	15,221	100,000	100,000	100,000	100,000	100,000
Other Expenses	149,763	250,000	250,000	250,000	250,000	250,000
TOTAL	2,804,940	3,341,130	3,341,130	3,368,300	3,417,200	3,417,200

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

OFFICE OF HUMAN RIGHTS

011-002-0210

Functions

Provide administrative support for office staff, human rights enforcement/education, the Human Rights Commission and Martin Luther King Holiday Commission.

Address discrimination complaints by implementing Howard County's public policy and its ordinance provisions regarding human rights.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
<u>Discrimination Complaints</u>		
Carryover Cases	75	131
New Cases	<u>132</u>	<u>100</u>
Total	207	231
Closures	<u>-76</u>	<u>-80</u>
Cases Carried Forward on July 1	131	151

Personnel Summary

Authorized	6
Additional	0
Executive Proposed	6
Approved	6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	266,883	297,260	297,260	308,990	309,940	309,940
Contractual Services	6,533	6,470	6,470	6,490	6,490	6,490
Supplies & Materials	6,327	3,630	3,630	3,710	3,710	3,710
Business & Education Expense	7,160	2,850	2,850	2,200	2,200	2,200
Other Operating Expenses	4,936	2,030	2,030	2,030	2,030	2,030
TOTAL	291,839	312,240	312,240	323,420	324,370	324,370

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

HUMAN RIGHTS COMMISSION

011-002-0220

Functions

Plan, recommend and implement human rights activities.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Carryover Cases	9	5
New cases before the HRC	13	15
Total	22	20
Reasonable Cause	9	5
No Reasonable Cause	13	15

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	262	300	300	300	300	300
Supplies & Materials	1,949	2,120	2,120	2,120	2,120	2,120
Business & Education Expense	200	850	850	850	850	850
Other Operating Expenses	37	900	900	900	900	900
TOTAL	2,448	4,170	4,170	4,170	4,170	4,170

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

AFFIRMATIVE FAIR HOUSING

051-002-0211

Functions

Promote fair housing activities to ensure more equitable choices concerning housing opportunities in Howard County.

Outlook for '96

Promote fair housing activities such as re-designing and publishing literature and conducting seminars.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	20,000	20,000	20,000
TOTAL	0	0	0	20,000	20,000	20,000

Fiscal 1996

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

EQUAL OPPORTUNITY GRANT

051-002-0212

Functions

Provide funds for the Office of Human Rights employment complaints case processing and to support other equal employment opportunities in Howard County.

Outlook for '96

Continue to receive grant to support equal employment opportunity efforts in Howard County.

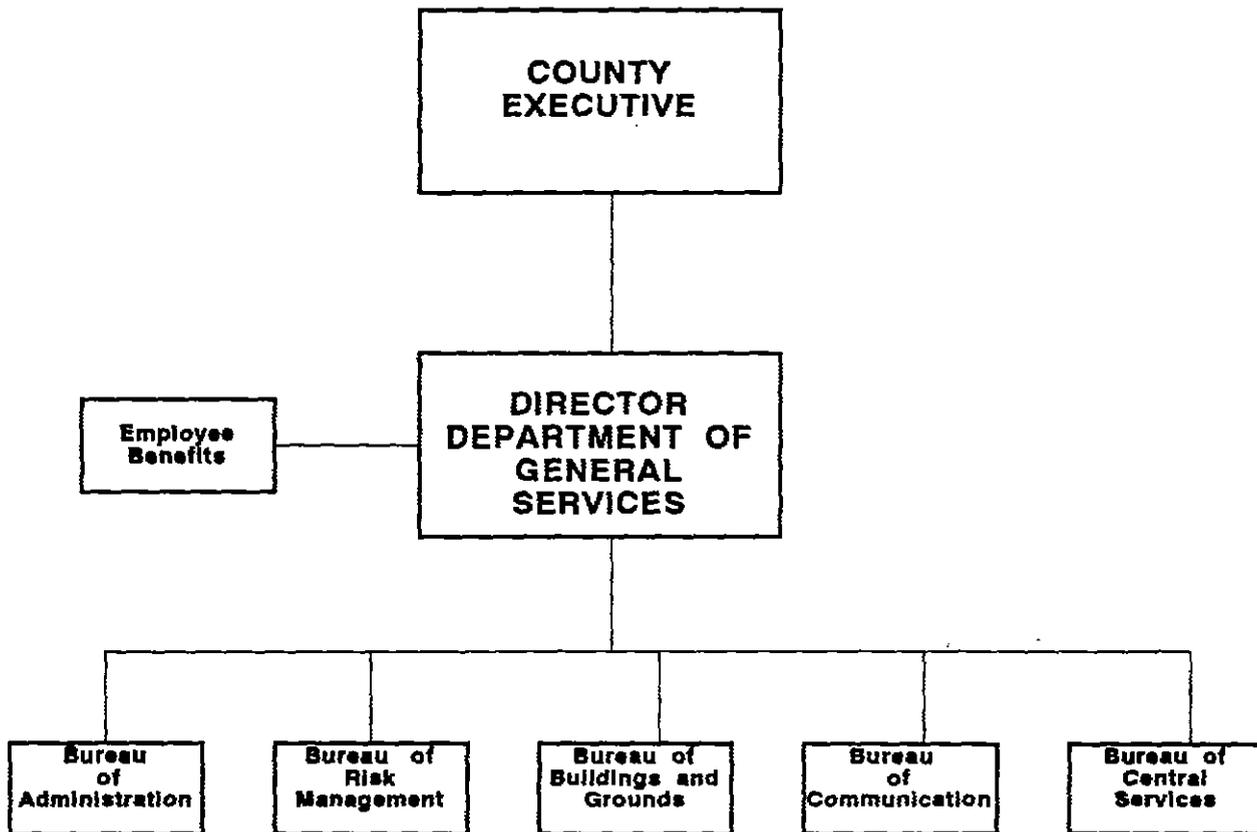
BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	0	80,000	80,000
TOTAL	0	0	0	0	80,000	80,000

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Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES



Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES SUMMARY

Description

The Department of General Services provides support services used by all county agencies. The department consists of:

Bureau of Administration--manages the department.

Buildings and Grounds--maintains county buildings and grounds.

Central Communications--operates county government radio and telephone systems.

Risk Management--administers internal insurance funds.

Central Services--manages printing, internal mail delivery, postage and other internal support services.

Highlights

Add two Communication Technician positions to provide a higher level of telephone installation, repair and maintenance services.

Four additional dispatcher positions to assist with answering 911 emergency calls.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	8,641,010	9,484,840	9,484,840	10,026,280	9,850,100	9,850,100
Radio Maintenance	516,802	645,800	645,800	695,880	698,490	698,490
Grants	7,038	0	0	0	0	0
Central Operations Fund	922,327	5,950,060	5,950,060	6,427,910	6,466,430	6,466,430
Risk Management Fund--all Exp	2,039,105	4,045,680	4,045,680	4,085,700	4,089,990	4,089,990
Employee Benef.-health	6,914,710	8,243,400	8,243,400	8,242,680	8,244,440	8,244,440
TOTAL	19,040,992	28,369,780	28,369,780	29,478,450	29,349,450	29,349,450

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

BUREAU OF ADMINISTRATION

011-013-0100

Functions

Provide management and administrative assistance essential to accomplishing the various mandates of the bureaus within the Department.

Manage property leased through the department including developing, awarding, and monitoring leases on an ongoing basis.

Complete tasks associated with managing county buildings including: coordinating moves, scheduling times that rooms can be used for meetings, and allocating warehouse and office space.

Provide after-hours security for the Gateway and Howard building complexes.

Budget various costs used by county agencies.

Outlook for '96

Continue to complete administrative and mandated services in an efficient and effective manner.

Personnel Summary

Authorized3
 Additional0
 Executive Proposed3
 Approved3

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	189,892	222,140	222,140	219,930	263,950	263,950
Contractual Services	36,056	37,820	37,820	42,460	42,460	42,460
Supplies & Materials	242,874	188,150	188,150	188,150	188,150	188,150
Business & Education Expense	16,668	24,210	24,210	24,850	24,850	24,850
Capital Outlay-operating Budgt	6,551	1,040	1,040	0	0	0
Other Operating Expenses	501,790	577,180	577,180	556,110	556,110	556,110
TOTAL	993,831	1,050,540	1,050,540	1,031,500	1,075,520	1,075,520

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

BUREAU OF COMMUNICATIONS

011-013-0340

Functions

Answer all 911 and non-emergency calls for service and dispatch police, fire, medical and rescue units per prescribed policy.

Provide radio, telephone and communications services to all of county government.

Outlook for '96

Funds included for:

- Bell Atlantic Directory on-line information service
- Two Communication Technician positions to provide telephone installation repair, and maintenance services.
- Four additional dispatcher positions for the 911 emergency center.

Personnel Summary

Authorized52
 Additional6
 Executive Proposed58
 Approved58

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,867,259	2,115,580	2,115,580	2,248,200	2,363,860	2,363,860
Contractual Services	434,619	422,810	422,810	425,350	404,990	404,990
Supplies & Materials	16,950	17,000	17,000	24,000	24,000	24,000
Business & Education Expense	8,139	11,530	11,530	22,250	22,250	22,250
Capital Outlay-operating Budgt	2,507	2,500	2,500	377,500	2,500	2,500
TOTAL	2,329,474	2,569,420	2,569,420	3,097,300	2,817,600	2,817,600

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

RADIO MAINTENANCE

040-013-0900

Functions

Purchase, maintain, depreciate and/or replace countywide radio communications equipment.

Outlook for '96

Continue to furnish and maintain county radio equipment in an efficient and effective manner.

Personnel Summary

Authorized3
 Additional0
 Executive Proposed3
 Approved3

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	116,042	145,720	145,720	147,900	150,510	150,510
Contractual Services	229,022	299,590	299,590	298,290	298,290	298,290
Supplies & Materials	27,132	33,930	33,930	38,930	38,930	38,930
Business & Education Expense	1,068	13,060	13,060	12,260	12,260	12,260
Capital Outlay-operating Budgt	13,490	30,000	30,000	40,000	40,000	40,000
Other Operating Expenses	6,647	18,500	18,500	18,500	18,500	18,500
Other Expenses	123,401	105,000	105,000	140,000	140,000	140,000
TOTAL	516,802	645,800	645,800	695,880	698,490	698,490

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

BUILDINGS & GROUNDS MANAGEMENT

011-013-0501

Functions

Record and control energy and utility costs for county-owned facilities.

Provide engineering/technical support to field personnel for improving the operation of county-owned facilities.

Provide general administrative support for the entire bureau.

Outlook for '96

Continue to provide administrative and technical support for the entire bureau in an efficient and effective manner.

Personnel Summary

Authorized6
 Additional0
 Executive Proposed6
 Approved6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	342,070	353,000	353,000	353,050	356,780	356,780
Contractual Services	1,847,539	2,040,370	2,040,370	2,104,990	2,104,990	2,104,990
Supplies & Materials	5,832	5,610	5,610	5,780	5,780	5,780
Business & Education Expense	238	9,390	9,390	7,760	10,340	10,340
TOTAL	2,195,679	2,408,370	2,408,370	2,471,580	2,477,890	2,477,890

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

BUILDINGS & GROUNDS MAINTENANCE

011-013-0502

Functions

Provide day-to-day maintenance, repairs and operation of all county-owned buildings in the following building functions: electrical, plumbing, lighting, H.V.A.C. and other special machinery.

Provide custodial services for county facilities.

Maintain all of the Bureau of Buildings and Grounds' vehicles.

Remove all materials to be recycled from county facilities.

Maintain the appearance of all county-owned grounds.

Outlook for '96

Continue to provide maintenance and housekeeping services to all county-owned facilities and grounds.

Personnel Summary

Authorized36
 Additional0
 Executive Proposed36
 Approved36

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,330,170	1,464,290	1,464,290	1,480,920	1,482,490	1,482,490
Contractual Services	1,087,545	1,221,230	1,221,230	1,130,380	1,130,380	1,130,380
Supplies & Materials	268,327	244,880	244,880	274,470	274,470	274,470
Business & Education Expense	21,885	86,590	86,590	89,700	141,760	141,760
Capital Outlay-operating Budgt	1,530	0	0	0	0	0
TOTAL	2,709,457	3,016,990	3,016,990	2,975,470	3,029,100	3,029,100

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

CENTRAL SERVICES STAFF

011-013-1603

Functions

This division is an internal support organization providing printing, internal mail delivery, postage and other services to county government agencies. Operating funds are budgeted in the Central Stores fund, which is supported by chargebacks to agencies using services.

This budget center includes Central Services personnel costs only. These are supported by the county general fund.

Outlook for '96

Continue to provide quality internal support services.

Personnel Summary

Authorized12
 Additional0
 Executive Proposed12
 Approved12

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	412,569	439,520	439,520	450,430	449,990	449,990
TOTAL	412,569	439,520	439,520	450,430	449,990	449,990

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

CENTRAL SERVICES OPERATIONS 221-013-1600

Functions

This division is an internal support organization. Operating funds are budgeted in the Central Stores Fund, which is supported by chargebacks to agencies using services. Central Services personnel costs are budgeted in the General Fund.

Central Services operates the following programs:

Administration--overall division supervision and financial management.

Mail Services--responsible for all government correspondence and parcels.

Motor Pool--provides vehicle loans, fuel and air dispensing services.

Warehousing--provides secure storage space and operates the stationery supply store.

Graphic Operations--provides the full range of printing and duplicating services.

Outlook for '96

Continue to provide quality internal support services.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	293,719	365,130	365,130	534,060	534,060	534,060
Supplies & Materials	480,019	535,500	535,500	522,130	522,130	522,130
Business & Education Expense	50,193	94,380	94,380	93,390	93,390	93,390
Capital Outlay-operating Budgt	0	1,130	1,130	3,600	3,600	3,600
Other Operating Expenses	9,450	11,980	11,980	10,770	10,770	10,770
Other Expenses	22,436	57,420	57,420	31,290	31,290	31,290
TOTAL	855,817	1,065,540	1,065,540	1,195,240	1,195,240	1,195,240

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

FLEET OPERATIONS DIVISION

221-013-1800

Functions

This division provides all facets of fleet services to county agencies, including vehicle provision, maintenance and replacement. All revenue is derived from user charges.

The Fleet Operations Division operates the following programs:

Administration--overall supervision and financial management.

Maintenance--responsible for the repair of all county fleet assets.

Outlook for '96

Continue to provide all facets of fleet services to county agencies including vehicle acquisition, maintenance and replacement.

Personnel Summary

Authorized34
 Additional0
 Executive Proposed34
 Approved34

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	0	1,630,110	1,630,110	1,653,070	1,691,590	1,691,590
Contractual Services	0	272,550	272,550	278,300	278,300	278,300
Supplies & Materials	263	1,199,290	1,199,290	1,251,850	1,251,850	1,251,850
Business & Education Expense	0	1,319,630	1,319,630	1,319,630	1,319,630	1,319,630
Other Expenses	66,247	462,940	462,940	729,820	729,820	729,820
TOTAL	66,510	4,884,520	4,884,520	5,232,670	5,271,190	5,271,190

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

RISK MANAGEMENT ADMINISTRATION

242-013-1708

Functions

Provide administrative support for the Risk Management program which protects the employees and assets of Howard County through safety and loss prevention, purchased insurance and self-insurance.

Outlook for '96

Continue to effectively manage the Howard County Risk Management program.

Personnel Summary

Authorized4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	135,964	181,080	181,080	183,350	187,640	187,640
Contractual Services	89,685	126,660	126,660	124,170	124,170	124,170
Supplies & Materials	3,984	22,500	22,500	17,000	17,000	17,000
Business & Education Expense	5,304	20,000	20,000	27,200	27,200	27,200
Capital Outlay-operating Budgt	0	3,200	3,200	0	0	0
Other Operating Expenses	206,895	256,990	256,990	256,990	256,990	256,990
Other Expenses	3,888	6,800	6,800	6,000	6,000	6,000
Interfund Charges & Reimbursement	65,563	200,530	200,530	199,990	199,990	199,990
TOTAL	511,283	817,760	817,760	814,700	818,990	818,990

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

WORKERS' COMPENSATION EXPENSES

242-013-1701

Functions

Provide coverage for and administration of workers' compensation claims through a mechanism of self-insurance.

Outlook for '96

Pay wage and medical costs for county employees who are injured in work-related incidents.

Continue to expand the county's safety and loss prevention programs to reduce the frequency and severity of work-related accidents.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	63,632	0	0	85,000	85,000	85,000
Contractual Services	351,124	1,296,100	1,296,100	1,075,000	1,075,000	1,075,000
Other Operating Expenses	26,486	156,820	156,820	170,500	170,500	170,500
Other Expenses	1,470	2,000	2,000	2,000	2,000	2,000
TOTAL	442,712	1,454,920	1,454,920	1,332,500	1,332,500	1,332,500

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

GENERAL LIABILITY EXPENSES

242-013-1703

Functions

Investigate and pay claims for damage or injury resulting from county operations.

Outlook for '96

Continue to meet the general liability needs of Howard County government by evaluating county exposure to risk and implementing methods to eliminate or reduce such risks.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	532,036	530,000	530,000	530,000	530,000	530,000
TOTAL	532,036	530,000	530,000	530,000	530,000	530,000

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

VEHICLE LIABILITY EXPENSES

242-013-1705

Functions

Provide auto insurance for all county-owned vehicles through a program a self-insurance.

Investigate and resolve claims against the county which result from vehicle accidents.

Outlook for '96

Continue to meet the auto insurance needs of Howard County government.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	399,546	465,000	465,000	725,000	725,000	725,000
Other Operating Expenses	0	5,500	5,500	5,500	5,500	5,500
TOTAL	399,546	470,500	470,500	730,500	730,500	730,500

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

PROPERTY DAMAGE EXPENSES

242-013-1707

Functions

Provide self-insurance and commercial coverage for claims involving damage to county-owned property (except vehicles).

Outlook for '96

Continue to assure that adequate coverage is in place for county-owned property.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	153,528	372,500	372,500	348,000	348,000	348,000
Other Operating Expenses	0	25,000	25,000	5,000	5,000	5,000
TOTAL	153,528	397,500	397,500	353,000	353,000	353,000

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

ENVIRONMENTAL IMPAIRMENT LIABILITY

242-013-1709

Functions

Provide self-insurance coverage for claims involving damage to third parties resulting from environmental operations of the County.

Outlook for '96

Continue to assure that adequate coverage is in place for losses involving environmental operations.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	375,000	375,000	325,000	325,000	325,000
TOTAL	0	375,000	375,000	325,000	325,000	325,000

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

LONG TERM DISABILITY

248-013-3100

Functions

Provide salary continuation and benefits for county employees who are continuously disabled for a period of six months due to an illness or injury.

Outlook for '96

Continue to ensure that county employees receive long-term coverage for disabling illness or injury.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	130,571	125,000	125,000	165,000	165,000	165,000
TOTAL	130,571	125,000	125,000	165,000	165,000	165,000

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

HEALTH INSURANCE EXPENSES

248-013-3200

Functions

Pay for health insurance costs for county employees through funds from each county agency that are transferred to the Health Insurance Fund.

Outlook for '96

Continue to meet the health insurance needs of county employees.

Personnel Summary

Authorized1
 Additional0
 Executive Proposed1
 Approved1

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	6,208,815	7,049,900	7,049,900	7,358,180	7,359,940	7,359,940
Contractual Services	81,608	50,000	50,000	60,000	60,000	60,000
Supplies & Materials	1,520	14,500	14,500	5,500	5,500	5,500
Business & Education Expense	0	4,000	4,000	4,000	4,000	4,000
TOTAL	6,291,943	7,118,400	7,118,400	7,427,680	7,429,440	7,429,440

Fiscal 1996

General Government

DEPARTMENT OF GENERAL SERVICES

FLEXIBLE BENEFIT REFUND

248-013-3300

Functions

Hold employee contributions to health and dependent care flexible spending accounts for distribution in accordance with regulations established by the flexible benefit program.

Outlook for '96

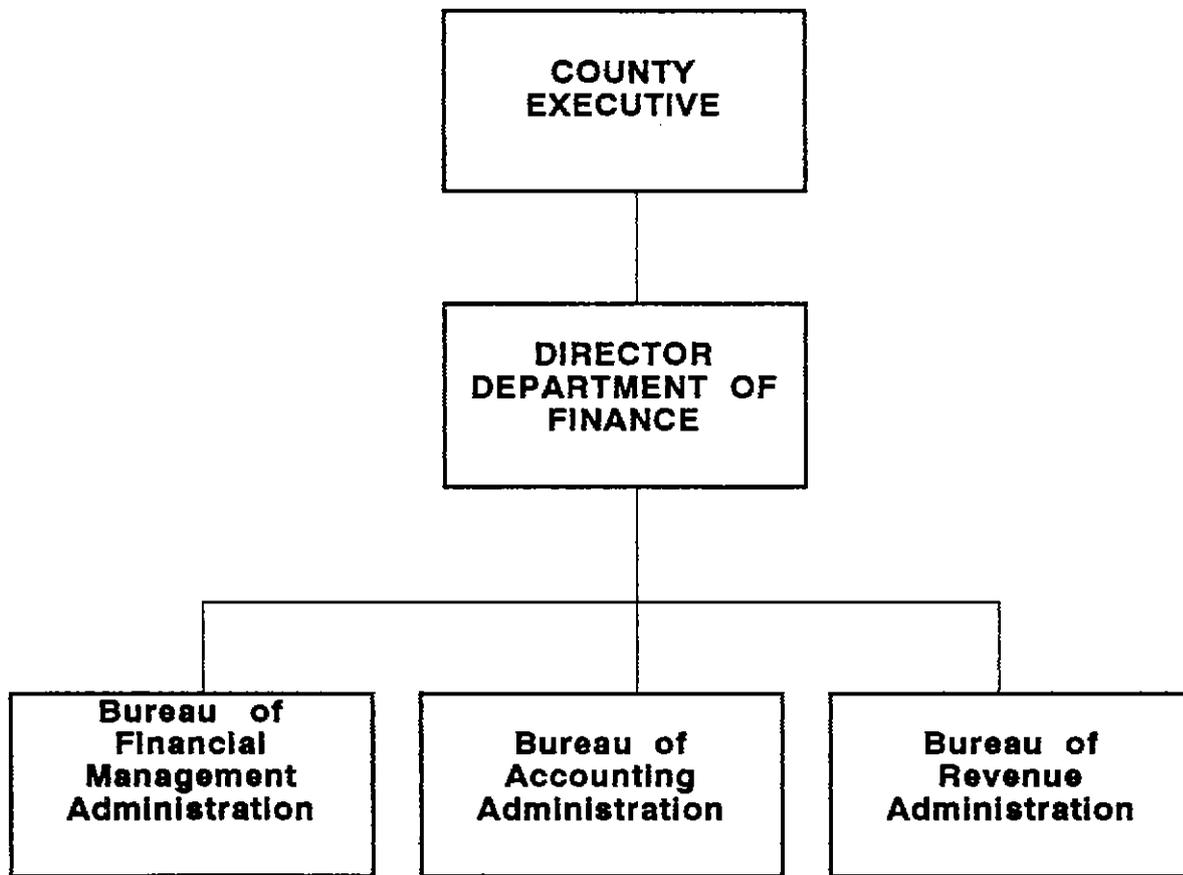
Continue to manage the flexible benefit program in an efficient and effective manner.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	492,196	1,000,000	1,000,000	650,000	650,000	650,000
TOTAL	492,196	1,000,000	1,000,000	650,000	650,000	650,000

Fiscal 1996

General Government

DEPARTMENT OF FINANCE



Fiscal 1996

General Government

DEPARTMENT OF FINANCE SUMMARY

Description

The Department of Finance performs the following functions: collects state and county property taxes, holds custody of revenues and other receipts, keeps and supervises all accounts and controls expenditures based on the approved budget, maintains a financial system on the basis of generally accepted accounting principles, prepares financial reports for use by management and outside parties, prepares for and provides advice on bond sales.

Highlights

Continue to ensure the efficient and effective financial administration of Howard County government.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,850,900	3,911,440	3,911,440	3,932,480	3,967,090	3,967,090
Commercial Paper Bond Anticipation Notes	1,648,357	9,099,500	9,099,500	6,242,850	6,242,850	6,242,850
TOTAL	5,499,257	13,010,940	13,010,940	10,175,301	10,209,940	10,209,940

Fiscal 1996

General Government

DEPARTMENT OF FINANCE

OFFICE OF THE DIRECTOR

011-003-0100

Functions

Responsible for custody and safeguarding of all county funds and securities, the preparation for bond sales, advising on debt management, and the preparation of financial reports on a timely basis.

Monitor and direct all departmental activities.

Administer the duties and responsibilities of the Department of Finance.

Outlook for '96

Continue to direct and manage the duties of the Department of Finance in an efficient and effective manner.

Personnel Summary

Authorized4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	256,238	253,990	253,990	257,270	281,280	281,280
Contractual Services	35,290	18,400	18,400	21,410	21,410	21,410
Supplies & Materials	6,008	6,110	6,110	6,790	6,790	6,790
Business & Education Expense	8,442	6,100	6,100	6,320	6,320	6,320
Capital Outlay-operating Budgt	39,725	0	0	0	0	0
Other Operating Expenses	1,328,920	1,119,480	1,119,480	1,127,670	1,127,670	1,127,670
TOTAL	1,674,623	1,404,080	1,404,080	1,419,460	1,443,470	1,443,470

Fiscal 1996

General Government

DEPARTMENT OF FINANCE

BUREAU OF ACCOUNTING

011-003-1000

Functions

Monitor and control the county's financial system.

Record and verify the accuracy of all accounting and financial transactions.

Ensure that the county's employees and tax liabilities are paid accurately on a timely schedule.

Ensure that the county's bills are paid for by various funds on a timely and accurate basis.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
# of invoices processed	100,500	105,060
# of developer contracts maintained	1,000	1,040
# of disbursement checks	35,000	35,050

Personnel Summary

Authorized	20
Additional	0
Executive Proposed	20
Approved	20

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	789,100	844,470	844,470	860,340	868,090	868,090
Contractual Services	10,380	12,900	12,900	13,120	13,120	13,120
Supplies & Materials	20,163	20,900	20,900	17,330	17,330	17,330
Business & Education Expense	9,997	3,250	3,250	5,260	5,260	5,260
Capital Outlay-operating Budgt	16,734	0	0	0	0	0
Other Operating Expenses	0	158,410	158,410	156,530	156,530	156,530
TOTAL	846,374	1,039,930	1,039,930	1,052,580	1,060,330	1,060,330

Fiscal 1996

General Government

DEPARTMENT OF FINANCE

REVENUES AND CUSTOMER SERVICES

011-003-2000

Functions

Bill and collect real property taxes, personal property taxes, water and sewer user charges, landfill user charges, hotel tax, mobile home tax and parking violation fines.

Collect, safeguard and deposit all county receipts.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Real and personal property tax accounts	82,800	83,900
Cash Receipts	29,000	29,000

Personnel Summary

Authorized.....	27
Additional.....	0
Executive Proposed.....	27
Approved.....	27

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	969,110	1,060,410	1,060,410	1,042,440	1,043,350	1,043,350
Contractual Services	21,020	24,420	24,420	26,350	26,350	26,350
Supplies & Materials	33,476	35,995	36,000	36,250	36,250	36,250
Business & Education Expense	2,524	3,510	3,510	3,480	3,480	3,480
Capital Outlay-operating Budgt	6,538	2,155	2,160	0	0	0
TOTAL	1,032,668	1,126,490	1,126,500	1,108,520	1,109,430	1,109,430

Fiscal 1996

General Government

DEPARTMENT OF FINANCE

BOND ISSUE EXPENSE

011-003-4000

Functions

Plan, implement and manage long-term financing and debt for Howard County.

Outlook for '96

Continue to meet the financing and debt policy needs of Howard County government.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	55,806	85,000	85,000	85,000	85,000	85,000
TOTAL	55,806	85,000	85,000	85,000	85,000	85,000

Fiscal 1996

General Government

DEPARTMENT OF FINANCE

FINANCIAL MANAGEMENT

011-003-5000

Functions

Invest the county's monies so as to ensure the safety and liquidity of the funds and to maximize interest income.

Schedule timely and accurate debt service payments including principal and interest on the county's debt.

Outlook for '96

Continue to provide efficient and effective cash and debt management for Howard County government.

Personnel Summary

Authorized4
 Additional0
 Executive Proposed4
 Approved4

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	196,424	207,620	207,620	214,040	215,980	215,980
Contractual Services	31,548	38,100	38,100	39,040	39,040	39,040
Supplies & Materials	5,229	5,900	5,900	6,900	6,900	6,900
Business & Education Expense	4,118	4,320	4,320	5,800	5,800	5,800
Capital Outlay-operating Budgt	4,110	0	0	1,140	1,140	1,140
TOTAL	241,429	255,940	255,940	266,920	268,860	268,860

Fiscal 1996

General Government

OFFICE OF LAW SUMMARY

011-004-0100

Description

The Office of Law, administered by the County Solicitor, is the legal advisor to the Howard County government. The Office provides advice and legal opinions on matters at the request of the County Executive, County Council, department heads, advisory boards, commissions and charter boards. The Office of Law provides legal drafting of legislation considered by the County Council. The Office represents Howard County in legal actions brought by and against the county in state and federal courts. The Office of Law drafts and reviews all legal documents and contracts entered into by Howard County.

Highlights

Continue to provide sound and professional legal services for Howard County government.

Personnel Summary

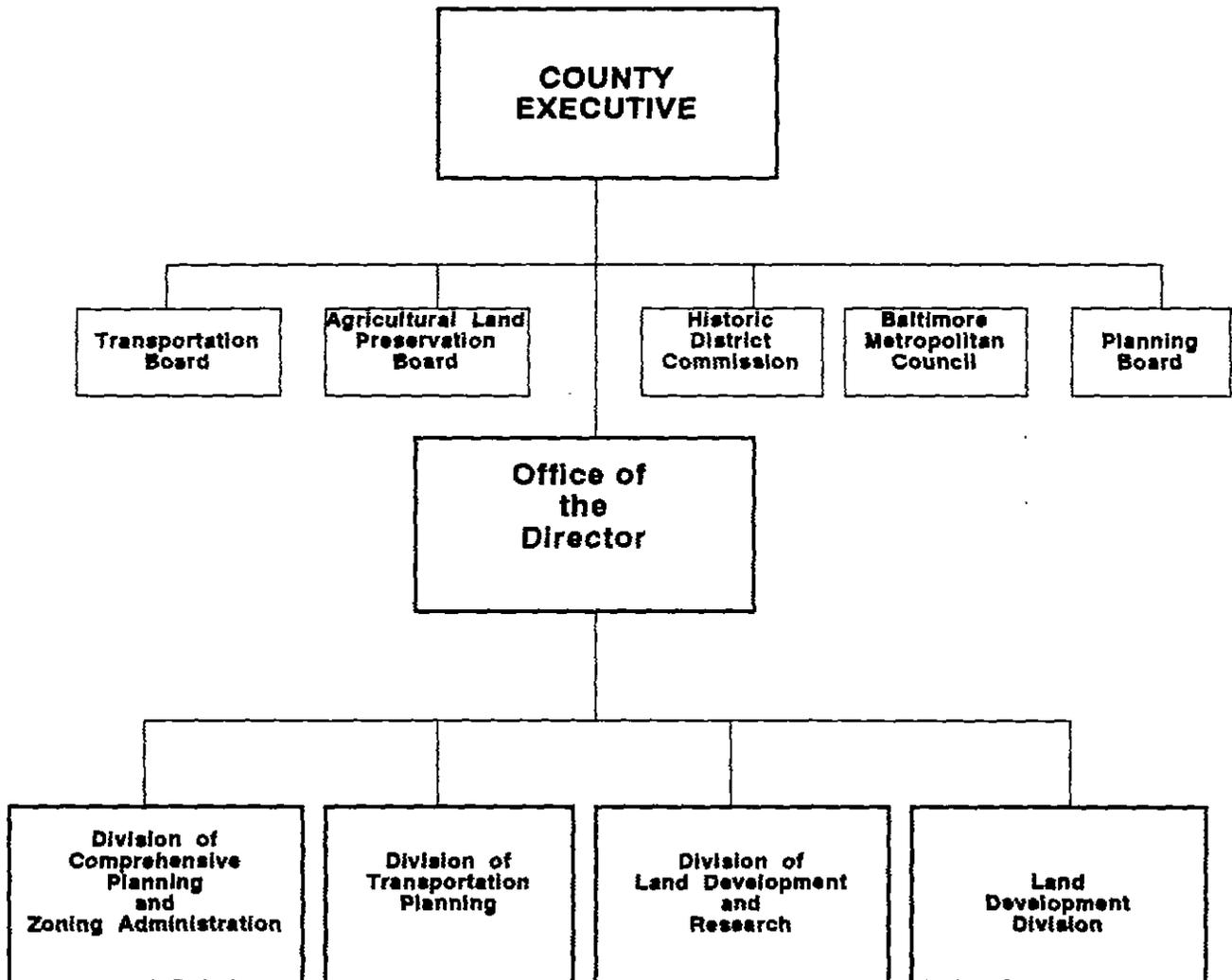
Authorized17
 Additional0
 Executive Proposed17
 Approved17

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	1,195,892	1,296,860	1,296,860	1,340,070	1,360,360	1,360,360
Contractual Services	30,254	44,300	44,300	39,950	39,950	39,950
Supplies & Materials	37,597	29,000	29,000	31,000	31,000	31,000
Business & Education Expense	10,103	8,500	8,500	9,700	9,700	9,700
Capital Outlay-operating Budgt	10,528	0	0	0	0	0
Other Operating Expenses	2,308	8,110	8,110	7,640	7,640	7,640
TOTAL	1,286,682	1,386,770	1,386,770	1,428,360	1,448,650	1,448,650

Fiscal 1996

General Government

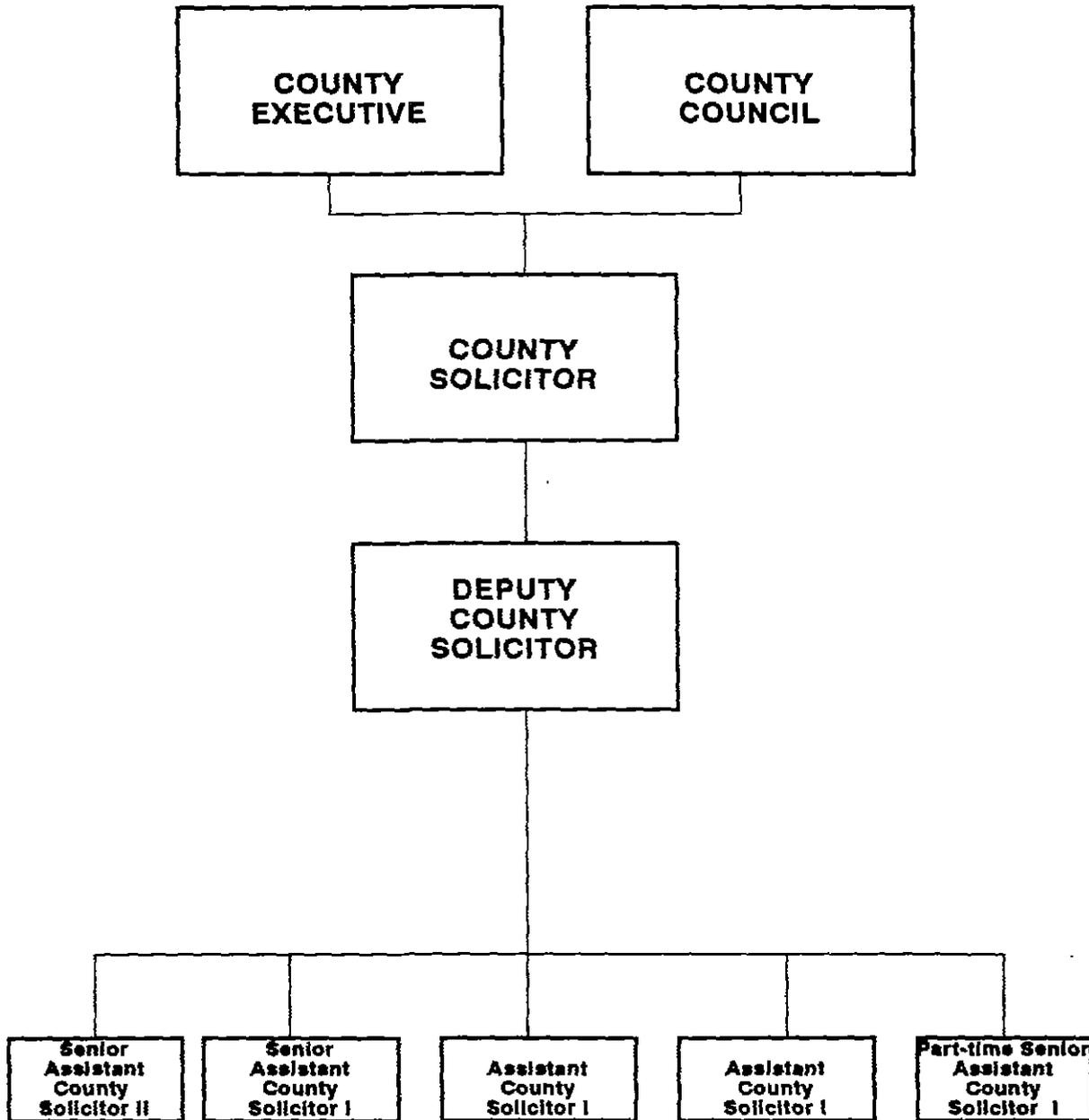
DEPARTMENT OF PLANNING AND ZONING



Fiscal 1996

General Government

OFFICE OF LAW



Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING SUMMARY

Description

The Department of Planning and Zoning is responsible for comprehensive planning for the growth and development of the county. The department is divided into five divisions: Office of Director, Division of Comprehensive Planning and Zoning Administration, Division of Transportation Planning, Division of Land Development and Research and the Land Development Division. In addition, the advisory/planning bodies are the Baltimore Metropolitan Council, the Planning Board, the Historic District Commission, Public Transportation Board, and Agricultural Land Preservation and Promotion Board.

Highlights

The department has reorganized to reassign functions between the divisions to balance workloads, maintain existing programs and accomplish new initiatives without increasing overall staff resources.

Beginning FY96, this department will house the Land Development Division (formerly in DPW).

Three (3) positions transferred from the Department of Public Works Utility Fund will be offset by revenues transferred from the Utility Fund to the General Fund.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,774,950	2,946,590	2,946,590	3,118,280	3,155,160	3,155,160
Grants	296,936	439,140	439,140	348,500	351,990	351,990
Agricultural Land Preservation	3,345,392	3,967,920	3,967,920	4,735,480	6,237,580	6,237,580
TOTAL	6,417,278	7,353,650	7,353,650	8,202,260	9,744,730	9,744,730

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

OFFICE OF THE DIRECTOR

011-005-0100

Functions

Provide guidance, coordination and control to the divisions within the department.

Provide assistance to the Planning Board, Historic District Commission, Agricultural Land Preservation Board and Transportation Board.

Manage the drafting and implementation of mandated studies, regulations and legislation.

Responsible for administration of the General Plan for Howard County.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Legislation Drafted/Reviewed	18	18
Planning Board Meetings Attended	35	35

Personnel Summary

Authorized	5
Additional	0
Executive Proposed	5
Approved	5

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	278,239	292,200	292,200	298,520	323,530	323,530
Contractual Services	41,960	31,620	31,620	37,770	37,770	37,770
Supplies & Materials	4,570	4,600	4,600	4,600	4,600	4,600
Business & Education Expense	13,206	11,270	11,270	15,350	15,350	15,350
Capital Outlay-operating Budgt	43,373	0	0	0	0	0
Other Operating Expenses	7,230	12,270	12,270	17,320	17,320	17,320
TOTAL	388,578	351,960	351,960	373,560	398,570	398,570

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

PLANNING BOARD

011-005-0200

Functions

Review and make recommendations on all changes of land use, capital budget projects and related legislation.

Review and make recommendations on revisions to the County Solid Waste Plan, Water & Sewer Plans and the Recreation & Parks Master Plan.

Outlook for '96

Continue to receive public input and make recommendations to the County Executive and County Council on land use issues.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	250	250	250	250	250
Supplies & Materials	4,316	5,800	5,800	5,800	5,800	5,800
Business & Education Expense	4,000	5,100	5,100	5,100	5,100	5,100
TOTAL	8,566	11,150	11,150	11,150	11,150	11,150

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING BALTIMORE METROPOLITAN COUNCIL 011-005-0300

Functions

The Baltimore Metropolitan Council is the successor organization to the Baltimore Regional Council of Governments and is the facilitator of regional discussion and planning for the Baltimore Region for many government services. Its members are Howard, Baltimore, Anne Arundel, Carroll, and Harford Counties, and Baltimore City.

The BMC functions as partner to the Maryland Department of Transportation as the Metropolitan Planning Organization (MPO) for the region. In its function as the MPO it serves as the clearinghouse and pass through agency for federal transportation planning monies to the local jurisdictions.

A regional organization is necessary to receive federal funds to bring the region into compliance with such regulations as the Regional Intermodal Surface Transportation Efficiency Act, the Clean Air Amendment and the Americans with Disabilities Act. Howard County cannot receive federal funding for state and local transportation projects, without the Metropolitan Planning Organization.

Outlook for '96

Continue to function as the Baltimore Metropolitan regional planning and coordinating agency.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	42,250	41,400	41,400	34,780	34,780	34,780
TOTAL	42,250	41,400	41,400	34,780	34,780	34,780

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

TRANSPORTATION PLANNING

011-005-0400

Functions

Administer and produce a Comprehensive transportation plan.

Implement and maintain a balanced transportation planning program.

Develop forecasting models for planning and transportation purposes and census-related activities.

Administer transportation grants supportive of the local transportation planning program.

Outlook for '96

Provide for the efficient administration of transportation programs and grants.

Personnel Summary

Authorized6
 Additional0
 Executive Proposed6
 Approved6

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	439,554	325,720	325,720	323,960	326,420	326,420
Contractual Services	101,006	115,220	115,220	115,380	115,380	115,380
Supplies & Materials	10,430	11,150	11,150	11,150	11,150	11,150
Business & Education Expense	267	1,080	1,080	1,080	1,080	1,080
Other Operating Expenses	25,500	25,500	25,500	25,500	25,500	25,500
TOTAL	576,757	478,670	478,670	477,070	479,530	479,530

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

RIDESHARING COORDINATION

051-005-0105

Functions

This is a grant program designed to promote carpools, vanpools and other alternatives to single-occupant vehicles.

Ridesharing is funded by the Federal Highway Administration through the Maryland Department of Transportation.

Outlook for '96

Continue to support alternatives to single-occupant vehicle use and implement the County's State Employee Commute Options program (ECO).

Personnel Summary

Authorized2
 Additional0
 Executive Proposed2
 Approved2

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	60,286	64,600	64,600	66,980	68,400	68,400
Contractual Services	15,800	13,860	13,860	9,420	9,420	9,420
Supplies & Materials	2,094	1,500	1,500	1,500	1,500	1,500
Business & Education Expense	538	2,100	2,100	2,100	2,100	2,100
TOTAL	78,718	82,060	82,060	80,000	81,420	81,420

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

UNIFIED PLANNING WORK PROGRAM

051-005-0404

Functions

This is a grant program responsible for developing the Highway Element of the General Plan, providing support for the Transit Element of the General Plan, coordinating intra-county public transportation, studying local transit strategies and preparing the annual Transportation Improvement Program required by federal and state agencies prior to approval of projects receiving other than local funds.

Perform forecast modelling for long-range facilities planning for use in developing a 10-Year Capital Improvements Master Plan as required by local Adequate Public Facilities regulations.

Outlook for '96

Continue to provide support in the development of viable public transportation strategies.

Address the requirements of the Clean Air Act, the Americans with Disabilities Act of 1990, and the Intermodal Surface Transportation Efficiency Act (ISTEA).

Personnel Summary

Authorized3
 Additional0
 Executive Proposed3
 Approved3

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	99,224	188,070	188,070	108,210	110,280	110,280
Contractual Services	0	450	450	15,080	15,080	15,080
Supplies & Materials	688	5,310	5,310	7,260	7,260	7,260
Business & Education Expense	2,306	3,860	3,860	5,450	5,450	5,450
TOTAL	102,218	197,690	197,690	136,000	138,070	138,070

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

PUBLIC TRANSPORTATION BOARD 011-005-0500

Functions

Promote an adequate public transportation system in Howard County.

Advise the County Executive of relevant public transportation issues.

Serves as the primary public forum for receiving public input on the on-going development of a Comprehensive Transportation Plan for the County.

Outlook for '96

Continue to advocate for a viable public transportation system in Howard County.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	340	450	450	450	450	450
Supplies & Materials	213	190	190	190	190	190
TOTAL	553	640	640	640	640	640

Fiscal 1996

General Government

DEPT. OF PLANNING & ZONING COMPREHENSIVE PLANNING & ZONING ADMIN.

011-005-4000

Functions

Implement policies of the 1990 General Plan and Comprehensive Zoning regulations.

Participate in environmental planning programs for the Chesapeake Bay Tributaries.

Produce guidelines and implement recent legislative and procedural changes involving Historic Districts.

Provide graphic resources for the department.

Administer the Agricultural Preservation Program and staff the Agricultural Preservation Board.

Outlook for '96

Continue to participate in state and regional efforts to coordinate local planning initiatives and programs.

Implement program and procedural changes based upon adoption of Comprehensive Zoning.

Produce design guidelines for new Lawyers Hill district and revise Ellicott City guidelines.

Personnel Summary

Authorized14
 Additional0
 Executive Proposed14
 Approved14

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	515,149	630,960	630,960	648,520	652,240	652,240
Contractual Services	4,604	3,900	3,900	4,880	4,880	4,880
Supplies & Materials	12,833	11,330	11,330	11,330	11,330	11,330
Business & Education Expense	2,487	1,110	1,110	1,110	1,110	1,110
TOTAL	535,073	647,300	647,300	665,840	669,560	669,560

Fiscal 1996

General Government

DEPT. OF PLANNING & ZONING

LAND DEVELOPMENT & RESEARCH

011-005-5000

Functions

Responsible for integration of community planning with plan review.

Administer the interagency Subdivision Review Committee and Adequate Public Facilities Ordinance.

Develop, maintain and update data base for tracking subdivision, site development plan activity, land use and building permits.

Provides information on planning, zoning, development and the subdivision process to the public through the Public Information desk or by telephone.

Outlook for '96

Continue the effective administration of community planning activities.

Personnel Summary

Authorized18
 Additional0
 Executive Proposed18
 Approved18

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	694,960	853,560	853,560	848,500	849,890	849,890
Contractual Services	4,646	3,920	3,920	4,920	4,920	4,920
Supplies & Materials	14,122	11,290	11,290	11,290	11,290	11,290
Business & Education Expense	620	480	480	480	480	480
Capital Outlay-operating Budgt	3,588	0	0	0	0	0
TOTAL	717,936	869,250	869,250	865,190	866,580	866,580

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

HISTORIC DISTRICT COMMISSION

011-005-0104

Functions

Promote the preservation of Howard County's heritage. Designate local historic districts and review all changes in those districts for compliance with county code requirements.

Outlook for '96

Continue to safeguard the heritage of Howard County by preserving its cultural, social, economic, political and architectural history.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	961	1,450	1,450	1,450	1,450	1,450
Supplies & Materials	1,844	1,320	1,320	1,320	1,320	1,320
Business & Education Expense	196	400	400	400	400	400
Other Operating Expenses	0	2,890	2,890	0	0	0
TOTAL	3,001	6,060	6,060	3,170	3,170	3,170

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

GENERAL AVIATION AIRPORT

051-005-0405

Functions

Ongoing Federal grant to conduct an airport master planning study for a potential new airport to serve Howard County.

Outlook for '96

Continuation of the study, including inventory, forecasts, facility requirements, site selection, environmental assessment report, master plan report and airport layout plan drawing.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	116,000	132,500	132,500	132,500	132,500	132,500
TOTAL	116,000	132,500	132,500	132,500	132,500	132,500

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

DESIGN GUIDELINES

051-005-0409

Functions

Department of Planning and Zoning proposes to produce new design guidelines for the Lawyers Hill Historic District and revised guidelines for the Ellicott City Historic District.

Outlook for '96

This grant will not be funded during fiscal year 1996.

Personnel Summary

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	8,000	8,000	0	0	0
Supplies & Materials	0	690	690	0	0	0
Business & Education Expense	0	200	200	0	0	0
TOTAL	0	8,890	8,890	0	0	0

Fiscal 1996

General Government

DEPT. OF PLANNING & ZONING

MAIN ST. IMPROVEMENT PROGRAM GRANT

051-005-0410

Functions

Grant funds to assist in the preparation of a parking strategy for Historic Ellicott City. Request is a joint effort between the county, Ellicott City Business Association, Ellicott City Restoration Foundation and Historic Ellicott City, Inc. Matching funds are contributed by all parties.

Outlook for '96

This grant program will be complete by July 1, 1995. Additional funding is not requested in FY96.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	18,000	18,000	0	0	0
TOTAL	0	18,000	18,000	0	0	0

Fiscal 1996

General Government

DEPT. OF PLANNING AND ZONING

AGRICULTURAL LAND PRES. & PROMOTION

440-005-0600

Functions

This program is designed to preserve and promote the open character and agricultural use of land in Howard County through the purchase of development rights. The program develops a plan to finance agricultural preservation using, federal, state, county and private funds. The program assists the county in accepting donations of land development rights. If recommended by the Board, the office assists in purchasing land and then selling the farm rights to qualified individuals.

Preserve the open character and agricultural use of land in Howard County through the purchase of development rights.

Develop plans to finance agricultural preservation using federal, state, county and private funds.

Assist the county in accepting donations of land development rights.

Outlook for '96

Continue administration of purchase of development rights.

Personnel Summary

Authorized2
 Additional0
 Executive Proposed2
 Approved2

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	87,899	93,040	93,040	95,220	97,320	97,320
Contractual Services	29,507	157,070	157,070	157,090	157,090	157,090
Supplies & Materials	1,527	2,700	2,700	2,700	2,700	2,700
Business & Education Expense	683	5,330	5,330	5,330	5,330	5,330
Capital Outlay-operating Budgt	1,006	1,000	1,000	1,000	1,000	1,000
Other Operating Expenses	3,164,520	3,602,030	3,602,030	4,367,340	5,867,340	5,867,340
TOTAL	3,285,142	3,861,170	3,861,170	4,628,680	6,130,780	6,130,780

Fiscal 1996

General Government

DEPT. OF PLANNING AND ZONING

AGRICULTURAL PRES. AND PROMOTION BOARD 440-005-0601

Functions

Advise the County on the purchase of agricultural easements.

Develop criteria for agricultural districts.

Outlook for '96

Continue to make sound recommendations on issues pertaining to agricultural districts in the County.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	200	200	250	250	250
Supplies & Materials	0	600	600	600	600	600
Business & Education Expense	0	1,000	1,000	1,000	1,000	1,000
TOTAL	250	1,800	1,800	1,850	1,850	1,850

Fiscal 1996

General Government

DEPARTMENT OF PLANNING AND ZONING

LAND DEVELOPMENT DIVISION

011-005-0202

Functions

Review and approve site development, sketch, preliminary and final plans submitted for development projects and for conformance with County code, Design manual and State and Federal laws.

Outlook for '96

Tasks	FY95 Estimated	FY96 Projected
Plans/Plats Reviewed (sets)	950	960
Lot Revisions Processed	630	650
Written Inquiries Processed	5900	6000

Three (3) positions transferred from the DPW Utility Fund will be offset by revenues transferred from the Utility Fund to the General Fund.

Personnel Summary

Authorized.....0
 Additional.....13*
 Executive Proposed.....13
 Approved.....13

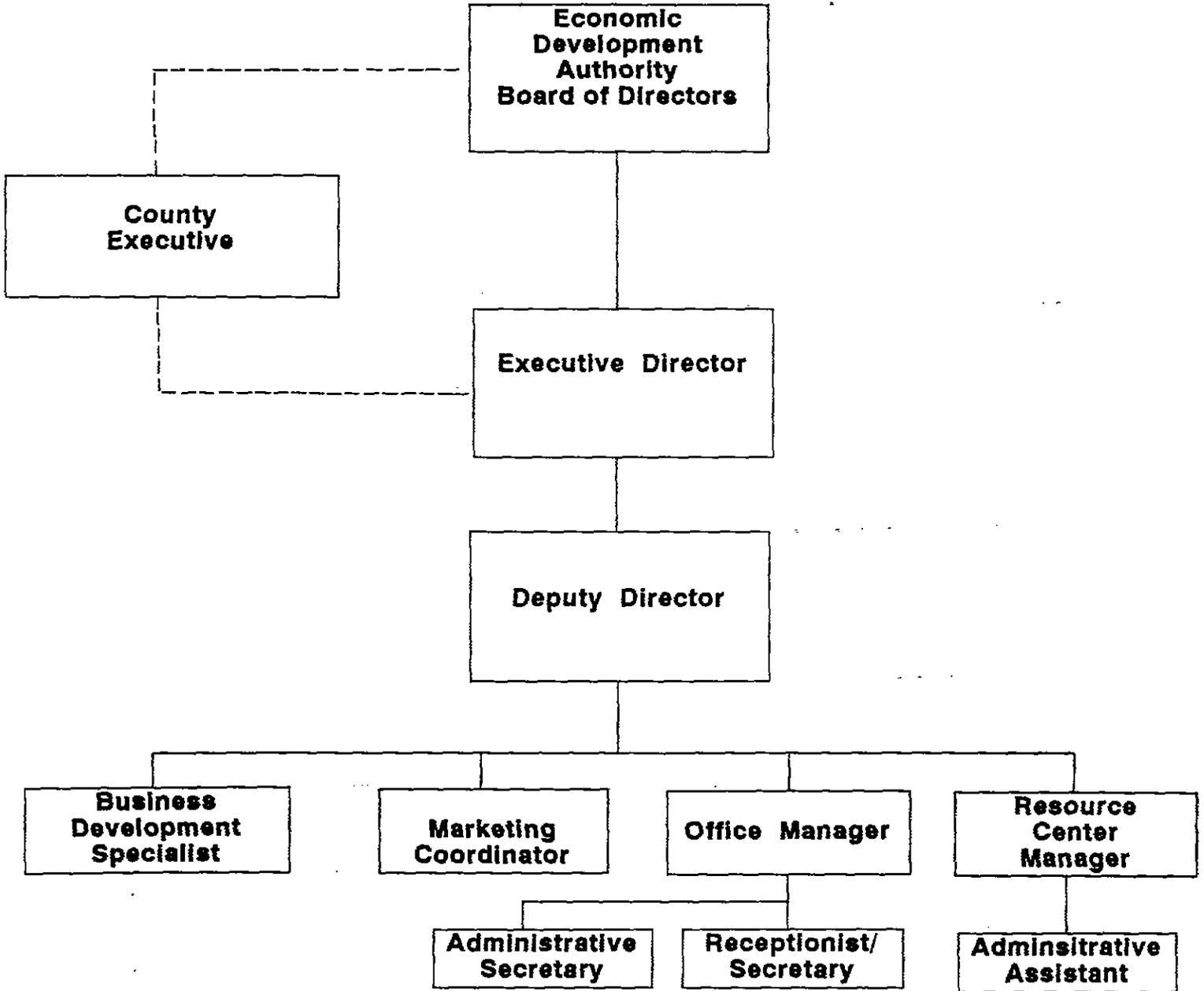
*Positions transferred from DPW effective 07/01/95 per Council Bill 16-1995.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	483,450	525,840	525,840	670,810	675,110	675,110
Contractual Services	6,706	6,820	6,820	7,570	7,570	7,570
Supplies & Materials	6,993	7,000	7,000	8,000	8,000	8,000
Business & Education Expense	508	500	500	500	500	500
Capital Outlay-operating Budgt	4,579	0	0	0	0	0
TOTAL	502,236	540,160	540,160	686,880	691,180	691,180

Fiscal 1996

General Government

ECONOMIC DEVELOPMENT AUTHORITY



Fiscal 1996

General Government

ECONOMIC DEVELOPMENT AUTHORITY SUMMARY

011-014-0200

Description

The Economic Development Authority is responsible for the encouragement and promotion of a sound local economy through the operation of programs which assist existing county businesses and encourage new investments.

The advisory bodies consist of the Economic Development Advisory Council, Industrial Revenue Bond Subcommittee, and the Private Industry Council.

Outlook for '96

Continue to promote the expansion and growth of existing firms and encourage new businesses to locate in Howard County.

Revenue Sources Include:

Howard County	\$715,290
Private Sector	200,000
Interest Income	<u>5,000</u>
Total	\$920,290

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Ben	219,264	0	0	351,650	357,960	357,960
Contractual Services	12,345	0	0	50,480	50,480	50,480
Supplies & Materials	10,913	0	0	33,580	33,580	33,580
Business & Education Expense	8,353	0	0	19,990	19,990	19,990
Capital Outlay-operating Budgt	3,416	0	0	0	0	0
Other Operating Expenses	384,048	650,910	650,910	253,280	253,280	253,280
TOTAL	638,339	650,910	650,910	708,980	715,290	715,290

Fiscal 1996

Debt Service, Capital & Reserves

SECTION VIII

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Fiscal 1996

Debt/Other

PAY AS YOU GO FUNDS

Description

This budget center provides pay-as-you-go (cash) financing for capital projects from the general fund. Projects funded are those with a usable life less than the time required to pay off bonds normally sold to fund capital projects, or which the County chooses to pay from current revenues.

Outlook for '96

This year, no pay-as-you-go funds are being appropriated from the general fund of the County. This is because \$1,500,000 in surplus funds in excess of what is anticipated to be needed to maintain the Rainy Day at the required level is available. These funds will be used for pay-as-you-go capital projects. These funds have been appropriated directly to the Capital Budget.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Pay As You Go Funds	1,453,000	695,000	695,000	1,000,000	0	0
TOTAL General Fund	1,453,000	695,000	695,000	1,000,000	0	0
TOTAL	1,453,000	695,000	695,000	1,000,000	0	0

Fiscal 1996

Debt/Other

CONTINGENCY RESERVE

Description

This Contingency Reserve is used to cover unanticipated expenditures. By law, the Contingency Reserve cannot be greater than 3% of the budget.

Outlook for '96

Included this year is \$1,000,000 in the regular contingency reserve for unanticipated and/or emergency expenses.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	1,000,000	1,000,000	1,000,000	1,086,110	1,086,110
Special Contingency	0	2,000,000	0	0	0	0
TOTAL	0	3,000,000	1,000,000	1,000,000	1,086,110	1,086,110

Fiscal 1996

Debt/Other

EMPLOYEE TUITION REIMBURSEMENT

Description

This account contains the funds used to reimburse employees in the General Fund for approved college tuition on work-related courses or courses required for work-related degrees.

Outlook for '96

The funds have been grouped in this account as a cost saving measure. No change in the process or policy for tuition reimbursement has been made.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Employee Tuition Reimbursement	26,605	60,000	60,000	50,000	50,000	50,000
TOTAL General Fund	26,605	60,000	60,000	50,000	50,000	50,000
TOTAL	26,605	60,000	60,000	50,000	50,000	50,000

Fiscal 1996

Restricted Funds/Statements

SECTION IX

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Fiscal 1996

Restricted Funds

FIRE SERVICE BUILDING AND EQUIPMENT FUND

FUND 811

Description

This fund pays for the construction of Fire Department projects. These projects can be found in the Capital Budget designated by the letter "F." This fund includes revenue from transfer tax and the sale of bonds. The bonds are repaid by transfer tax.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	978,819	604,142	160,136
Transfer Tax	1,462,075	1,450,000	1,450,000
Bonds Proceeds	0	407,000	0
Bonds Unissued	0	3,964,000	0
Bonds Requested in Budget	0	0	1,757,000
Grants	168,311	168,000	168,000
Operating Transfer In	240,805	0	0
TOTAL	2,850,010	6,593,142	3,535,136
Use of Funds			
Construction Program	1,829,008	0	1,757,000
Equipment Program	0	0	1,198,000
Committed Appropriations	0	1,074,356	0
Unencumbered Appropriations	0	4,885,380	0
Operating Transfers Out (Debt)	416,860	473,270	448,900
TOTAL	2,245,868	6,433,006	3,403,900
ENDING FUND BALANCE	604,142	160,136	131,236

Fiscal 1996

Statements

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for the construction of major capital facilities. These funds are generally financed by bond issues, intergovernmental revenues and contributions.

Fiscal 1996

Restricted Funds

GENERAL IMPROVEMENT CAPITAL PROJECTS FUND

FUND 810

Description

This fund pays for the construction of general purpose capital projects. These projects are listed in the Capital Budget designated as "C" projects.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	98,385,570	(11,288,454)	35,610,936
Bond Proceeds	0	168,868,877	0
Bonds Requested in Budget	0	0	(1,231,000)
Federal/State Grant	0	0	(325,000)
Unrealized Grants	0	6,345,300	0
Water & Sewer Pay-As-You-Go	0	208,000	37,000
Other	32,008	49,852	7,210,000
Other Unrealized	0	2,312,941	0
Operating Transfer In	440,316	0	0
TOTAL	98,857,894	166,496,516	41,301,936
Use of Funds			
Capital Project Expenditures	38,972,049	4,038,243	5,691,000
Committed Appropriations	0	3,018,945	0
Unencumbered Appropriations	0	23,710,042	0
Operating Transfers Out	14,439,299	0	15,445,970
BANS Refunding	56,735,000	100,000,000	0
Bond Issue Expense	0	118,350	0
TOTAL	110,146,348	130,885,580	21,136,970
ENDING FUND BALANCE	(11,288,454)	35,610,936	20,164,966

Fiscal 1996

Restricted Funds

HIGHWAY CAPITAL PROJECTS FUND

FUND 816

Description

This fund pays for the construction of roadway related capital projects. The projects which can be found in the Capital Budget section include:

- Highway Resurfacing (H)
- Road Construction (J)
- Bridge Improvements (B)
- Sidewalks and Curbs (K)
- Intersection Improvement and Control (T)

The money to pay for these projects comes from the sale of bonds, grants receipts and developer bond defaults. Pay-as-you-go funds which are general tax dollars may also be used. Debt service for this fund is paid by the General Fund through the Debt Service Fund.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	4,182,517	9,189,157	9,805,339
Bond Proceeds	0	3,219,000	0
Bonds Unissued	0	22,182,512	0
Bonds Requested in Budget	0	0	3,045,000
Federal/State Grants	189,824	0	1,733,000
Unrealized Grants	0	1,050,186	0
General Fund Unreserved Fund Balance	0	431,000	1,562,000
Building Excise Tax (Development Road Improvement Fund)	5,069,525	5,500,000	5,500,000
Developer Contributions	283,446	289,190	462,000
Unrealized Developer	0	901,924	0
Other	53,779	164,221	0
Other Unrealized	0	761,000	0
Operating Transfers In	6,933,299	0	0
Water & Sewer Pay-As-You-Go			2,033,000
TOTAL	16,712,390	43,688,190	24,140,339
Use of Funds			
Capital Projects Expenditures	7,523,233	4,242,548	10,147,000
Committed Appropriations	0	12,803,923	0
Unencumbered Appropriations	0	16,836,380	0
TOTAL	7,523,233	33,882,851	10,147,000
ENDING FUND BALANCE	9,189,157	9,805,339	13,993,339

Fiscal 1996

Restricted Funds

PUBLIC LIBRARIES FUND

FUND 812

Description

This fund covers construction of public libraries in Howard County. Library projects are financed by the sale of bonds. These projects can be found in the Capital Projects section of the Budget designated as "L" projects.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	(1,436,028)	(1,614,615)	14,999
Bond Proceeds	0	1,208,000	0
Bonds Unissued	0	1,402,620	0
Bonds Requested in Budget	0	0	357,000
Unrealized Grants	0	570,000	0
Operating Transfer In	4,391,000	0	0
TOTAL	2,954,972	1,566,005	371,999
Use of Funds			
Capital Projects Expenditures	4,569,587	160,744	357,000
Committed Appropriations	0	889,267	0
Unencumbered Appropriations	0	500,995	0
TOTAL	4,569,587	1,551,006	357,000
ENDING FUND BALANCE	(1,614,615)	14,999	14,999

Fiscal 1996

Restricted Funds

MIDDLE PATUXENT SPECIAL ASSESSMENT FUND

FUND 380

Description

This fund covers construction of sewer projects in a sub-district of the water and sewer service area. The Middle Patuxent projects are paid for by special charges against properties and users in the sub-district. Bonds have been sold to finance these projects. These are repaid from this fund.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Middle Patuxent Ad Valorem Charges	384,960	424,465	448,350
Middle Patuxent In-Aid-of Construction Charges	141,500	168,670	150,000
Interest on Investments	11,644	20,000	22,000
Penalty and Interest	629	1,000	1,000
Appropriation from Fund Balance	0	0	45,120
TOTAL REVENUES	538,733	614,135	666,470
Use of Funds			
Bond Principal Payments	295,313	297,915	459,890
Bond Interest Payments	218,887	224,860	206,580
TOTAL EXPENSES	514,200	522,775	666,470
NET INCOME (LOSS)	24,533	91,360	0
BEGINNING FUND BALANCE	247,213	271,746	363,106
ENDING FUND BALANCE	271,746	363,106	363,106

Fiscal 1996

Restricted Funds

RECREATION AND PARKS CAPITAL PROJECTS FUND

FUND 813

Description

This fund includes construction of parks projects in Howard County. The projects can be found in the Capital Budget designated as "N."

Park projects are paid for from bond sales, grants and transfer taxes. The debt repayment has been funded by transfer taxes. General tax funds must be used where transfer tax is insufficient to cover debt service.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	2,061,849	(2,555,780)	10,361,750
Transfer Tax	2,924,149	3,000,000	3,000,000
Bond Proceeds	0	14,769,181	0
Bonds Unissued	0	21,912,598	0
Bonds Requested in Budget	0	0	1,423,000
Federal/State Grants	1,235,200	329,110	(1,200,000)
Unrealized Grants	0	9,724,779	0
Other	50	10,000	100,000
Developer Contribution Unrealized	0	13,027	0
Operating Transfers In	912,000	0	0
TOTAL	7,133,248	47,202,915	13,684,750
Use of Funds			
Capital Project Expenditures	6,537,589	4,149,339	11,084,750
Committed Appropriations	0	1,436,260	0
Unencumbered Appropriations	0	28,155,268	0
Operating Transfers Out (Debt)	3,151,439	3,100,298	2,600,000
TOTAL	9,689,028	36,841,165	13,684,750
ENDING FUND BALANCE	(2,555,780)	10,361,750	0

Fiscal 1996

Restricted Funds

BOARD OF EDUCATION LOCAL BOND FUND

FUND 609

Description

This fund covers Board of Education Capital Projects funded with local funds. The projects can be found in the Capital Budget section of "E" projects.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	(247,838)	(1,121,816)	0
Bonds Issued	23,377,000	21,587,942	0
Unissued Bonds	0	41,231,945	0
Bonds Requested in Budget	0	0	32,580,000
Water & Sewer Pay Go	0	0	2,100,000
TOTAL	23,129,162	61,698,071	34,680,000
Use of Funds			
Bonds Spent	24,250,978	61,698,071	0
Budgeted Bonds	0	0	32,580,000
Water & Sewer Pay Go	0	0	2,100,000
TOTAL	24,250,978	61,698,071	34,680,000
ENDING FUND BALANCE	(1,121,816)	0	0

Fiscal 1996

Restricted Funds

SCHOOL CONSTRUCTION AND SITE ACQUISITION FUND

FUND 610

Description

The School Construction and Site Acquisition Fund contains revenues which amount to 25% of transfer tax collected by the County which are appropriated by the Board of Education for capital projects or held in one of the contingency reserves, Land for School Sites or School Construction and Site Acquisition Reserve.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	6,739,509	5,177,412	(354,856)
Transfer Tax Collections	2,924,149	3,000,000	3,000,000
Interest Income	208,625	195,000	200,000
Miscellaneous	1,875	0	0
TOTAL	9,874,158	8,372,412	2,845,144
Use of Funds			
1994 Expenditures	4,696,746	0	0
Unspent Balance (Prior Authorization)	0	5,102,268	0
Fiscal 95 Budget	0	3,625,000	0
Fiscal 96 Budget	0	0	3,100,000
TOTAL	4,696,746	8,727,268	3,100,000
ENDING FUND BALANCE	5,177,412	<354,856>	<254,856>

Fiscal 1996

Restricted Funds

STORM DRAINAGE CAPITAL PROJECTS FUND

FUND 814

Description

This fund covers construction of storm drain projects in Howard County. The projects can be found in the Capital Budget section. They are designated by the letter "D."

The money to fund storm drain projects comes from the sale of bonds, grants and developer contributions.

Debt service to repay storm drainage bonds is paid primarily by a General Fund subsidy.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	(122,069)	432,089	661,489
Bond Proceeds	0	360,000	0
Bonds Unissued	0	5,153,398	0
Bonds Requested in Budget	0	0	495,000
Federal/State Grants	0	7,476	(85,000)
Unrealized Grants	0	582,230	0
Developer Contributions	112,953	0	(19,000)
Unrealized Developer	0	19,000	0
Pay-As-You-Go	0	56,000	0
Other	247,313	379,735	119,000
Operating Transfers In	942,000	0	0
TOTAL	1,180,197	6,989,928	1,171,489
Use of Funds			
Capital Projects Expenditures	731,725	365,117	510,000
Committed Appropriations	0	631,734	0
Unencumbered Appropriations	0	5,331,588	0
Operating Transfers Out (Debt)	16,383	0	734,830
TOTAL	748,108	6,328,439	1,244,830
ENDING FUND BALANCE	432,089	661,489	(73,341)

Fiscal 1996

Restricted Funds

HOWARD COMMUNITY COLLEGE LOCAL BOND FUND

FUND 614

Description

The Howard Community College Fund provides bond funds for the Community College to build capital projects. These can be found in the Capital Budget designated as "M" projects.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	(16,830)	(504,057)	0
Bonds Issued	648,000	2,829,000	0
Bonds Unissued	0	2,220,848	0
Bonds Requested in Budget	0	0	1,007,000
TOTAL	631,170	4,545,791	1,007,000
Use of Funds			
Bond Expenditures	1,135,227	4,545,791	1,007,000
TOTAL	1,135,227	4,545,791	1,007,000
ENDING FUND BALANCE	(504,057)	0	0

Fiscal 1996

Restricted Funds

WATER AND SEWER CAPITAL PROJECTS FUND

FUND 500

Description

This fund pays for the construction of water and sewer projects in Howard County. These projects are listed in the Capital Budget section designated as "W" (water) and "S" (sewer) projects.

The money to fund these projects comes from the sale of bonds, receipt of Federal and State grants, payments from local developers, and charges to water and sewer users. In addition, the fund uses money available from the previous fiscal year and interest from invested cash.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Water In-Aid-Of-Construction Charges	1,418,400	1,400,000	4,048,000
Sewer In-Aid-Of-Construction Charges	1,457,971	1,400,000	3,389,000
Water and Sewer Property Taxes	9,854,988	9,987,540	10,227,130
Interest on Investments	1,461,692	2,275,000	2,300,000
Utility Pay As You Go	0	0	14,433,000
Penalty & Interest	35,616	50,000	50,000
Bond Proceeds	0	6,350,000	1,873,000
Bonds Unissued	0	42,837,182	0
State Water Quality Loan Proceeds	3,855,545	4,912,060	0
Developer Contributions	1,237,160	834,788	2,340,000
User Connections	573,725	375,600	485,000
Unrecognized Developer Contributions	0	10,848,320	0
Revenue from other governmental agencies	239,530	668,012	0
Miscellaneous	160,899	0	0
TOTAL REVENUES	20,295,526	81,938,502	39,145,130
Use of Funds			
Capital Project Expenditures	15,455,605	8,277,071	28,148,000
Committed Obligations	0	9,480,003	0
Unencumbered Funds	0	70,888,339	0
Bond Registration	13,485	16,000	16,000
Other Financial Matters	48,497	55,000	55,000
Bond Sale Expenses	1,954	100,000	100,000
Operating Transfers Out:			
Major Water IAC Charges (to 730 fund)	20,300	170,000	170,000
Major Sewer IAC Charges (to 730 fund)	32,800	180,000	180,000
Ad Valorem Charges (to 730 fund)	5,607,173	5,964,040	5,808,020
Ad Valorem Charges (to 710 fund)	0	0	387,000
Pay As You Go (to Non W&S Capital Projects)	0	0	4,170,000
TOTAL EXPENSES	21,179,814	95,130,453	39,034,020
NET INCOME	(884,288)	(13,191,951)	111,110
BEGINNING FUND BALANCE	18,643,754	17,759,466	4,567,515
ENDING FUND BALANCE	17,759,466	4,567,515	4,678,625

Fiscal 1996

Restricted Funds

COMMERCIAL PAPER BOND ANTICIPATION NOTES

FUND 052

Description

This fund has been created to allow the County to manage the Commercial Paper Bond Anticipation Note Program. The County uses this program as a cash management tool in the implementation of the Capital Budget. This program enables the County to borrow for the capital construction program at the lowest interest rates instead of using General Funds. This program allows the County to use General Funds to generate investment income.

Included in this fund are all costs and revenues of the program. Revenue in excess of costs is returned to the General Fund.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Commercial Paper Bond Anticipation Notes Interest Income	1,895,938	3,906,526	6,842,850
TOTAL	1,895,938	3,906,526	6,842,850
Use of Funds			
Commercial Paper Bond Anticipation Notes Debt Service Expenses of Sale	1,401,690 246,668	2,790,050 338,660	6,000,000 242,850
TOTAL	1,648,358	3,128,710	6,242,850
RETURN TO GENERAL FUND	247,580	777,816	600,000

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for special purposes.

Fiscal 1996

Restricted Funds

AGRICULTURAL LAND PRESERVATION AND PROMOTION FUND

FUND 440

Description

The Agricultural Land Preservation and Promotion Fund supports the Agricultural Land Preservation and Promotion Program, which is designed to preserve the open character and agricultural use of land in Howard County. The Department of Planning & Zoning is charged by the Howard County Code to provide staff services and assist the Agricultural Land Preservation and Promotion Board and the County Executive with the implementation of the program. Revenue from the fund comes from 25% of the local transfer tax,

investment income, and the development transfer tax paid when land assessed for agriculture is converted to other uses.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	16,328,369	16,834,394	16,989,633
Transfer Tax	2,924,150	3,000,000	3,000,000
County Development Tax	173,644	200,400	175,000
Interest Income	747,134	977,000	1,000,000
Allocated Purchase Agreements	0	46,517,000	0
Unallocated Purchase Agreements	0	0	8,483,000
Accreted Value of Zero Coupon Bonds	0	0	(5,963,445)
TOTAL	20,173,297	67,528,794	23,684,188
Use of Funds			
Administrative Costs	153,667	172,211	263,440
Interfund Reimbursement	137,538	104,950	104,950
Tax Credits	0	25,000	50,000
Allocated Purchase Agreements	0	46,517,000	0
Unallocated Purchase Agreements	0	0	8,483,000
Debt Service			
Principal	172,000	362,000	325,000
Interest	2,875,698	3,358,000	3,910,000
Unallocated Debt Service	0	0	1,500,000
Contingency Reserve	0	0	9,049,190
TOTAL	3,338,903	50,539,161	23,685,580
ENDING FUND BALANCE	16,834,394	16,989,633	0

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Fiscal 1996

Restricted Funds

COMMUNITY RENEWAL PROGRAM FUND/CAPITAL

FUND 420

██████

Description

The Housing and Community Development Office manages the Community Renewal Program Fund. This fund deals primarily with the management and construction of public housing projects and creation of new low and moderate income housing opportunities.

Revenue for this fund is derived from 12.5% of the Transfer Tax and rent collections and grant administrative fees.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	(33,704)	(33,704)	591,296
Unissued Bonds	2,101,000	3,250,000	750,000
TOTAL	2,067,296	3,216,296	1,341,296
Use of Funds			
Capital Expenditures	2,101,000	2,625,000	1,341,296
TOTAL	2,101,000	2,625,000	1,341,296
ENDING FUND BALANCE	(33,704)	591,296	0

Fiscal 1996

Restricted Funds

COMMUNITY RENEWAL PROGRAM FUND/REHAB LOAN

FUND 430

Description

The Housing and Community Development Office operates the Rehabilitation Loan--Revolving Fund. The purpose of the fund is to provide low interest (3-7%) loans to low income and moderate income County residents whose homes need rehabilitation to meet housing code and standards.

Revenue for this fund is derived from a portion of the transfer tax. This fund is part of the Community Renewal Fund (420) and is not shown separately in the County's Annual Financial Report.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	3,878,378	254,778	81,799
Interest	11,180	15,530	15,500
Transfer from Operating Fund	410,033	461,491	750,000
Loan Repayments		50,000	50,000
TOTAL	4,299,591	781,799	897,299
Use of Funds			
Loans Available to be Made	0	500,000	897,299
Restricted--Outstanding Loans	(4,044,813)	0	
Transfers to Operating Fund		200,000	
TOTAL	(4,044,813)	700,000	897,299
AVAILABLE FUNDS	254,778	81,799	0

Fiscal 1996

Restricted Funds

COMMUNITY RENEWAL PROGRAM FUND/OPERATING

FUND 420

Description

The Housing and Community Development Office manages the Community Renewal Program Fund. This fund deals primarily with the management and construction of public housing projects and creation of new low and moderate income housing opportunities.

Revenue for this fund is derived from 12.5% of the Transfer Tax and rent collections and grant administration fees.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	683,551	1,009,426	470,300
Transfer Tax	1,462,075	1,412,953	1,500,000
HUD	225	0	0
Interest	7,377	9,663	14,500
Loan Payments	5,934	5,934	45,000
Guilford Gardens	431,400	443,150	448,550
Concessions	6,340	5,872	11,000
Rents	391,206	354,004	373,800
Section 8 Administrative Grants	298,190	432,250	385,000
Housing Commission Service Contract			93,190
Loan Repayments			45,000
Section 8 Grants			6,764,000
Loan Fund Transfers			200,000
Administrative Fee Transfer			31,292
Administrative Grants	658	1,254	80,600
TOTAL	3,286,956	3,674,506	10,462,952
Use of Funds			
Housing	919,460	1,065,869	1,322,320
Community Development Board	182	3,000	3,000
Housing Initiatives	210,085	177,810	750,000
Debt Service	737,770	858,560	1,045,580
Transfer to Loan Fund	410,033	461,491	0
Harmony Hall Administration	0	0	188,400
Section 8 Program Benefits	0	0	6,764,000
Housing Commission Administration	0	0	100,000
TOTAL	2,277,530	2,566,730	10,173,300
ENDING FUND BALANCE	1,009,426	1,107,776	0
Restricted-Outstanding Loans	(273,790)	(333,790)	0
Transfer to Capital	0	(303,686)	0
Available Funds	735,636	470,300	289,652

Fiscal 1996

Restricted Funds

REVOLVING LOAN GRANT FUND

FUND 055

Description

The Revolving Loan Grant Fund covers outstanding loan commitments to borrowers from the county, pending closing or loan commitments with multiple disbursement schedules.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Interest Income	4,889	5,000	5,000
TOTAL	4,889	5,000	5,000
Use of Funds			
BEGINNING FUND BALANCE	321,893	326,782	331,782
ENDING FUND BALANCE	326,782	331,782	336,782

Fiscal 1996

Restricted Funds

PUBLIC SERVICE COMMUNICATIONS FUND

FUND 455

Description

Local cable television companies pay a franchise fee to Howard County. The fee is 5% of the company's gross receipts from cable operations. The fund created with this revenue is used to finance administrative costs of the County in support of cable television and public service programming.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	157,899	309,739	340,859
CATV Franchise Fee	1,019,633	1,060,000	1,100,000
TOTAL	1,177,532	1,369,739	1,440,859
Use of Funds			
Cable Administrator	802,793	528,240	640,700
CATV Service Advisory Committee		4,250	4,250
Cable 15		431,390	444,150
General Fund Administrative Support	65,000	65,000	65,000
Contingency Reserve	0	0	286,759
TOTAL	867,793	1,028,880	1,440,859
ENDING FUND BALANCE	309,739	340,859	0

Fiscal 1996

Restricted Funds

FIRE & RESCUE TAX-METROPOLITAN

FUND 460

Description

Howard County is divided into two fire districts--metropolitan and rural. The boundary for the districts is the western edge of the planned water and sewer service area. The fire tax provides funding for the operation of the Fire & Rescue service.

Metro fire tax rate for FY96 is 24 cents.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	916,973	581,657	108,522
General Fund (Miscellaneous)	152,355	106,480	113,740
Fire Tax Collection	11,279,389	12,001,716	13,550,352
Chargeback from Rural to Metro	860,430	1,468,738	1,659,151
TOTAL REVENUES	13,209,147	14,158,591	15,431,765
Use of Funds			
Budgeted	12,570,685	14,050,069	15,089,450
Operating Transfer Out	56,805	0	0
TOTAL	12,627,490	14,050,069	15,089,450
ENDING FUND BALANCE	581,657	108,522	342,315

Fiscal 1996

Restricted Funds

FIRE & RESCUE TAX-RURAL

FUND 461

Description

Howard County is divided into two fire districts--metropolitan and rural. The boundary for the districts is the western edge of the planned water and sewer service area. The fire tax provides funding for the operation of the Fire & Rescue service.

Rural fire tax rate for FY96 is 19 cents.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	184,934	766,454	512,213
Fire Tax Collection	2,149,172	2,051,412	2,364,529
TOTAL REVENUES	2,334,106	2,817,866	2,876,742
Use of Funds			
Budgeted	707,222	836,915	899,289
Chargeback from Rural to Metro	860,430	1,468,738	1,659,151
TOTAL	1,567,652	2,305,653	2,558,440
ENDING FUND BALANCE	766,454	512,213	318,302

Fiscal 1996

Restricted Funds

WATER AND SEWER OPERATING FUND

FUND 710

Description

This fund covers the operation of the County water and sewer systems. Water and sewer operations are further detailed in the Department of Public Works Operating Budget under the Bureau of Utilities.

The money to fund the water and sewer comes primarily from user charges. The fund is self-supporting and does not depend upon general tax dollars.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Water Use Charge (8111)	6,338,581	6,530,000	6,659,310
Sewer Use Charge (8121)	10,334,793	10,645,000	10,858,000
Fire Protection (8115)	267,813	275,850	286,900
Septic Tank/Chemical (8122)	2,328	2,500	2,500
Industrial Waste Surcharge (8126)	260,769	290,000	300,000
Water and Sewer Penalty (8128)	291,641	300,000	290,000
Special Charges (8130)	19,231	25,000	25,000
Developer Overhead Fees (4212)	592,294	475,000	500,000
Water Connections (8211)	230,323	192,000	195,000
Sewer Connections (8221)	139,966	142,800	145,000
Miscellaneous Sales (various)	44,337	48,000	50,000
Installment Interest (5211)	1,104	1,000	1,000
Outside County Sewage Usage (8836)	42,970	45,000	45,000
Interest on Investments (5210)	349,041	280,000	0
Recoveries for Interfund Services (5339)	66,742	80,000	80,000
Capital Water & Sewer Charges (5338)	343,213	430,000	430,000
Utility Construction Permits (2325)	44,200	45,000	45,000
Miscellaneous Revenue (6290)	743,905	294,700	350,000
Ad Valorem Charges (from 500 fund) (8700)	0	0	387,000
TOTAL REVENUES AND OPERATING TRANSFERS IN	20,113,251	20,101,850	20,649,710
Use of Funds			
TOTAL EXPENSES	19,195,997	20,100,000	21,309,730
NET INCOME (LOSS)	917,254	1,850	(660,020)
BEGINNING FUND BALANCE	0	917,254	919,104
ENDING FUND BALANCE	917,254	919,104	259,084

Fiscal 1996

Restricted Funds

WATER AND SEWER SPECIAL BENEFIT CHARGES FUND

FUND 730

Description

This fund repays monies to finance Water and Sewer Projects. The money to repay bonds comes from water and sewer benefit charges and investment interest.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Water Front Foot Benefit Charges (8310)	2,425,139	2,509,230	2,584,510
Sewer Front Foot Benefit Charges (8320)	4,005,140	4,112,705	4,277,220
Interest on Investments (5210)	12,622	17,000	17,000
Penalty and Interest (8943)	20,642	30,000	30,000
Operating Transfers In			
Major Water in-aid-of Construction (8450)	20,300	170,000	170,000
Major Sewer in-aid-of Construction (8460)	32,800	180,000	180,000
Ad Valorem Charges (8700)	5,607,173	5,964,040	5,808,020
TOTAL REVENUES AND OPERATING TRANSFERS IN	12,123,816	12,982,975	13,066,750
Use of Funds			
Bond Principle Payments (0601)	6,164,687	6,007,090	6,360,120
Bond Interest Payments (0602)	5,258,493	5,476,600	5,157,630
Major Water & Sewer Loan Payments (0607)	191,092	350,000	350,000
State Loan Principal Payments (0645)	1,000	528,850	553,000
State Loan Interest Payments (0646)	503,318	645,680	646,000
TOTAL EXPENSES	12,118,590	13,008,220	13,066,750
NET INCOME	5,226	(25,245)	0
BEGINNING FUND BALANCE	20,019	25,245	0
ENDING FUND BALANCE	25,245	0	0

Fiscal 1996

Restricted Funds

GRANTS FUND - REVENUES

FUND 051

Description

The grants fund contains all categorical grants received by the County from Federal, State and other sources, as well as the required local matching funds. Categorical grants are not available to support normal government activities, but are given for a specific purpose which will not be accomplished unless the grant funds are received.

Grant Title	Federal	State	Local	Other	Total	Source of Funds
Department of County Administration						
Affirmative Fair Housing	0	20,000	0	0	20,000	HUD
Equal Opportunity	25,750	0	0	0	25,750	EEOC
Carroll Baldwin Hall Renovation	0	70,000	67,000	0	137,000	MD Bd. of Public Works
Section Eight Rental Assistance	7,241,670	0	0	0	7,241,670	HUD
Rental Allowance Program	0	0	50,000	0	50,000	HUD
Resident Advocate Program	0	80,520	0	0	80,520	HUD
Small Cities CDBG	0	275,000	0	0	275,000	HUD
Weatherization Program	0	80,000	0	0	80,000	MD Dept. of Human Resources
Employment & Training Center	3,064,520	202,000	180,380	25,140	3,472,040	D.E.E.D.
Drug Asset Forfeiture	0	0	0	250,000	250,000	Seized Funds
Drug & Alcohol Abuse Coordination	0	0	5,000	0	5,000	Gov.'s Drug & Alcohol Comm.
Drug & Alcohol Abuse - Parent	0	0	5,000	0	5,000	Gov.'s Drug & Alcohol Comm.
Comprehensive Highway Safety	71,860	0	0	0	71,860	U.S. Dept. of Transportation
Department of Planning & Zoning						
Ridesharing Coordinator Program	81,420	0	0	0	81,420	MD Dept. of Transportation
Transportation Development Program	138,070	0	0	0	138,070	Dept. of Trans./Howard Co.
General Aviation Airport	0	132,500	0	0	132,500	Fed. Aviation Admin.
Department of Police						
COPS Ahead	303,410	0	40,640	0	344,050	U.S. Dept. of Justice
Police & Citizens Together	0	47,630	52,930	0	100,560	Gov. Drug & Alcohol
Selective Enforcement Unit	0	37,650	14,190	0	51,840	Gov. Drug & Alcohol
Investigations w/Federal Agencies	68,560	0	0	0	68,560	DEA/FBI
Victim Assistance Program	0	22,310	15,270	0	37,580	MD DHR/Ho. Co.
Federal Task Force	51,500	0	0	0	51,500	DEA/FBI
Department of Public Works						
Noxious Weed Grant	0	5,000	5,000	0	10,000	State of MD
Patuxent River Program	0	50,000	50,000	0	100,000	State of MD, Office of Planning
Department of Citizen Services						
Citizen Services/Administration	0	121,740	329,350	0	451,090	MD Office on Aging, Howard Co.
Child Care Food Program	174,560	0	3,070	0	177,630	MD Dept. of Ed., Howard Co.
Juvenile Delinquency Program	0	95,000	0	0	95,000	MD Juvenile Serv. Admin.
Handicapped Elderly Administration	0	90,000	0	0	90,000	MD Dept. of Transportation
Child Services Headstart Parents	0	27,350	0	0	27,350	MD Dept. of Human Resources
Homeless Services	0	292,050	160,000	0	452,050	MD Dept. of Human Res./Ho. Co.
Interagency Early Childhood Comm. Programming	0	5,000	0	0	5,000	Gov. Office Child--Youth, Family
Operations	0	73,990	167,460	0	241,450	MD Office on Aging, Howard Co.
Long Term Care	0	293,550	412,800	0	706,350	MD Office on Aging, Howard Co.
Department of Recreation & Parks						
Clean Lakes Program	28,040	0	0	0	28,040	U.S. Env. Protection Agency
Circuit Court						
Child Support Enforcement	0	119,790	61,710	0	181,500	MD Dept. of Human Resources
Sheriff's Office						
Alternative Sentencing Program	0	169,870	0	0	169,870	Dept. of Public Safety
Economic Development Authority						
Export Grant	0	20,000	0	0	20,000	D.E.E.D.
Unanticipated Grants Contingency	0	0	0	2,000,000	2,000,000	
TOTAL	11,249,360	3,283,510	1,943,180	2,275,140	18,751,190	

Fiscal 1996

Restricted Funds

GRANTS FUND - EXPENDITURES

FUND 051

Grant Title	Salaries	Other	Total
Department of County Administration			
Affirmative Fair Housing	0	20,000	20,000
Equal Opportunity	0	25,750	25,750
Carroll Baldwin Hall Renovation	0	137,000	137,000
Section Eight Rental Assistance	424,520	6,817,150	7,241,670
Rental Allowance Program	0	50,000	50,000
Resident Advocate Program	0	80,520	80,520
Small Cities CDBG	0	275,000	275,000
Weatherization Program	0	80,000	80,000
Employment & Training Center	718,870	2,753,170	3,472,040
Drug Asset Forfeiture	30,000	220,000	250,000
Drug & Alcohol Abuse Coordination	0	5,000	5,000
Drug & Alcohol Abuse - Parent	0	5,000	5,000
Comprehensive Highway Safety	35,700	36,160	71,860
Department of Planning & Zoning			
Ridesharing Coordination Program	68,400	13,020	81,420
Transportation Development Program	110,280	27,790	138,070
General Aviation Airport	0	132,500	132,500
Department of Police			
COPS Ahead	303,410	40,640	344,050
Police & Citizens Together	99,360	1,200	100,560
Investigations w/Federal Agencies	0	68,560	68,560
Victim Assistance Program	35,660	1,920	37,580
Selective Reinforcement Unit	43,580	8,260	51,840
Federal Task Force	51,500	0	51,500
Department of Public Works			
Noxious Weed Grant	7,500	2,500	10,000
Patuxent River Program	50,000	50,000	100,000
Department of Citizen Services			
Client Services/Administration	424,260	26,830	451,090
Child Care Food Program	177,630	0	177,630
Juvenile Delinquency Program	0	95,000	95,000
Handicapped Elderly Transportation	0	90,000	90,000
Child Services Headstart Parents	0	27,350	27,350
Homeless Services	0	452,050	452,050
Interagency Early Childhood Comm.	0	5,000	5,000
Programming	189,640	51,810	241,450
Operations	413,860	292,490	706,350
Long Term Care	508,790	767,150	1,275,940
Department of Recreation & Parks			
Clean Lakes Program	0	28,040	28,040
Circuit Court			
Child Support Enforcement	148,910	32,590	181,500
Sheriff's Office			
Alternative Sentencing Program	159,270	10,600	169,870
Economic Department Authority			
Export Grant	0	20,000	20,000
Unanticipated Grants Contingency	0	2,000,000	2,000,000
Total	4,001,140	14,750,050	18,751,190

Fiscal 1996

Restricted Funds

DEPT. OF HEALTH AND MENTAL HYGIENE

Description

The Department of Health and Mental Hygiene is responsible for promoting health, reducing disease and improving the quality of life for Howard County residents.

Services offered by the agency include maintenance of vital records, health education, direct health services, AIDS counseling, testing and prevention education, mental health and addictions treatment and prevention, the investigation of epidemics and potential health hazards and licensing and permitting activities.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Howard County	3,508,660	3,405,140	3,491,640
State of Maryland	3,944,296	4,696,100	6,589,510
Collections	1,717,302	1,604,388	1,895,270
TOTAL	9,170,258	9,705,628	11,976,420
Use of Funds			
Operating and Administrative Costs	9,170,258	9,705,628	11,976,420
TOTAL	9,170,258	9,705,628	11,976,420

Fiscal 1996

Restricted Funds

SELF SUSTAINING RECREATION PROGRAM FUND

FUND 018

Description

This fund allows the Department of Recreation and Parks to offer programs to accommodate demand. Programs in this fund are self sustaining; that is, the entire cost of the program is covered by registration fees. Prior to Fiscal 1988, self-sustaining programs were included in the General Fund. This fund also includes revenues from concession stands operated in County parks.

Administrative costs for this fund are covered by the General Fund and all excess revenues are returned

to the General Fund. The contingency reserve in the self-sustaining fund is used to accommodate growth in Recreation programs.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	419,062	369,310	369,310
Program Fees from Budgeted Programs	3,815,291	4,406,090	5,285,820
Concession Revenues	0	234,390	185,910
Rentals & Fees/Waverly	24,716	24,280	25,000
General Fund Contribution/Waverly	20,000	20,000	0
TOTAL	4,279,069	5,054,070	5,866,040
Use of Funds			
Programs and Administration	3,909,759	2,444,230	3,026,160
Part-time Staff	0	2,016,560	2,152,850
Concession Operations	0	223,970	183,310
Payment to General Fund O.H.	0	0	200,000
Contingency	0	0	303,720
TOTAL	3,909,759	4,684,760	5,866,040
ENDING FUND BALANCE	369,310	369,310	0

Fiscal 1996

Restricted Funds

CENTRAL OPERATIONS FUND

FUND 221

Description

The Bureau of Central Services operates the Central Operations Fund. The fund has two parts: Central Stores and Fleet Operations. Revenue from the Central Stores provide the following services: mail, messenger, motor pool, fuel dispensing, warehouse supplies, bulk commodity transport, stationery supplies, and printing and reproduction. Revenue from Central Stores is obtained through chargebacks to the users. Salaries for employees in the Bureau of Central Services are paid from the General Fund and are not charged to this fund.

Fleet Operations Division is responsible for the purchase, operation and maintenance of all County Vehicles. Revenue to operate Fleet Operations is generated from charges to the users. Included are the salaries of the mechanics who maintain county vehicles, the cost of supplies and depreciation on all vehicles maintained by the bureau.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Retained Earnings, beginning of year	228,792	1,011,725	742,165
County Agency Charges (Central Stores)	822,085	959,500	1,196,450
Fleet Operations Chargebacks	720,777	4,721,000	5,191,260
Sales of Fixed Assets	154,165	0	0
TOTAL	1,925,820	6,692,225	7,129,875
Use of Funds			
Central Services Operations	914,095	1,065,540	1,195,240
Fleet Operations Division	0	4,884,520	5,271,190
Contingency Reserve	0	0	663,445
TOTAL	914,095	5,950,060	7,129,875
ENDING FUND BALANCE	1,011,725	742,165	0

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Fiscal 1996

Statements

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing on a cost-reimbursement by one department to other departments within the county.

Fiscal 1996

Restricted Funds

INFORMATION SYSTEMS SERVICES (DATA PROCESSING) FUND

FUND 225

Description

This fund charges the cost of central data processing operations to County agencies using these services.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	628,397	1,048,544	1,103,464
Appropriations from Users	3,141,025	3,396,050	3,361,450
Non-Operating Revenues	<460>	0	0
TOTAL	3,768,962	4,444,594	4,464,914
Use of Funds			
Data Processing Operations	2,535,543	3,091,130	3,167,200
Depreciation	184,875	250,000	250,000
Contingency Reserve	0	0	1,047,714
TOTAL	2,720,418	3,341,130	4,464,914
ENDING FUND BALANCE	1,048,544	1,103,464	0

Fiscal 1996

Restricted Funds

EMPLOYEE BENEFITS FUND

FUND 248

Description

This fund provides a mechanism for central pooling of County government employee benefits costs including health insurance and disability insurance. The General Fund and other restricted funds, commercial insurance and/or self-insured claims payments will be paid out of this fund.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	1,457,467	2,272,219	2,198,153
Appropriations from Users	7,525,182	7,819,334	6,915,220
Interest Income	198,885	350,000	292,000
Other	5,400	0	0
TOTAL	9,186,934	10,441,553	9,405,373
Use of Funds			
Administrative Costs	83,129	243,400	287,440
Payment of Claims	6,831,586	8,000,000	7,957,000
Claims Reserve	0	0	1,160,933
TOTAL	6,914,715	8,243,400	9,405,373
ENDING FUND BALANCE	2,272,219	2,198,153	0

Fiscal 1996

Restricted Funds

RADIO MAINTENANCE & EQUIPMENT FUND

FUND 040

Description

This fund provides central maintenance and replacement of radio equipment used by County agencies.

The costs of radio maintenance and replacement of the County's radio communications system are charged to County agencies which use radio system equipment. Those charges are paid to the Radio Maintenance fund.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance	1,042,806	1,081,424	1,023,608
Appropriations from Users Agencies	540,341	550,000	653,200
Tower Rental		37,984	38,750
TOTAL	1,583,147	1,669,408	1,715,558
Use of Funds			
Central Radio Repair Maintenance Cost	371,524	540,800	558,490
Depreciation	123,402	105,000	140,000
Other	6,797	0	0
Contingency	0	0	1,017,068
TOTAL	501,723	645,800	1,715,558
ENDING FUND BALANCE	1,081,424	1,023,608	0

Fiscal 1996

Restricted Funds

RISK MANAGEMENT FUND

FUND 242

Description

This fund combines County government risk management activities including: Workers' Compensation, General Liability, Vehicle Physical Damage, Property and Risk Management Administration. Administrative expenses include Safety and Loss Control expenses, excess insurance premiums, and LGIT debt service.

Howard County insures these exposures with an appropriate combination of self-insurance and purchased excess insurance. The County Library

system and Community College participate in the Risk Management Fund.

The Claims Reserve of this fund is necessary to assure that adequate funds are available to pay for outstanding and future claims presented against the County. The fund balance must be maintained at a level sufficient to cover all outstanding liabilities.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Beginning Fund Balance (Claims Reserve)	6,177,526	6,792,816	5,835,046
Appropriations from Users	2,178,517	2,143,720	2,471,000
Interest Income	316,636	450,000	478,000
Insurance Recoveries	34,397	30,000	35,000
TOTAL	8,707,076	9,416,536	8,819,046
Use of Funds			
Operating Claims Cost	1,041,859	1,850,000	2,190,000
Administrative Costs	599,943	1,474,500	1,643,000
Interfund Transfer to General Fund	272,458	256,990	256,900
Claims Reserve	0	0	4,729,056
TOTAL	1,914,260	3,581,490	8,819,046
ENDING FUND BALANCE	6,792,816	5,835,046	0

Fiscal 1996

Restricted Funds

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

Description

The Howard County Public School System is responsible for developing educational policy and operating special education, elementary, middle and high schools.

The School System receives approximately 66 percent of its operating budget from the county and the remainder from the state and other sources.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Howard County	151,841,980	162,339,870	170,839,870
Debt Service	10,338,750	10,906,320	12,507,100
Federal/State/Other	52,897,940	55,316,000	59,326,820
Special Projects Federal/State			37,170,989
TOTAL	215,078,670	228,562,190	279,844,779
Use of Funds			
Operating and Administrative Costs	215,078,670	228,562,190	279,844,779
TOTAL	215,078,670	228,562,190	279,844,779

██████
Fiscal 1996

Statements

OTHER FUNDS EXPENDED BY COUNTY AGENCIES

Other funds expended by county agencies provides a description of all financial resources of the Howard County Public School System, Howard Community College and the Department of Libraries. This section is also used to account for the proceeds from citizen contributions for special purposes.

Fiscal 1996

Restricted Funds

HOWARD COMMUNITY COLLEGE

Description

Howard Community College provides day and evening classes for students who are studying for two-year associate degrees, as well as a varied continuing education program.

Howard Community College receives approximately 40 percent of its unrestricted budget from the county with the remaining coming from state aid and tuition.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds (Unrestricted)			
Howard County	8,235,000	8,896,000	9,484,250
County Debt Service Share	1,093,933	1,253,080	1,328,970
State/Tuition/Other	19,397,509	15,230,900	16,238,926
TOTAL	22,726,442	25,379,980	27,052,146
Use of Funds (Unrestricted)			
Operating and Administrative Costs	22,726,442	25,379,980	27,052,146
TOTAL	22,726,442	25,379,980	27,052,146

Fiscal 1996

Restricted Funds

DEPARTMENT OF LIBRARIES

Description

The Department of Libraries' mission is to select, make available, and promise the use of print and non-print library materials and to serve as a gateway to additional resources for county residents.

The department received 82 percent of its funding from Howard County with the remaining coming from state aid, fees and grants.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Howard County	6,762,520	7,013,080	7,302,270
State	338,911	323,875	370,430
Library Generated/Other	114,990	1,175,445	1,157,320
Grants	106,328	97,680	39,000
TOTAL	7,322,749	8,610,080	8,869,020
Use of Funds			
Administrative and Operating Costs	7,322,749	8,610,080	8,869,020
TOTAL	7,322,749	8,610,080	8,869,020

Fiscal 1996

Restricted Funds

TRUST AND AGENCY MULTIFARIOUS FUND

FUND 615

Description

This fund allows adequate accounting and control of escrow accounts, while at the same time permitting citizen contributions for special purposes.

Accounts have been established for use by various County agencies.

	Audit FY1994	Estimated FY1995	Budget FY1996
Source of Funds			
Contribution	69,417	250,000	300,000
TOTAL	69,417	250,000	300,000
Use of Funds			
Accounts establishment for agency use	69,417	250,000	300,000
TOTAL	69,417	250,000	300,000

██████
Fiscal 1996

Statements

██████
Description

STATEMENTS

Statements provide a summary overview of the financial position of all long-term debt of the county, the budget stabilization account and fiscal year end estimated surplus. Also included in this section are five year revenue projections and five year departmental budget projections.

Fiscal 1996
Statements

Howard County, Maryland
Statement of Long Term Debt Outstanding
June 30, 1995

	Principal	Interest	Total
School Construction:			
Bonds	\$116,490,860	\$60,701,601	\$177,192,461
Total school Construction	116,490,860	60,701,601	177,192,461
General County Bonds			
Community College	9,377,616	4,773,515	14,151,131
Community Renewal	9,271,303	4,421,991	13,693,294
Fire Department	3,598,017	1,699,261	5,297,278
General County	133,802,722	64,526,991	198,329,713
Police Department	2,244,008	914,866	3,158,874
Recreation & Parks	41,512,015	18,063,144	59,575,159
Storm Drains	5,943,059	2,460,702	8,349,761
Total General County	205,748,740	96,806,470	302,555,210
General Commercial Paper	60,000,000	3,600,000	63,600,000
Total School and General County Bonds	382,239,600	161,108,071	543,347,671
Special Assessment Debt			
Water & Sewer Bonds	108,549,678	66,186,154	174,735,832
Special Facility Revenue Bond	10,675,000	10,863,556	21,538,556
Total Howard County Bonds	\$501,464,278	\$238,157,781	\$739,622,059

Fiscal 1996

Statements

Howard County, Maryland
All Howard County Bonds--Debt Service Requirements
Fiscal Year 1996

	Principal	Interest	Total
School Construction:			
Bonds	6,771,040	5,736,060	12,507,100
Total School Construction	6,771,040	5,736,060	12,507,100
General County Bonds			
Community College	875,000	453,970	1,328,970
Community Renewal	577,780	467,800	1,045,580
Fire Department	273,450	175,450	448,900
General County	8,837,380	6,608,590	15,445,970
Police Department	150,400	108,240	258,640
Recreation & Parks	2,823,530	1,975,450	4,798,980
Storm Drains	451,530	283,300	734,830
Total General County	13,989,070	10,072,800	24,061,870
Commercial Paper BANS	60,000,000	3,600,000	63,600,000
Total School and General County Bonds	80,760,110	19,408,860	100,168,970
Special Assessment Debt			
Water & Sewer Bonds	6,820,010	5,364,210	12,184,220
Special Facility Revenue Bonds*	0	555,340	555,340
Total Howard County Bonds	\$87,580,120	\$25,328,410	112,908,530

*Revenue bond debt service is to be paid by trustee from capitalized interest account.

Fiscal 1996

Statements

Projected Revenue Estimates Fiscal Years 1997 Through 2001

	Projected Budget FY 1997	Projected Budget FY 1998	Projected Budget FY 1999	Projected Budget FY 2000	Projected Budget FY 2001
Property Taxes	183,921,000	191,278,000	198,929,000	206,886,000	215,161,000
Income Taxes	114,276,000	117,704,000	121,235,000	124,872,000	128,618,000
Other Local Taxes	11,582,000	12,161,000	12,769,000	13,407,000	14,077,000
State Shared Taxes	7,828,000	7,906,000	7,985,000	8,065,000	8,146,000
Licenses & Permits	3,258,000	3,356,000	3,457,000	3,561,000	3,668,000
Revenue from Other Agencies	3,615,000	3,723,000	3,835,000	3,950,000	4,069,000
Charges for Services	6,859,000	7,202,000	7,562,000	7,940,000	8,337,000
Investment Income	2,621,000	2,700,000	2,781,000	2,864,000	2,950,000
Use of Money/Fines	466,000	475,000	485,000	495,000	505,000
Interfund Reimbursements	10,583,000	10,900,000	11,227,000	11,564,000	11,911,000
Subtotal	345,009,000	357,405,000	370,265,000	383,604,000	397,442,000
Amount required to fund projected future budgets. The difference must be covered from increased taxes, other revenues or expense cuts	9,847,267	20,806,565	32,926,192	43,844,419	61,455,489
TOTAL	354,856,267	378,211,565	403,191,192	427,448,419	458,897,489

Fiscal 1996

Statements

Projected Budget
Fiscal Years 1997 Through 2001

	Projected Budget FY 1997	Projected Budget FY 1998	Projected Budget FY 1999	Projected Budget FY 2000	Projected Budget FY 2001
County Executive	418,000	435,000	455,000	475,000	495,000
Dept. of County Administration	4,142,200	4,283,035	4,390,111	4,561,325	4,675,358
Dept. of Finance	4,034,990	4,088,190	4,198,190	4,413,190	4,473,190
Office of Law	1,448,650	1,448,650	1,448,650	1,448,650	1,448,650
Dept. of Planning & Zoning	3,400,000	3,450,000	3,500,000	3,950,000	3,900,000
Dept. of Police	25,500,000	26,200,000	26,900,000	24,500,000	28,500,000
Dept. of Recreation & Parks	5,724,941	5,973,249	6,877,428	7,256,985	7,610,017
Dept. of Public Works	22,000,000	23,000,000	24,000,000	25,000,000	26,000,000
Dept. of Citizen Services	2,354,000	2,474,000	2,500,000	2,550,000	2,600,000
Dept. of Corrections	6,438,930	6,567,710	6,699,065	6,833,046	6,969,707
Dept. of Insp./Licenses/Permits	3,667,000	3,667,000	3,667,000	3,667,000	3,667,000
Dept. of General Services	11,000,000	11,500,000	12,000,000	12,500,000	13,000,000
Dept. of Economic Development	715,290	715,290	715,290	715,290	715,290
Dept. of Fire & Rescue Services	113,740	115,735	115,735	115,735	115,735
Legislative	1,752,970	1,760,260	1,770,260	1,780,260	1,800,000
Board of Appeals	121,150	121,150	121,150	121,150	121,150
Circuit Court	1,800,000	1,900,000	1,950,000	2,200,000	2,200,000
Orphans' Court	36,580	37,260	37,260	37,260	37,260
State's Attorney	2,846,506	2,934,697	2,939,697	2,939,697	3,015,888
Sheriff's Office	1,984,330	2,073,550	2,177,217	2,286,077	2,400,380
Libraries	9,600,000	10,100,000	10,900,000	11,200,000	11,700,000
Elections	734,142	589,860	979,210	748,825	802,935
Health Department	3,555,640	3,581,640	3,610,640	3,650,640	3,700,640
Dept. of Social Services	400,000	440,000	455,000	470,000	485,000
Cooperative Extension	223,219	259,300	309,300	329,300	329,300
Soil Conservation	456,739	466,739	466,739	466,739	466,739
Debt Service	38,439,000	40,847,000	42,042,000	44,791,000	46,909,000
Education	191,484,000	208,718,000	227,502,000	247,977,000	270,295,000
Community College	9,464,250	9,464,250	9,464,250	9,464,250	9,464,250
Contingencies	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL	354,856,267	378,211,565	403,191,192	427,448,419	458,897,489

Fiscal 1996

Statements

Howard County, Maryland
Statement of Estimated Surplus
June 30, 1995

	Total
Unappropriated Balance, July 1, 1994	
Add:	8,245,388
<i>Estimated revenues</i>	305,112,316
Interfund Reimbursement	9,284,824
Deduct:	
<i>Estimated Expenditures</i> Year Ending June 30, 1995	311,389,140
<i>Estimated Balance June 30, 1995</i>	11,253,388
Less:	
<i>Appropriated for 1996 Budget</i>	0
<i>Appropriated Rainy Day Fund</i>	8,175,340
<i>Estimated Surplus</i>	3,078,048

Fiscal 1996

Statements

BUDGET STABILIZATION ACCOUNT--RAINY DAY FUND

Description

Section 615A of the Howard County Charter was approved by the voters of the County in November 1992. This section requires the County to establish a Rainy Day Fund and to include in the fund all surplus general funds of the County until the fund equals 7% of the total general fund expenditures for the last completed fiscal year as determined by audit. For the first time in Fiscal Year 1996, surplus funds in excess of that needed to maintain the Rainy Day Fund at the required level will be appropriated to support Pay-As-You-Go funding in the Capital Budget.

Total FY 1994 Audited General Fund	\$289,749,158
Rainy Day Fund Percentage	7%
Optimal Size of Fund for FY 1996:	<u>\$20,282,441</u>
Amount in the Fund from Prior Years	\$12,107,101
FY 1994 General Fund Surplus	\$8,245,388
General Fund Surplus from FY 1994 to be appropriated to the Fund in FY 1996	\$8,175,340
Subtotal Rainy Day Fund	<u>\$20,282,441</u>
Excess Surplus or (Funds Needed) to maintain the Rainy Day Fund at the Optimal level: <i>Excess Surplus is appropriated to the Capital Budget for Pay-As-You-Go expenditures</i>	\$70,048
Anticipated FY 1995 General Fund Expenditures:	\$311,289,140
Rainy Day Fund Percentage	7%
Projected size of the Rainy Day Fund for FY 1997:	<u>\$21,790,240</u>
Anticipated FY 1995 General Fund Surplus:	\$3,000,000
Amount needed to maintain Rainy Day Fund at Optimal FY 1997. The is the additional amount of the General Fund anticipated surplus to be appropriated to the Rainy Day Fund in FY 1996.	\$1,507,799
Total Excess Surplus available to be appropriated to the FY 1996 Capital Budget:	
Excess Surplus from FY 1994:	\$70,048
Anticipated Excess Surplus from FY 1995:	<u>\$1,492,201</u>
TOTAL AVAILABLE FOR THE FY 1996 CAPITAL BUDGET	\$1,562,249

Fiscal 1996

Statements

Howard County, Maryland
Statement of Assessable Base and Estimated Collections
Real and Property Taxes

(Millions of Dollars)

	Fiscal 1994		Fiscal 1995		Fiscal 1996	
	Audited Assessable Base	Audited Revenues	Estimated Assessable Base	Estimated Revenues	Projected Assessable Base	Budgeted Revenues
Real Property (Gross)	5,518.9	141.7	5,798.6	148.7	6,113.3	157.4
Personal Property						
Operating Property	194.6	5.0	205.3	5.3	200.5	5.2
Ordinary Business Corporation	557.5	14.4	577.3	15.0	594.0	15.4
Merchants & Personal Property	33.3	.9	25.1	.6	26.0	.7
Subtotal Personal Property	785.4	20.3	807.7	20.9	820.5	21.3
Total Net Real & Personal Property	6,304.3	162.0	6,606.3	169.6	6,933.8	178.7
County Property Tax Rate per \$100 Assessed Valuation		2.59		2.59		2.59

Note: Revenues do not reflect reductions for tax credits.

Fiscal 1996

Revenues

FUNDS FROM PRIOR YEARS

Description

This page is an opening balance of funds for the budget. This is money received during fiscal 1994 which was unspent and returned to the county treasury at year end.

Board of Education Prior Year Funds--This account contains local funds from the Board of Education which were unspent at the end of the previous fiscal year and returned to the county.

Other--Account acts as a "catch all" account. Includes return to General Fund of unexpended funds on closed purchase orders, as well as miscellaneous items.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Board of Education Prior Year Funds	1,049,347	0	1,000,000	0
Other	307,650	0	0	0
TOTAL	1,356,997	0	1,000,000	0

Fiscal 1996

Revenues

PROPERTY TAXES

Description

Real, Personal and Corporate--All real property (both land and improvements), tangible personal property, and property owned by corporations in Howard County are subject to ordinary taxes by Maryland state and local laws. Such property is taxed at a rate of \$2.59 per \$100 of assessed valuation for fiscal 1996. Assessments of real property and the personal property of proprietorships and partnerships are made by the supervisor of the local office of the State Department of Assessment and Taxation. Assessments of the various kinds of corporate property are made by the central office of the State Department and subsequently certified to the local subdivision each year.

Payment in Lieu of Taxes--Hopkins--By agreement, the Johns Hopkins University Applied Physics Laboratory pays the county to offset the cost of local services. The payment is set by a budget formula.

Payment in Lieu of Taxes--Housing--The county has entered into a number of payment in lieu of taxes (PILT) agreements in order to encourage developers to build low and moderate income homes. As those developments begin to develop a positive cash flow this revenue will show a positive balance.

Additions and Abatements--An increase or decrease of a prior year billing by Tax Assessor (generally Personal Property Taxes). The courts or the Property Tax Assessment Appeal Board can issue decrees reevaluating property assessments.

Interest on Taxes--County taxes which are not paid on schedule result in interest charges to the taxpayer. The penalty is 2/3 of 1 percent per month between October 1 and December 30, and 1-1/2 percent per month thereafter.

Tax Sale Revenue--Revenue from the sale of properties of delinquent taxpayers in application of Section 20.104, Subtitle 1, Title 20 of the Howard County Code.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Real, Personal and Corporate	162,201,453	170,287,745	169,619,271	178,600,437
Payment in Lieu of Taxes--Hopkins	324,417	300,000	321,680	300,000
Payment in Lieu of Taxes--Housing	(186,872)	(150,000)	(261,770)	(151,658)
Additions and Abatements	(490,069)	0	(400,000)	(320,000)
Interest on Taxes	764,626	1,100,000	700,000	750,000
Tax Sale Revenue	17,241	0	0	0
TOTAL	162,630,796	171,537,745	169,979,181	179,178,779

Fiscal 1996

Revenues

OTHER LOCAL TAXES

Description

Local Income Tax Surcharge--State law provides that the counties and Baltimore City must impose upon their residents a local income tax surcharge of between 20 and 60 percent of the state tax. This tax is based upon the resident's state income tax liability. As authorized by the Maryland General Assembly, taxable incomes for individuals of \$100,000 or more and joint filers with incomes of \$150,000 or more will be taxed at a rate of 6% for income above that level for calendar years 1992, 1993 and 1994. Incomes from \$5,000 to the above limit will be taxed at 5% of income. Any change in the rate must be in increments of 5 percent from 20% to 50% and in 2% increments from 50% to 60%. The rate imposed by Howard County is 50 percent.

This tax is collected by the state along with income tax. After deducting a processing charge, the State Comptroller distributes the balance to the county.

Admissions and Amusements Tax--The county imposes a tax of 7.5 percent on gross receipts derived from admission charges except for live performances and concerts where the rate is 5%. This tax is

collected by the state, and, after a deduction for administration costs, is remitted to the county quarterly.

Local Recordation Tax--Howard County imposes a tax on every instrument conveying title to real or personal property recorded with Clerk of the Circuit Court. Howard County imposes a rate of \$2.50 per \$500 on the value of each recordation.

Mobile Home Tax--The county imposes a Mobile Home Tax. The rate is 10 percent of the gross annual rent collected on each occupied mobile home space or site in Howard County up to \$3,600 with an additional 5% of the amount of annual rent charged over \$3,600.

Hotel/Motel Tax--Howard County levies a tax of 5% on hotel and motel receipts in the county.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Local Income Tax Surcharge	94,227,993	103,469,000	100,823,000	106,800,000
Admissions & Amusement Tax	1,381,917	1,400,000	1,400,000	1,400,000
Local Recordation Tax	8,888,555	7,600,000	7,600,000	7,600,000
Mobile Home Tax	511,655	520,000	520,000	530,000
Hotel/Motel Tax	1,182,760	1,240,000	1,450,000	1,500,000
TOTAL	105,492,880	114,229,000	111,793,000	117,830,000

Fiscal 1996

Revenues

STATE SHARED TAXES

Description

Corporate Franchise & Savings & Loan Association/Mutual Savings Bank Tax--This revenue is received from two different sources: one half of the \$40 corporate filing fee is returned to Howard County where the principal office of the corporation is located, and a percentage of the net taxable income of savings & loans is distributed on the basis of the percent of deposits in Howard County. The FY1993 budget of the State of Maryland changed state law to end distribution of this revenue to Howard County.

Highway Users Tax--The state tax on gasoline and diesel fuel is 23 1/2 cents per gallon. Thirty percent of that amount is shared with local jurisdictions. The county's share is allocated based on road mileage and motor vehicle registrations.

Auto Filing Fee--Eighty percent of the vehicle titling tax, registration, license tax and fees are deposited in the state gasoline and motor vehicle revenue account, of which 17.5 percent is distributed to the counties.

Recordation Tax (State)--State tax levied when a corporation or limited partnership merges or transfers assets. Tax rate is \$1.65 per \$500 of real property.

State Transfer Tax--Transfer tax on sale of property or assets of a corporation within a county. The tax is the same as the local transfer tax which is 1% of the assets being transferred.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Franchise Tax	735	0	0	0
Highway Users Tax	7,117,075	6,960,000	7,262,000	7,508,546
Auto Filing Fees	0	60,000	60,000	60,000
Recordation Tax (State)	29,873	0	42,000	20,000
State Transfer Tax	25,000	0	20,000	20,000
TOTAL	7,172,683	7,020,000	7,384,000	7,608,546

Fiscal 1996

Revenues

LICENSES AND PERMITS

Description

These revenues are from fees charged for licenses and permits. The rates for fees are set by the Howard County Council or by state law. More details on these licenses and permits can be found in the Office of Budget publication Howard County, Maryland User Fees & Charges.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Beer and Wine License Fee	6,059	125,000	125,000	5,000
Distilled Spirits License Fee	135,510	5,000	6,000	130,000
Traders License	355,334	350,000	350,000	360,000
Building Permits	1,446,866	1,350,000	1,700,000	1,500,000
Electrical Licenses	103,200	25,000	25,000	25,000
Electrical Permits	301,135	300,000	300,000	300,000
Plumbing Permits	723,171	450,000	600,000	650,000
Plumbing/Gas Registration	3,564	4,200	5,000	4,200
Mobile Home Permits	8,400	8,000	8,000	8,000
Sign Permits	31,270	34,600	34,600	34,600
Animal Licenses	82,777	72,000	72,000	80,000
Marriage Licenses	8,310	8,000	8,000	8,000
Marriage Lic., Domestic Violence Surcharge	41,550	35,000	35,000	40,000
Peddlers & Solicitors Licenses	9,731	8,000	10,000	8,000
Other	3,403	0	2,000	0
Building Reinspection	4,787	2,500	3,600	2,500
Building Extensions	9,025	7,500	7,500	7,500
TOTAL	3,274,092	2,784,800	3,291,700	3,162,800

Fiscal 1996

Revenues

REVENUE FROM OTHER AGENCIES

Description

Civil Defense Reimbursement--The federal government reimburses the county for 50% of the cost of operating the local Office of Civil Defense.

Dept. of Human Resources (State's Attorney)--The State Department of Human Resources through an agreement with the State's Attorney's Office reimburses the county 75% of the cost of processing child nonsupport cases.

State Aid for Police Protection--The state gives the county a grant to support local police services. The funds are allocated by a formula based on population, wealth and spending effort.

Soil Conservation--The state pays a portion of the cost of operating the local office.

Community College Debt Service--The Howard Community College reimburses the county from student fees for a portion of the debt service cost of the campus student center.

911 Reimbursement--Represents a 50 cent per month surcharge collected from telephone bills in Howard

County, used to offset the cost of the county's enhanced 911 emergency response system.

Howard County Social Services--The local office of this state agency reimburses a portion of the cost of an assistant County Solicitor in the county's Office of Law assigned to work with Social Services cases.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Civil Defense Reimbursement	19,701	25,000	25,000	25,000
Dept. of Human Resources (State's Attorney)	194,468	300,000	300,000	300,000
State Aid for Police Protection	1,807,850	2,215,500	2,215,000	2,249,100
Soil Conservation	30,703	30,000	30,000	30,000
911 Reimbursement	573,293	570,000	570,000	625,000
Howard County Social Services	35,665	50,600	50,600	50,600
Community College Debt Service	59,731	59,730	59,911	59,730
Board of Education Telephone Debt Service	104,380	104,380	104,380	104,380
TOTAL	2,825,791	3,355,210	3,354,891	3,443,810

Fiscal 1996

Revenues

CHARGES FOR SERVICES

Description

Charges for Services are fees charged by the county to perform specific services for individuals or organizations. The fees are designed to recover the cost of performing the service. More information on each fee is available in the Office of Budget's publication Howard County, Maryland User Fees & Charges.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Finance Payroll Services	26,454	37,300	37,300	37,300
Sale of Maps and Publications	15,610	10,100	15,000	10,100
Civil Marriages	6,260	6,000	6,000	6,000
Tax Lien Certifications	232,016	230,000	250,000	230,000
Planning and Zoning Fees	742,201	827,500	700,000	825,000
House Type Revision Fee	52,668	53,000	53,000	53,000
IRB and MIDEA Application Fees	3,000	3,000	3,000	3,000
Rental Housing Inspection Fee	608,299	320,000	320,000	320,000
Development Review Fees	1,123,630	1,050,000	1,460,000	1,600,000
Development Specification Fee	51,966	55,000	55,000	55,000
Development Overhead Fees: Water & Sewer	515,503	395,000	400,000	395,000
Private Water & Sewer Inspection Fee	13,723	12,000	12,000	12,000
Topographic Maps	5,279	1,500	4,000	1,500
Police Record Check	48,941	51,000	51,000	51,000
Police Vehicle Storage	4,000	10,500	8,500	10,500
Master in Chancery Fees	22,119	22,000	22,000	22,000
Sheriff Fees	235,361	267,000	267,000	267,000
Boarding of Prisoners	415,764	701,900	774,900	701,900
Other	15,382	13,000	9,700	15,500
Recreation and Parks Program Fees	127,057	120,000	125,000	120,000
Use of County Landfill	4,615,045	3,500,000	4,350,000	1,600,000
Parking Meter Revenue	8,706	7,000	8,500	7,000
Private Roads Reimbursement	35,562	29,000	29,000	29,000
Snow Removal Fees	98,000	100,000	100,000	100,000
General Services Reimbursement for Services	28,230	25,000	25,000	25,000
Subdivision Process Fees	32,400	35,700	38,000	35,700
TOTAL	9,083,176	7,882,500	9,123,900	6,532,500

Fiscal 1996

Revenues

REVENUES FROM USE OF MONEY AND PROPERTY

Description

Interest on Investments--The Office of Finance is responsible for the county's "cash management portfolio," whereby temporary investments of all funds are made on a daily basis. This short-term investment of general fund idle revenues requires daily contact with banks and brokerage offices in order to take advantage of the best interest rates being offered for new investments. At the same time, investments already made are reviewed daily for the possibility of increasing the yield by evaluating current trends and forecasts related to the money markets.

Rental of Property--Revenue realized from renting county-owned land that will be needed in the future.

Sale of Property and Equipment--The sale of county-owned surplus property by the county. For example, auctioning by sealed bids of county trucks no longer needed.

Other--A return to the general fund of remaining unspent dollars for miscellaneous payments. This category also includes the special contingency for FY 95.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Interest on Investments	2,938,735	1,100,000	2,190,000	2,545,000
Installment Interest	16,115	15,800	15,800	15,800
Clerk of the Court Interest	39,470	30,000	40,000	30,000
Golf Course Interest	10,530	0	4,100	0
Rental of Property	1,128	0	9,800	0
Sale of Property and Equipment	235,815	100,000	100,000	100,000
Other	369,314	2,622,907	300,000	595,907
Concessions	30,319	20,000	35,000	20,000
Recycle Proceeds	76	0	0	0
Savage Mill Interest Payment	60,578	70,000	0	0
TOTAL	3,702,080	3,958,707	2,694,700	3,306,707

Fiscal 1996

Revenues

FINES AND FORFEITURES

Description

These revenues are fines for neglecting to obtain certain licenses, parking tickets, administrative court costs and violations of the animal control laws.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Parking Violation Citations	188,280	141,000	155,000	141,000
Animal Control Civil Penalties	48,238	60,000	55,000	60,000
Court Fines	85,024	50,000	60,000	50,000
Fines/Forfeitures	38,059	45,000	48,000	45,000
Other Fines	2,960	1,000	2,700	1,000
Civil Offenses	9,165	3,160	5,800	3,100
TOTAL	371,726	300,100	326,500	300,100

Fiscal 1996

Revenues

INTERFUND REIMBURSEMENTS TO THE GENERAL FUND

Description

Revenues in this section are paid to the general fund from other funds in the budget as a reimbursement for services provided.

Public Services Communication Fund--This account reimburses the general fund for work done in support of the local cable t.v. franchise.

Agricultural Land Preservation Fund--This account reimburses the general fund for the indirect overhead cost of the Agricultural Land Preservation Program.

Fire Department Utilities--In this account, fire tax funds reimburse the general fund for utility charges at Fire Station #7.

Street Light District Fund--This account returns to the general fund money paid to the street light district fund by residents for energy costs of lights in street light districts.

Self-Insurance Funds, Office of Law--This account reimburses the general fund for the Office of Law's time spent in support of the self insurance funds.

Return from Internal Service Funds--These accounts return to the general fund excess funds collected by

internal service funds such as radio maintenance, data processing and central services.

Water & Sewer Pro Rata Shares--These accounts reimburse the general fund for work done in support of the county's water and sewer utility.

General Capital/Developer Projects Pro Rata Shares--This account reimburses the general fund for work in support of these capital projects.

Debt Service Interfund Reimbursement--The general fund pays out all of debt service costs. These accounts reimburse the general fund where transfer tax or other sources are used to cover or supplement debt service costs.

BAN Management Fund--Excess investment income is returned to the general fund after paying the cost of the bond anticipation note program.

Recreation Self-Sustaining Fund Pro Rata Share--Cost incurred by the General Fund in support of this fee based Fund are recovered in this account.

	Audit FY 1994	Budget FY 1995	Estimated FY 1995	Budget FY 1996
Public Service Communications Fund	65,000	65,000	65,000	72,850
Agricultural Land Preservation Fund	137,538	104,000	104,000	134,000
Fire Department Utilities	0	20,000	20,000	20,000
Street Light District Fund	34,583	40,000	42,000	40,000
Self Insurance Funds	206,895	225,000	225,000	225,000
General Services Interfund	94,000	94,000	94,000	78,618
Water & Sewer Pro Rata Shares	1,720,052	1,758,140	1,778,140	2,129,943
DPW Developer Projects Pro Rata Share	71,422	110,000	102,000	110,000
General Capital Projects Pro Rata Share	964,917	1,200,000	1,200,000	1,200,000
Community Renewal Debt Interfund	737,771	737,770	737,700	1,045,620
Fire Debt Service Interfund	416,860	473,270	473,270	448,900
Recreation & Parks Debt Service Interfund	3,151,439	3,100,298	3,100,298	2,600,000
Return from BAN Management Fund	0	280,000	777,816	600,000
LGIT Debt Service Interfund	65,563	265,600	265,600	265,600
Return from Health Fund	0	0	0	426,867
Rec. Fund Self-Sustaining Fund Pro Rata Share	0	0	0	406,000
TOTAL	7,666,040	8,473,078	8,984,824	9,803,448

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**Fiscal Year 1996
Approved
Budget**

*Submitted by
County Executive, Charles I. Ecker*

Approved by
The County Council
Charles Feaga, Chairman
Darrel Drown, Vice Chairman
C. Vernon Gray
Mary Lorsung
Dennis Schrader

FISCAL 1996 BUDGET SUMMARY

This budget prepared by the:

Department of County Administration

Raquel Sanudo, Chief Administrative Officer

Budget Office

Raymond S. Wacks, Administrator

Gale P. Benson, Assistant Administrator

Thomas T. Hare

Sherry M. Lawler

Hai D. Nguyen

Eileen P. Skidmore

Donald L. Stitely, Jr.

with the assistance of the:

Department of Finance

J. Earle Beyer

~~Christopher E. Fioravante~~

Bureau of Central Services

A. Roy Stecher, Bureau Chief

Terry M. Bromery

Douglas A. Hargett

Ron Hill

Ronette Jones

Kathy Opela

Dwight A. Perry

Frank Trautman

John A. Walls

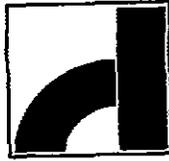
Office of Public Information

Victoria L. Hastings

Elizabeth H. Vessey

This book printed on recycled paper





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

**PRESENTED TO
Howard County,
Maryland**

**For the Fiscal Year Beginning
July 1, 1994**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Presentation to the Howard County Government Budget Office for its annual budget for the fiscal year beginning July 1, 1994.

In order to receive this award, a governmental 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 communications device.

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



Our Mission

HOWARD COUNTY GOVERNMENT

Howard County is widely recognized as being a great place to live and work. The mission of the Howard County Government is to enhance this well-deserved reputation by promoting an open, responsive government that involves and serves the community, and that provides fiscal responsibility to ensure a solid foundation for the future. To do this we will:

Have a compassionate, friendly, service-oriented, efficient and effective government.

Renew and reinforce public confidence and involvement in all areas of county government.

Use every tax dollar efficiently.

Emphasize quality education, health, safety and welfare for all of our citizens.

Develop and implement growth management tools that will encourage orderly and planned growth in accordance with the principles in the general plan.

Create and implement comprehensive plans and actions to achieve the mission.



CHARLES I. ECKER, COUNTY EXECUTIVE

FISCAL 1996 BUDGET SUMMARY

In accordance with State law, the use of funds is determined by the Board of Education within the various categories. However, it is suggested that the \$12,209,925 increase be used as follows:

Additional personnel to open 1 new middle school and maintain staffing ratios	\$4,390,000
To fund the negotiated agreements	\$6,065,000
For supplies, materials, textbooks, equipment	\$1,754,925

The State Legislature has just approved its budget for FY96 and, in accordance with approved amounts, there are \$739,398 State dollars coming to Howard County that were not estimated in the Board of Education's budget. If the Board of Education submits a request to include these funds in the FY96 budget, I will submit a budget amendment to the County Council to increase the total dollars either in the Operating Budget or the Special Budget for the amount of increased State aid.

I'm proud to say that according to recently released figures from the State Department of Education for FY94 Howard County spent a higher percentage of its wealth on education than any other county in Maryland. I am confident that this budget request will maintain the county's effort.

Public Safety

Public Safety is another top priority. Not only must we continue to provide services as in the past, but they must be strengthened. This budget provides an increase of 6.1% for Police including 15 additional police officers.

In order to maintain the high level of Fire and Rescue Services, we are including 25 new positions for this Department. These positions, as well as other needs must be funded from the dedicated Fire Tax. This requires an increase of 2 cents in the Fire Tax rate for the Metropolitan District properties. This increase

will cost each household approximately \$20.00. There is no increase in the rural fire tax rate.

General County Government

Citizens of our county have come to expect a high level of services. To maintain this level we are emphasizing improved management strategies that will deliver more quality services with less expenditures.

There are relatively little new funds proposed for General County Government, except for a small increase in Public Works, supporting constant efforts to improve disposal of solid waste, and to General Services to assure maintenance of new facilities.

We continue to hold the line on new positions, authorizing only positions that are deemed necessary for the proper delivery of necessary services. Funding for a 2.5% merit/increment/step increase and a 2% cost of living increase has been included for all government employees.

Taxes

This budget includes no increases in property or income tax rates. While the tax rate remains stable, average property tax bills will increase \$98 for the owner of a house assessed at \$180,000. The Fire Tax increase mentioned above is necessary to hire the needed staff and expand facilities, and will increase the tax bill in the metro fire district an average of \$20. Therefore taxes are proposed as follows:

- Property Tax Rate: \$2.59 per \$100 of assessed valuation - No increase
- Local Income Tax: 50% piggyback tax - No increase
- Fire Tax - 2 cent increase Metro District Tax
No increase in the Rural District Tax

From the Executive

To the Citizens of Howard County:

I am pleased to present the FY 1996 Operating Budget. This common sense practical budget fits the economic times of the 1990's. Howard County is faced with an economy that is growing slowly, which means county revenues will not increase nearly as fast as they have in the past.

Despite this obstacle, we have produced a budget that maintains the level of services that residents in Howard County expect. We have also funded increases in critically needed services in public safety and education.

The budget is 4.2% higher than the FY '95 operating budget, yet it contains no increase in the general property tax rate or local income tax rate.

However, the Metro District fire tax rate will increase by two cents to fund 25 additional fire personnel. There is no increase in the rural fire tax rate.

In preparing this budget my number one goal continues to be to maintain the quality of life enjoyed by Howard Countians in a fiscally responsible manner, not only for today but in the future. As uncertain economic times continue, we must be fiscally cautious.

Revenues

Property values continue to remain stable or fall in value causing slower growth in the assessable base. A study of trends by the Spending and Bond Affordability Committee supports this finding. While our tax base increased this year, the percent of increase is down.

After carefully reviewing revenue estimates, the state of the economy, and the Spending and Bond Affordability Committee report, I am proposing an FY '96 Operating Budget of \$328.5 Million; \$13.1 Million over FY '95.

Establishing Priorities

Education remains a top priority in Howard County. The budget provides a 5.8 % increase for the Board of Education, and a 6.5% increase for the Community College. This increase, including debt service, represents 82% of the new budget dollars.

We continue to invest in our future by supporting education with 59.1%, including debt service, of the FY '96 budget dollars. (Board of Education 55.8%, Community College 3.3%)

- The Executive's proposed Board of Education FY96 Operating Budget, including all sources of funds, totals \$229,865,795.
- The percentage of the County's Operating Budget for the public schools increased almost a full percentage point from 54.9% in FY95 to 55.8% in FY96.
- The increase in the Board of Education's operating budget is:

County Source	\$8,500,000
State Source	3,151,870
Other	558,055
Total Increase in Operating Dollars	\$12,209,925
Debt Service	1,600,700
Special Projects	1,000,000
Total Increase	\$14,810,625

- The total increase for the Board of Education's FY96 Operating Budget is \$12,209,925 or a 5.6% increase over FY95.

The budget is not submitted to you by category as I feel the Board of Education should be able to allocate the funds by category within the total dollars provided.

FISCAL 1996 BUDGET SUMMARY

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will cost each household approximately \$20.00. There is no increase in the rural fire tax rate.

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Citizens of our county have come to expect a high level of services. To maintain this level we are emphasizing improved management strategies that will deliver more quality services with less expenditures.

There are relatively little new funds proposed for General County Government, except for a small increase in Public Works, supporting constant efforts to improve disposal of solid waste, and to General Services to assure maintenance of new facilities.

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Taxes

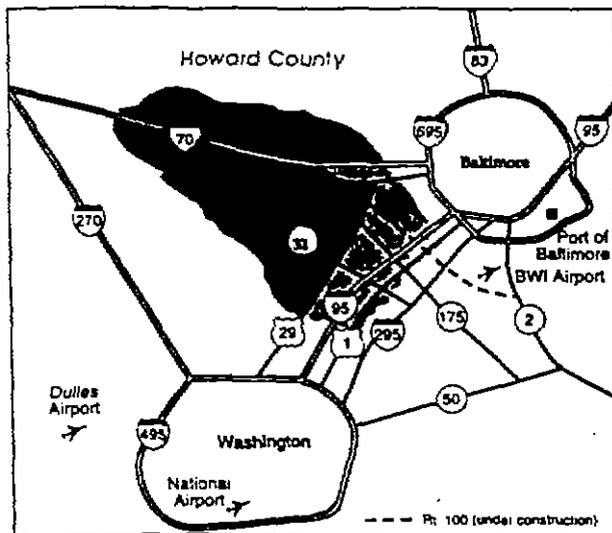
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- Fire Tax - 2 cent increase Metro District Tax
No increase in the Rural District Tax

About Howard County

History

The county was formed in 1851, and bears the name of Colonel John Eager Howard, the fifth Governor of Maryland. Mills and ports along the Patapsco River, and the construction of the B & O Railroad through Ellicott City, played a significant part in the county's early development. The county was predominately agricultural in character until 1966, when construction began on the new town of Columbia. The county's population has grown approximately 275 percent since then, and is one of the wealthiest in the nation. Under a home rule charter since 1968, the county is governed by an elected county executive and five-member council.



Today

Howard County, Maryland is 251 square miles in area, and is home to approximately 220,000 residents. It is a unique mixture of urban, rural and suburban communities. The planned city of Columbia is a central part of the county landscape. The county is located directly between Baltimore, Maryland and Washington D.C. and at its closest point is less than four miles from the former and 13 miles from the later. Its location places the cultural attractions of both cities within an hours drive or less. These cities, together with Columbia, offer a wide variety of theatres, museums, entertainment, and historical and natural places of interest. Visitors and residents alike are attracted by the Merriweather Post Pavilion, a dinner theatre, the Rockland Arts Center, cinema, and a number of seasonal festivals. In Ellicott City, a major point of interest is the B & O Railroad Museum, the first terminus of the Baltimore and Ohio Railroad outside Baltimore City.

The county is a major commercial/industrial center for the Washington-Baltimore region, with 254 buildings offering over 20 million square feet of space to over 5,000 businesses. Seven of the 20 largest office and business/industrial parks in the Washington-Baltimore region are located in the county, including Columbia Gateway with 600 acres and Baltimore-Washington Industrial Park with 235 acres. Since 1987, more firms moving to the Baltimore metropolitan region have located in the county than in any other county in the region.

FISCAL 1996 BUDGET SUMMARY

Conclusion

Howard County is a leaner, stronger and wiser county as a result of the difficult financial times the county has been through the last 5 years. We have done more with less.

In fact the County Government portion of the budget has less dollars (-2.7%) in FY96 when compared to the budget when I began my first term. Yet we have INCREASED services by opening 3 new libraries, expanding the senior nutrition sites, doubling the size of the detention center, adding police officers, and expanding the recycling program.

Following is a comparison of the various parts of the FY 96 operating budget and the increase from FY 91 and FY 95:

	Percent of Change (Comparing FY96 to FY91 and FY95)	
	From FY91	From FY95
Board of Education (excluding debt service)	21.6%	5.2%
Community College (excluding debt service)	33.8%	6.6%
State Agencies	17.7%	3.3%
County Government (excluding debt service)	-2.7%	1.6%
Debt Service		
Board of Education	35.0%	14.7%
Community College	23.8%	6.1%
General County	48.0%	2.1%
Total Debt Service	42.4%	6.2%
Total Budget	14.7%	4.2%

We must continue to tighten our belts a notch each year because the 90s will be a decade of reduced increases in revenues and a decade of limited budgets.

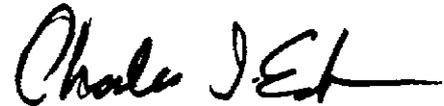
Therefore, we must deliver government services to the residents of Howard County with more efficiency and skill than ever before. Our top priorities remain education, health and public safety.

We no longer have the luxury of being able to fund all budget requests because we do not have the financial resources to do so.

I am convinced that the level of funding provided in this budget is adequate to continue to provide quality education, public safety, and needed services.

These continue to be demanding times. We made tough choices about what to keep and what to cut from this spending plan. But in conclusion, we feel this FY '96 budget reflects our commitment to serve ALL the people of Howard County.

Sincerely,



Charles I. Ecker
County Executive

Local Elected Officials

County Executive
Charles I. Ecker

County Council
Charles Feaga, Chairman
Darrel Drown, Vice Chairman
C. Vernon Gray
Mary Lorsung
Dennis Schrader

Department/Agency Officials

Education

Dwight Burrill, President, Howard
Community College
Board of Education (Elected Officials)
Susan J. Cook, Chairman
Sandra H. French, Vice Chairman
Stephen C. Bounds
Karen Campbell
Linda L. Johnston
Michael E. Hickey, Superintendent,
Howard County Public School System

Public Safety

James N. Robey, Chief, Dept. of Police
James Rollins, Director, Dept. of Corrections
James E. Heller, Director, Dept. of Fire & Rescue
Services

Public Works

James M. Irvin, Director, Dept. of Public Works

Inspections, Licenses & Permits

David Hammerman, Director, Dept. of Inspections,
Licenses & Permits

Recreation and Parks

Jeffrey Bourne, Director, Dept. of Recreation & Parks

Human Services

Manus J. O'Donnell, Director, Dept. of Citizen Services
L. Martin Hamilton, Jr., Director, Cooperative
Extension Service
Joyce Boyd, Health Officer, Health Dept.
Samuel W. Marshall, Director, Dept. of Social Services
Robert W. Ziehm, District Manager, Soil Conservation
Marvin Thomas, Director, Libraries

General Government

Raquel Sanudo, Chief Administrative Officer,
Dept. of County Administration
Barbara Cook, Solicitor, Office of Law
Raymond F. Servary, Jr., Director, Dept. of Finance
Joseph W. Rutter, Jr., Director, Dept. of Planning
and Zoning
Rufus F. Clanzky, Director, Dept. of General Services
Richard W. Story, Executive Director, Economic
Development Authority

Legislative and Judicial

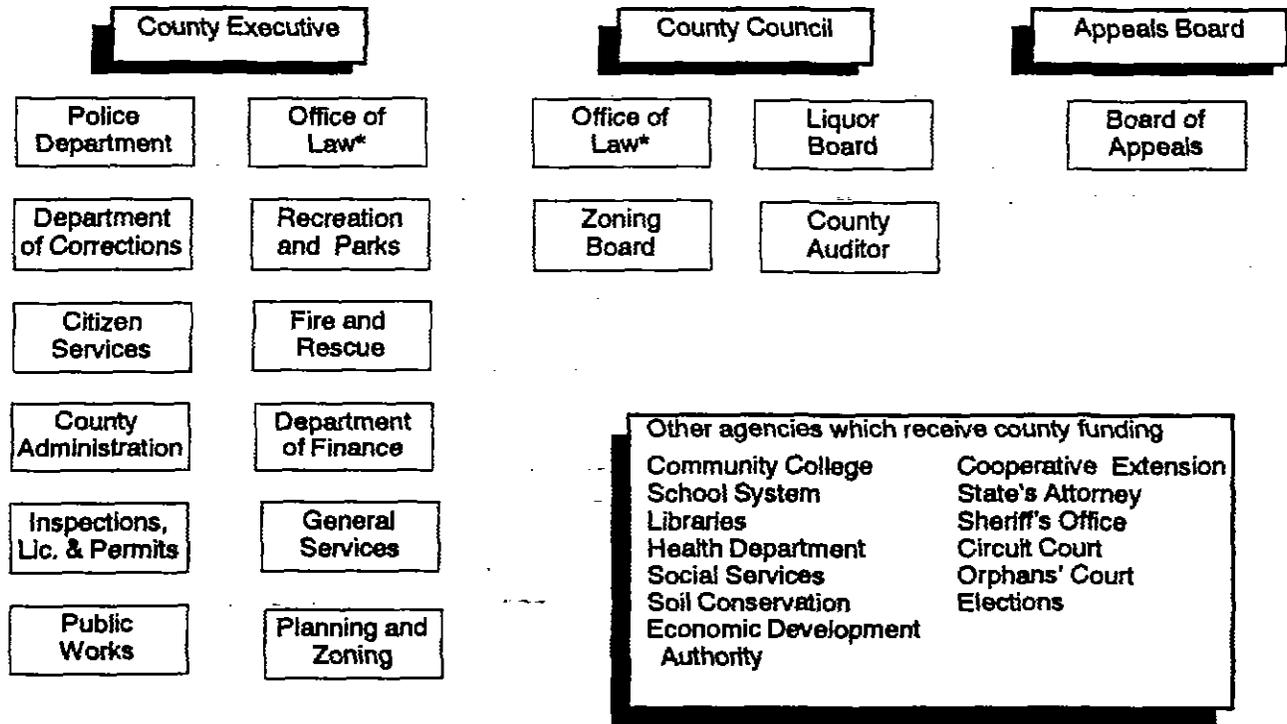
Christopher B. Emery, Administrator,
County Council
Ronald Weinstein, Auditor, County Council
Raymond J. Kane, Jr., Administrative Judge,
Circuit Court
Frank Lupashunski, President, Board of Elections
Marna McLendon, State's Attorney (*Elected Official*)
Michael Chiuchiolo, Sheriff (*Elected Official*)
Rosemary Ford, Chief Judge,
Orphans' Court (*Elected Official*)
Margaret Rappaport, Clerk of the Court (*Elected
Official*)

About the government

There are no incorporated cities or towns in Howard County; all local government services are provided by the county government. The county is governed by an executive and five member county council, all serving four year terms. The executive is elected at-large while the council is elected by legislative district.

Most day-to-day government operations such as police, public works and recreation are under the direction of the county executive. Other local agencies, such as the library system and health department, are largely funded by the county, but operate with varying degrees of independence. An elected board of education oversees the county public school system serving an estimated 37,846 students.

The organizational chart below shows major county agencies.



ORGANIZATIONAL CHART

Advisory boards and commissions not shown

*The Office of Law represents both the County Executive and the County Council.

Local Elected Officials

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Charles I. Ecker

County Council
Charles Feaga, Chairman
Darrel Drown, Vice Chairman
C. Vernon Gray
Mary Lorsung
Dennis Schrader

Department/Agency Officials

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Karen Campbell
Linda L. Johnston
Michael E. Hickey, Superintendent,
Howard County Public School System

Public Safety

James N. Robey, Chief, Dept. of Police
James Rollins, Director, Dept. of Corrections
James E. Heller, Director, Dept. of Fire & Rescue
Services

Public Works

James M. Irvin, Director, Dept. of Public Works

Inspections, Licenses & Permits

David Hammerman, Director, Dept. of Inspections,
Licenses & Permits

Recreation and Parks

Jeffrey Bourne, Director, Dept. of Recreation & Parks

Human Services

Manus J. O'Donnell, Director, Dept. of Citizen Services
L. Martin Hamilton, Jr., Director, Cooperative
Extension Service
Joyce Boyd, Health Officer, Health Dept.
Samuel W. Marshall, Director, Dept. of Social Services
Robert W. Ziehm, District Manager, Soil Conservation
Marvin Thomas, Director, Libraries

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Marna McLendon, State's Attorney (*Elected Official*)
Michael Chiuchiolo, Sheriff (*Elected Official*)
Rosemary Ford, Chief Judge,
Orphans' Court (*Elected Official*)
Margaret Rappaport, Clerk of the Court (*Elected
Official*)

Economic Outlook

Howard County has benefited from its central location in the Washington-Baltimore region. Growth and development have been rapid over the past two decades, fostered in part by the planned community of Columbia. The county has the highest median household income in Maryland and the second highest per capita income. Educational attainment levels are among the highest in the state and region.

In concert with national trends, the county's overall economic growth has slowed during the 90s in comparison with growth trends of the past decade. However, despite this slower rate of growth the underlying economy is sound and the county's long term prospects remain healthy. Overall, the outlook in the local economy is for improvement. Business is experiencing slow growth, lower profit margins and mixed results in activity. Volume seems consistent or improved in retail markets with small dollar purchases leading the way. Much of the recovery seems to be credit driven on the commercial and personal sides. Revenues from local sales taxes are up in apparel, general merchandise, furniture and appliance categories. Leasing of all types, including autos, continue to grow at a rapid rate. Building rates are rising and commercial vacancy rates are declining. This trend should lead to the resumption of commercial office and warehouse building within the next two years. Consolidation of banks is occurring, reflecting the national move in this direction. Long term, the feeling is growth will be modest and will be reflected in good business planning. Modest, if any, expansion of employment is expected within existing businesses and all levels of government. Inflationary growth in residential housing has slowed dramatically. The county must be careful to avoid projecting high growth rates in revenue in light of these changes.

County Response to Changing Economic Times

The county's general fund operations and financial position historically have been strong. However, with the onset of the recession in the early 90s financial performance, like that of most other

Maryland counties weakened. The county ended Fiscal Year 1990 with a surplus of \$21.5 million, all of which was designated to fund the Fiscal Year 1991 budget. The county ended Fiscal Year 1991 with a deficit of \$3.05 million. This deficit was caused by shortfalls in revenues.

Beginning in January 1991 the county took drastic action to confront this situation. Cost cutting measures begun in Fiscal 1991 were continued through Fiscal Year 1995 and continue to this day. All non-essential spending was eliminated or postponed. Over 200 positions were eliminated from the 1992 budget. No salary increases were given to any county or education employees, and county employees had their salaries reduced by up to 10% through the use of five furlough days and the elimination of longevity increases. Spending levels for all areas of the county were reduced by an average of 5%. Even with these cuts the county property tax rate was increased by 14 cents, while 25 fees and charges were increased. As a result, the deficit in funding from 1991 was retired and the county ended Fiscal Year 1992 with a \$4.8 million surplus.

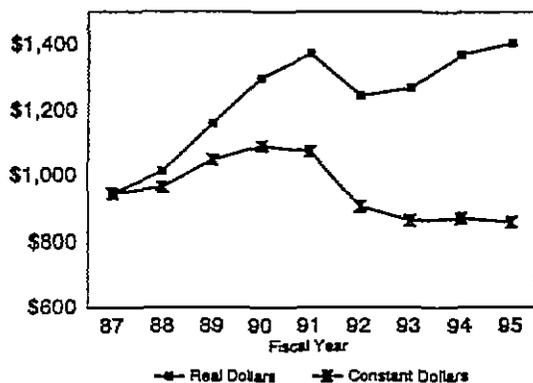
For Fiscal Years 1993, 1994 and 1995, general property tax and income tax rates were not increased while the county focused spending priorities on education and public safety. From Fiscal 1991 to Fiscal 1995 spending in the areas directly controlled by the County Executive decreased in real dollars by 6%, while spending for education increased by 16% during the same period.

Again for Fiscal Year 1996 the proposed budget does not increase any tax rates while the general focus remains on education and public safety. The school system and community college received 69% of the new dollars in the budget while the Police received 11%. This was accomplished by holding other county department's operating expenses to the same level of funding as FY 95 with only a few exceptions for special programs.

FISCAL 1996 BUDGET SUMMARY

Following is a chart of county general fund spending on a per capita basis in both real and constant dollars for the past eight years. As a result of spending adjustments made as a response to the recession, spending per capita in inflation adjusted dollars is still less today than it was in 1987.

Spending Per Capita In Real and Constant Dollars



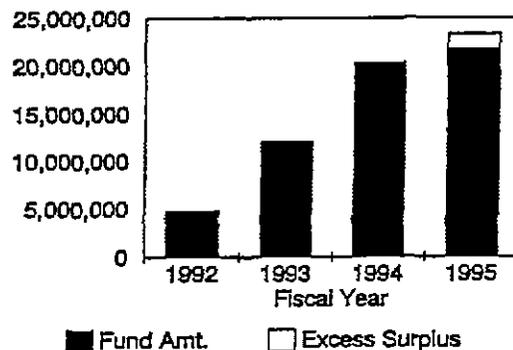
Implementing the Rainy Day Fund

Prior to November 1992 the county was required by the County Charter to rebudget all surplus funds for the upcoming year's budget. The fiscal distress felt in the county budget in the early 90's was caused in large measure by the county having to absorb the loss of the over \$20 million surplus projected to fund over 10% of the budget in Fiscal Year 1991. When that surplus did not materialize, the county had no reserve funds to fall back on to absorb other revenue shortfalls that were occurring.

To avoid that situation in the future, the County Executive proposed, and the County Council approved an amendment to the County Charter to establish a rainy day fund. That amendment was approved by the voters of the county in November 1992 by a majority of over 80%. The amendment established a rainy day fund for the county and required all surplus funds in the county

be placed in that fund until it reaches 7% of the prior year's audited expenditures. The amendment further states that any surplus in excess of that needed to maintain the rainy day fund at the 7% level can only be used for capital or other one time expenses. The impact of the implementation of this change in policy has been to remove the surplus as a revenue source to fund ongoing expenses in the county. At the end of fiscal year 1994 the Rainy Day Fund reached its optimal level for FY1996. As a result excess surplus funds anticipated from FY 1995 will be available to fund projects in the FY1996 Capital Budget. The fund now provides stability that should protect the county budget and services from future economic shocks. It will also have the effect of slowing the growth of the county's bonded debt as more funds are available for pay as you go funding of capital projects.

Howard County Rainy Day Fund Growth



About the Budget Process

Adopting the county budget involves making choices about what local services should be funded and at what level.

The First Step: The Spending and Revenues Guidelines Advisory Committee

Each fall as a first step in the budget process the County Executive appoints a committee to advise him as he prepares the new budget. This committee, which is comprised of county residents and county officials who have expertise in financial matters, is charged with examining

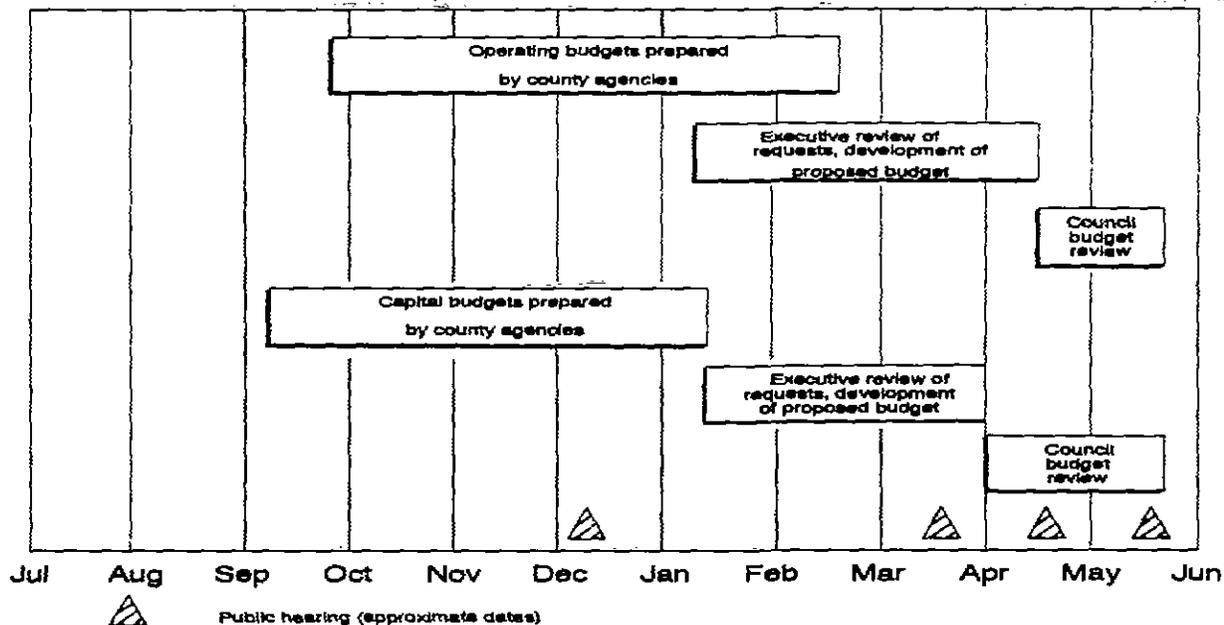
the economic and fiscal data which are indicators of the economic condition in the county and to report on its findings which shall be used as guidelines in setting revenue and spending levels for the upcoming budget.

The Second Step: Executive Development and Review

The public process begins in the fall when the County Executive invites county residents to express their budget priorities. County agencies develop budget requests and submit them to the executive by early March. The County Executive holds a second meeting in the spring to update the public on the budget in process. In April, the County Executive presents the proposed budget to the County Council.

The Third Step: County Council Review and Final Approval

The Council conducts a series of public hearings in April and May to review the Executive's proposed budget. Local taxpayers are given opportunity to comment on the budget before the Council takes action. The County Council can



THE BUDGET PROCESS

Financial Indicators

Property Tax Rate

Fiscal Year	Rate
1989	\$2.49
1990	\$2.49
1991	\$2.45
1992	\$2.59
1993	\$2.59
1994	\$2.59
1995	\$2.59

Assessable Base

Fiscal Year	
1990	\$4,570,937,780
1991	\$4,966,503,710
1992	\$5,438,796,720
1993	\$5,949,007,762
1994	\$6,304,297,030
1995*	\$6,606,395,273

*Estimated

Personal Income Per Capita

Fiscal Year	
1990	\$26,799
1991	\$26,832
1992	\$27,439
1993*	\$27,762
1994*	\$28,115

*Estimated

County Population

1990	186,464
1991	194,030
1992	203,190
1993*	209,345
1994*	211,517
1995*	218,000

*Estimated

FISCAL 1996 BUDGET SUMMARY

reduce the Executive's budget, but not increase it, except in the case of the Department of Education's budget. Here the Council may restore funds back to the level requested by the school board.

The capital budget follows a similar process of hearings. In addition, this budget is also reviewed by the Planning Board. The sites of all new or substantially changed projects are posted, the projects advertised, and a public hearing is held by the board in February.

After its review, the County Council finalizes the entire budget. The Council sets tax rates needed to generate enough revenue to balance the budget.

During the Year: Amending the Approved Budget

Once the budget is approved, it can only be amended by the County Council upon the request of the County Executive.

The operating budget may be amended through the use of Supplemental Budget Appropriation Ordinances (SAOs). The County Executive may request, at any time during the budget year, that a SAO be approved by transferring funds from the county's general contingency reserve to an operating budget account. The county may not increase the bottom line of the budget through this process except in emergencies. During the last quarter of the fiscal year only, the County Executive may request the County Council to transfer funds from one county agency to another.

The capital budget of the county may be amended through the use of Transfer Appropriation Ordinances (TAOs). The County Executive may request, at any time during the year, that a TAO be approved by transferring funds from one capital project to another. At no time may the bottom line of the capital budget be increased.

FISCAL 1996 BUDGET SUMMARY

Fiscal 1996 Operating Budget Calendar

Dates	Items
December 15, 1994	CITIZENS' BUDGET MEETING
January 13, 1995	Initial review of departmental capital budget requests. (Decide which projects go to Planning Board)
January 30, 1995	Deadline for departmental operating budget requests
February 15-17, 1995	Initial review of departmental operating budget requests. (Decide how to present at citizens' budget meeting)
March 1-30, 1995	Make final decisions on the capital budget
March 9, 1995	CITIZENS' BUDGET MEETING
March 6-10, 1995	Meet with Dept. Directors to review budget requests
March 20-22, 1995	Make final decisions on the operating budget
April 21, 1995	Deadline (70 days prior to end of fiscal year) to submit operating budget to County Council
April-May 1995	Council hearings and work sessions on capital and operating budget
June 1, 1995	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year)

Fiscal 1996 Capital Budget Calendar

Dates	Items
October 26, 1994	County agencies submit descriptive forms for new capital projects to Public Works, Bureau of Admin., for costing and coordination
November 2, 1994	Agencies submit changes to existing projects to Public Works, Bureau of Administration
December 15, 1994	Executive holds initial Citizens' Budget Meeting
December 14-16, 1994	Project forms complete, Public Works reviews projects with user agencies
January 9, 1995	Public Works submits capital budget requests to Chief Administrative Officer (Budget Office)
January 26, 1995	Advertising deadline for February Planning Board hearing*
January 31, 1995	Executive transmits departmental budget requests to Planning Board (By law, Feb. 1 is the deadline)
February 14, 1995	Planning Board hearing on capital budget requests*
February 28, 1995	Planning board recommendations to Executive
March 1-30, 1995	Make final decisions on capital budget
March 9, 1995	Executive holds Citizens' Budget Meeting to review operating and capital budget requests
March 31, 1995	Deadline (90 days prior to end of Fiscal Year) for Executive to submit Proposed Capital Budget to County Council
April-May 1995	Council hearings and work sessions on capital and operating budget
June 1, 1995	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year)

*Must be held within first 14 days of February.

How the budget book is organized

The summary section in the front of the book provides an overview of the entire operating budget. It includes a message from the County Executive, answers to frequently asked budget questions and highlights of county agency budgets, and other summary information.

Following the summary, the budget book is divided into the sections at the right. A table of contents for each section is included after the tabs.

EDUCATION

- Public School System
- Community College

PUBLIC SAFETY

- Police Department
- Department of Fire & Rescue Services
- Department of Corrections

PUBLIC WORKS/INSPECTIONS

- Public Works
- Inspections, Licenses and Permits

HUMAN SERVICES

- Citizen Services
- Health Department
- Social Services
- Cooperative Extension
- Soil Conservation
- Libraries
- Grants-in-Aid

RECREATION & PARKS

GENERAL GOVERNMENT

- County Executive
- County Administration
- General Services
- Finance
- Planning and Zoning
- Economic Development Authority
- Office of Law

LEGISLATIVE & JUDICIAL

- County Council
- Auditor
- Liquor Board
- Zoning Board
- Appeals Board
- Circuit Court
- Orphans' Court
- State's Attorney
- Sheriff's Office
- Board of Elections

DEBT SERVICE, CAPITAL & RESERVES

- Capital & Expenses
(Pay As You Go)
- County Debt Service
- Contingency Reserve
- Employee Tuition Reimbursement

RESTRICTED FUNDS/STATEMENTS

- Capital
- Special Revenue
- Internal Service and Enterprise Statements

About government budgeting

Simply stated, a budget lists what the government plans to spend over the next year, and where the money to pay for these expenses will come from. The form of the budget is influenced by the rules of government accounting, legal requirements and other factors.

At the heart of government finances is the concept of *fund* accounting. Governments create funds to account for related expenses and revenues. For example, the Water and Sewer Operating Fund contains the budget to run the County's water supply and wastewater treatment system and the revenues collected (primarily user charges) to pay for the system.

The Howard County budget is actually two separate budgets; the operating budget contains most of the daily operations of county government, the capital budget covers construction of major government facilities.

The Operating Budget

As the name implies, this budget includes the day-to-day operations of county government. The operating budget contains a number of separate funds:

General Fund

The general fund is probably the most visible part of the county budget. It includes the budgets to pay for police protection, run the school system, plow the snow, operate the county jail, provide grants to community social service agencies, and a host of other activities. The

revenue to support the general fund comes primarily from local property and income taxes.

Restricted Funds

All funds other than the general fund are collectively referred to as "restricted funds" in the operating budget book. The restricted funds include:

Enterprise Funds: some government operations are fully supported by revenues they generate. The local water and sewer system is an example of an enterprise fund in the county budget.

Special Revenue Funds: a number of county revenues can only be spent for specific purposes. For example, the county's one percent transfer tax is dedicated to serve specific activities including agricultural land preservation, park acquisition and development, community renewal, school site acquisition and construction, and fire protection. These monies are budgeted and spent through special revenue funds in this section.

Internal Service Funds: some government departments operate purely to support other local agencies. For example, the risk management fund provides insurance coverage for county government agencies and charges them for the cost. Other internal funds include data processing, radio and print shop operations.

Other Funds Expended by County Agencies: other funds expended by County Agencies provides a description of all financial resources of the Board of Education, Howard Community College and the Department of Libraries. This section is also used to account for the proceeds from citizen contributions for special purposes.

Capital Funds: although the capital budget covers all county capital construction projects, the cost of the the projects and a listing of all revenues is included in the operating budget book under the restricted funds section. There is a capital project fund for most major capital project categories; related projects are often combined.

Budgetary Basis

Howard County follows the modified accrual basis of accounting for all governmental funds with the exception of the proprietary funds and

the Community College funds. The county conforms to Generally Accepted Accounting Principles, and has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.

Budgetary Terms

Like most specialized fields, government budgeting has its own vocabulary. Here are definitions for some common terms:

Activity

A functional grouping of expenses within an organization. For example, accounting control is an activity in the Department of Finance. Activities are also called programs.

Agency

A county department or office. In the executive branch of county government, an agency is managed by a director reporting to the County Executive. For example, the Department of Public Works and Office of Law are county agencies.

Approved (Budget)

The budget for the current fiscal year.

Audit(ed Expenses)

The actual amount spent in the last complete fiscal year.

Bureau

A unit within an agency which includes one or more organizations. For example, the Bureau of Highways is a bureau consisting of two organizations within the Department of Public Works.

Bonds

The county borrows money to pay for major construction projects such as bridges and roads by issuing bonds. The county pays back the interest and principal to investors over the life of the bonds similar to a home mortgage.

Contingency Reserves

Monies budgeted for unanticipated expenses or emergencies which arise during a fiscal year. Use of contingencies must be approved by the County Council and County Executive. Every fund in the budget may have a contingency reserve. By law, the general fund contingency cannot exceed 3 percent of the total budget.

Debt Service

Funds required to repay bonds issued by the county.

Expenses

Money budgeted and spent by the county.

Expense Category

Each organization's budget is approved by categories of expense such as salaries, supplies and equipment. Expense categories are also called object classes. Categories are further divided into detailed line items (or objects).

Department (See Agency)

Division (See Organization)

Fiscal Year

An accounting period covered by the budget. Howard County's fiscal year begins on July 1st and ends on the following June 30th. Fiscal year 1993, for example, began on July 1, 1992 and ended on June 30, 1993.

Grant

Money given by another government (or other source) to the county, usually for a specific purpose.

Grant-in-aid

County funds given to cultural or human service organizations which serve county residents.

FISCAL 1996 BUDGET SUMMARY

Line Item

A detailed item within an expense category in the budget. For example, office furniture is a line item within the category of equipment. Line items are also called objects.

Organization

A sub-unit, within an agency, with its own budget. For example, the Personnel Office is an organization in the Department of County Administration (an agency).

Pay As You Go Funds

Money from the general fund operating budget used to support a capital project which is not suitable for long term financing.

Program (See Activity)

Proposed Budget

The budget for the next fiscal year submitted by the County Executive to the County Council for approval.

Requested Budget

The budget for the next fiscal year, sought by a county agency and submitted to the County Executive for review.

Revenue

Money received by the county to support its budget. Property taxes and building permit fees are examples of revenues in the county general fund. By law, revenues must equal or exceed budgeted expenditures—the county must have a balanced budget.

Reading a typical budget page

A typical county agency has several sub-units; they may be called divisions or offices, but they are all referred to as *organizations* in the county budget system.

Within the sections listed above, the operating budget book is designed to present a summary page for each agency, followed by one page for each organization in the agency.

Many county agencies operate in more than one budgetary *fund*. For example, the Department of Planning and Zoning has organizations in the general and grants funds. These are all included in the Planning and Zoning section of the budget book. Where an organization is not part of the general fund, the description section of the budget page indicates the appropriate fund.

A TYPICAL OPERATING BUDGET PAGE

The diagram shows a sample budget page for the 'General Government' department, 'Office of the Director', with budget account number '011-003-0100'. The page is annotated with the following descriptions:

- DEPARTMENT OF FINANCE**: The name of the Agency or Department
- OFFICE OF THE DIRECTOR**: The name of this organization
- 011-003-0100**: The budget account number
- Functions**: Describes the activities of this organization. Example text: "Responsible for custody and safeguarding of all county funds and records, the preparation of bond orders, advising on debt management, and the preparation of financial reports on a timely basis. Monitor and direct all departmental activities. Administer the duties and responsibilities of the Department of Finance."
 - Outlook for '96**: Highlights important aspects of the next budget year. Example text: "Continue to direct and manage the duties of the Department of Finance in an efficient and effective manner."
 - Personnel Summary**: A summary of employees in this organization: Current number and any changes in the next budget year. Includes fields for "Approved" and "Budgetary Proposed".
- BUDGET Table**: Shows the budget of this organization by type of expense (such as salaries, supplies, and materials, etc.).

BUDGET	FY 1995		FY 1996		FY 1996	
	Actual	Approved	Estimated	Proposed	Proposed	Approved
Salaries, Wages & Fringe Ben.	360,879	279,470	275,170	303,910	251,990	285,890
Contracted Services	38,128	36,636	18,430	34,900	33,900	33,900
Supplies & Materials	3,788	4,018	4,010	4,110	4,110	4,110
Business & Education Expense	3,811	5,880	5,880	4,120	4,200	4,100
Capital Outlay/operating Equip.	191	4,280	4,280	4,810	0	0
Other Operating Expense	1,127,110	1,328,800	1,328,820	1,328,920	1,316,810	1,315,480
TOTAL	1,903,007	1,682,204	1,636,510	1,671,770	1,604,910	1,639,380

 - Actual**: Last year's actual expense
 - Approved**: The current year's budget
 - Estimated**: Estimate of what will be spent in current year
 - Proposed**: Amount requested for next year by the Department
 - Approved**: Approved budget for next year
 - Proposed**: Amount the County Executive proposes for next year

Questions about the budget

Every year several key questions are asked about the budget. The purpose of this section is to provide this information up front in the budget process. Unless otherwise noted, the questions and answers refer to the general fund operating budget only.

Q. *How much revenue does one cent on the property tax rate generate?*

A. For FY96 each cent of property tax generates \$689,580 in revenues for the general fund.

Q. *The FY 96 budget increased by \$13,125,550. How were these new dollars allocated in the budget?*

A. The majority of new funds went to education, debt service and public safety. The Public School System, Community College and education related debt service received 82% of the new dollars. Non-education debt service received 3.6% and public safety received 9% of the new dollars.

Q. *What changes have been made in the total number of County, Education, Health and Libraries employees?*

A. For FY96 there is an increase of 186.9 positions requested by the Public School System and a net increase of 5 Community College positions. In the county agency workforce there is an increase of 56 positions, including 15 additional police officers, 25 firefighters, 3 positions in Citizen Services, 1 position in the State's Attorney, 6 positions in General Services and 6 positions in the Recreation and Parks self-sustaining fund. For more details on the

positions see pages 32, 33 and 34 of this summary.

Q. *How many officers in the Police Department have been added to the budget in the past two years?*

A. Uniformed officers in the Police Department have increased by 14.6% in the past two fiscal years, from 295 to 338. Twenty positions were added in FY 1995 as part of the budget and eight were added in mid-year with grant funds. Fifteen new positions are included in the FY 1996 budget for the Police Department.

Q. *This year the property tax rate will remain the same at \$ 2.59. How will this affect the owner of a home in Howard County?*

A. The chart below shows property taxes paid for FY95 at a rate of \$2.59 and for FY96 with the same rate. Residential assessment increases are limited to 5% because of the cap on assessment increases.

Home Value	Taxes FY95	Taxes FY96	Diff.
\$150,000	\$1,554	\$1,632	\$78
\$180,000	\$1,865	\$1,958	\$98
\$200,000	\$2,072	\$2,176	\$104

Q. *What is the status of the county's Rainy Day Fund?*

A. The Charter requires the county to maintain a Rainy Day Fund equal to 7% of the latest audit of general fund expenditures. It further requires any surplus the county generates go into the fund until that goal is reached. When reached, any surplus funds in excess of those needed to maintain the fund can only be spent on capital projects, one time expenses or debt reduction. At the end of Fiscal Year 1994 the county had accumulated a surplus equal to the 7% goal (\$20,282,441). For Fiscal Year 1995 the county is estimating it will have an additional surplus of \$3million, and that it will take about \$1.5 million of that amount to maintain the fund at the 7% goal. This

FISCAL 1996 BUDGET SUMMARY

means there will be an anticipated excess surplus of \$1,562,000. These funds have been appropriated to the county's Fiscal Year 1996 Capital Budget for pay-as-you-go expenses.

Q. What are the county tax rates for FY95?

A. The Property Tax Rate is \$ 2.59 for each \$100 of assessed value, the same as last year.

Fire District Taxes :

Metropolitan District - 24 cents
(FY95 rate was 22 cents)

Rural District - 19 cents
(same rate as FY95)

Income Taxes: 50% of State Income Tax

Admissions Tax: 7 1/2% of admissions and amusement charge except for concerts, operas and live theater performances where the rate is 5%

Recordation Tax: \$2.50 for each \$500 of value when property is sold and title recorded

Mobile Home Tax: 10% of gross annual rents up to \$3,600. Amounts above that level are taxed at 5%

Hotel Motel Tax: 5% of room rental charge for visitors using county motels and hotels

Q. What are the major fees and charges in FY96?

County Landfill Fees: \$60/ton
(same rate as FY95)

Front Foot Benefit Charges
\$0.81 for water and \$1.13 for sewer
(same rates as FY95)
Rates shown are first 150 feet residential properties

In Aid of Construction Charges
Water: \$600; Sewer: \$600
(same rates as FY95)

Water Use Charges
\$0.76/ 100 cu. ft. of water used
(same rate as FY95)

Sewer Use Charges
\$1.31/100 cu.ft.
(same rate as FY95)

Water & Sewer Connection Charges

\$1,530 for 5/8" water meter
(FY95 rate was \$1,250)

\$1,550 for 3/4" water meter
(FY95 rate was \$1,260)

\$1,950 for 4" or 6" sewer
(FY95 rate was \$2,200)

Fee-In-Lieu of Storm Water Management

\$72,000 /acre foot
(FY95 rate was \$36,000/ acre foot)

Q. What organizational changes have been made in county agencies for FY96?

A. There was only one organizational change proposed by the County Executive and approved by the County Council. This change transferred the Division of Land Development in the Department of Public Works to the Department of Planning and Zoning.

FISCAL 1996 BUDGET SUMMARY

How the budget is funded



- 0% Prior Years Funds
- 1.0% Licenses and Permits
- 1.0% Revenue from Other Agencies
- 1.0% Interest Income
Use of Money
- 3.4% Other Local Taxes
- 3.0% Interfund Reimbursements
- 2.0% Charges for Services
- 2.3% State Shared Taxes
- 32.5% Income Taxes

- 53.8% Property Taxes

REVENUE SUMMARY

	Audit Fiscal 1994	% Increase (Decrease)	Budget Fiscal 1995	% Increase (Decrease)	BUDGET 1996
Prior Years Funds	1,356,997	(100.0)	0	0	0
Property Taxes	157,923,051	6.0	167,385,745	5.5	176,526,779
Income Taxes	94,227,993	9.8	103,469,000	3.2	106,800,000
Other Local Taxes	11,264,887	(4.5)	10,760,000	2.5	11,030,000
State Shared Taxes	7,172,683	(2.1)	7,020,000	8.4	7,608,546
Licenses & Permits	3,274,092	(14.9)	2,784,800	13.6	3,162,800
Revenue from Other Agencies	2,825,791	18.7	3,355,210	2.6	3,443,810
Charges for Services	9,083,176	(13.2)	7,882,500	(17.1)	6,532,500
Interest, Use of Money/Fines	4,073,806	4.5	4,258,807	(15.3)	3,606,807
Interfund Reimbursements	7,666,040	10.5	8,473,078	15.7	9,803,448
TOTAL	298,868,516	5.5%	315,389,140	4.2%	328,514,690

FISCAL 1996 BUDGET SUMMARY

means there will be an anticipated excess surplus of \$1,562,000. These funds have been appropriated to the county's Fiscal Year 1996 Capital Budget for pay-as-you-go expenses.

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A. The Property Tax Rate is \$ 2.59 for each \$100 of assessed value, the same as last year.

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Rates shown are first 150 feet residential properties

In Aid of Construction Charges

Water: \$600; Sewer: \$600
(same rates as FY95)

Water Use Charges

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(same rate as FY95)

Sewer Use Charges

\$1.31/100 cu.ft.
(same rate as FY95)

Water & Sewer Connection Charges

\$1,530 for 5/8" water meter
(FY95 rate was \$1,250)

\$1,550 for 3/4" water meter
(FY95 rate was \$1,260)

\$1,950 for 4" or 6" sewer
(FY95 rate was \$2,200)

Fee-In-Lieu of Storm Water Management

\$72,000 / acre foot

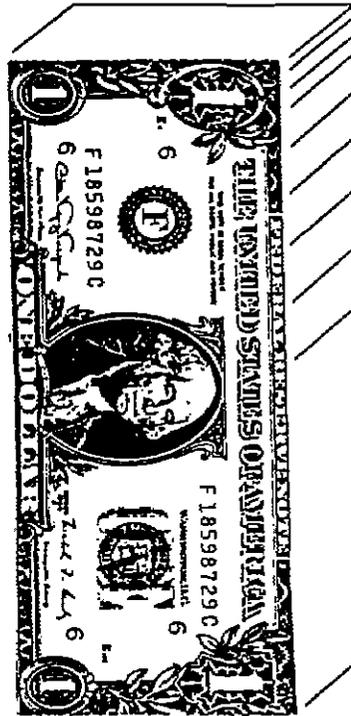
(FY95 rate was \$36,000/acre foot)

Q. What organizational changes have been made in county agencies for FY96?

A. There was only one organizational change proposed by the County Executive and approved by the County Council. This change transferred the Division of Land Development in the Department of Public Works to the Department of Planning and Zoning.

FISCAL 1996 BUDGET SUMMARY

How
the
budget
is spent



- 1.6% Recreation & Parks
- 2.8% Legislative/Judicial
- 2.9% Community College
- 5.2% Human Services
- 11.6% Debt, Reserves, etc.
- 7.1% General Government
- 7.4% Public Works/Inspections,
Licenses & Permits
- 9.4% Public Safety

52.0% Public School System

APPROPRIATION SUMMARY

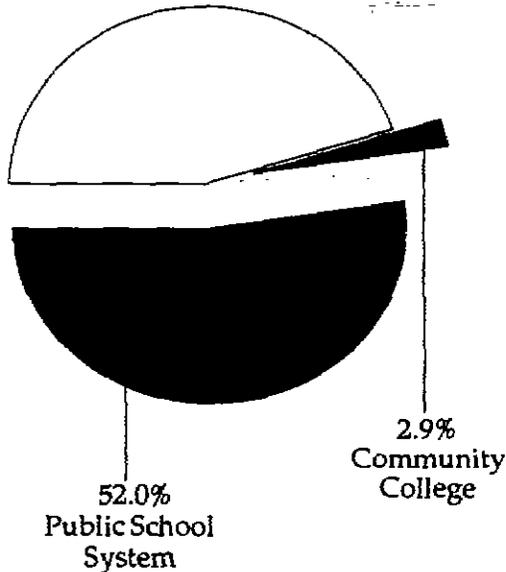
	Audit Fiscal 1994	% Increase (Decrease)	Approved Fiscal 1995	% Increase (Decrease)	BUDGET 1996
Public School System	151,841,980	6.9	162,339,870	5.2	170,839,870
Community College	8,235,000	8.0	8,896,000	6.6	9,484,250
Public Safety	25,416,334	14.8	29,186,920	5.2	30,697,300
Public Works/Inspections	23,890,558	(2.1)	23,388,700	3.4	24,178,540
Human Services	16,163,029	1.2	16,354,520	4.9	17,163,420
Recreation & Parks	4,754,457	9.9	5,225,560	3.1	5,386,300
General Government	21,347,601	6.3	22,693,170	3.2	23,426,580
Legislative/Judicial	7,649,815	16.7	8,929,420	2.6	9,158,680
Capital Expense, Debt Service Retirement & Reserves	29,096,393	31.9	38,374,980	(0.5)	38,179,750
TOTAL	288,395,167	9.4	315,389,140	4.2	328,514,690

FISCAL 1996 BUDGET HIGHLIGHTS



Education

54.9% of the County's operating budget is dedicated to providing quality education for its residents.



Outlook for '96

Public School System

Revenue in FY96 for the Howard County Public School System has increased (excluding debt service) over the FY95 budget as follows:

		<u>Special Projects</u>
\$ 8,500,000	County	
3,151,870	State	
<u>558,055</u>	Other	
\$12,209,925	Total	\$1,000,000 Federal & State

In accordance with State law, the use of funds is determined by the Board of Education within the various categories. However, it is suggested that the funds be used as follows:

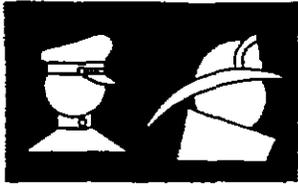
\$4,390,000	Additional personnel and fringes to open one (1) new middle school and maintain staffing ratios
6,065,000	Fund the negotiated agreements
1,754,925	Supplies, materials, text books, equipment

Community College

Funding included for...

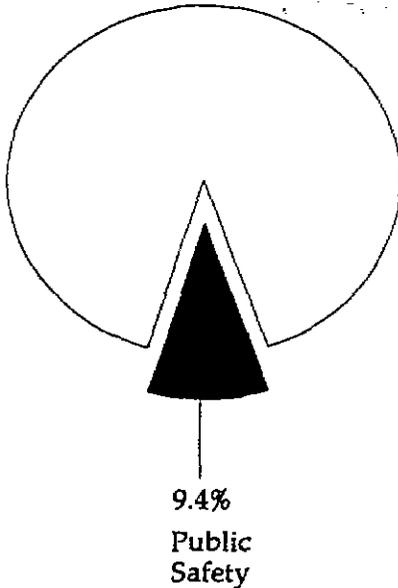
- Additional faculty and staff positions
- Part-time faculty per credit hour rate increase
- Contractual services increases

	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
Howard County Public School System	162,339,870	170,839,870	5.2%
Debt Service	10,906,320	12,507,100	14.7%
Sub-Total	173,246,190	183,346,970	5.8%
Community College	8,895,000	9,484,250	6.6%
Debt Service	1,253,080	1,328,970	6.1%
Sub-Total	10,148,080	10,813,220	6.5%
TOTAL	183,394,270	194,160,190	5.9%



Public Safety

The second largest portion of the budget, 9.4%, is reserved for protecting the lives and property of county residents.



Outlook for '96

Police

Funding included for...

- 15 new police officer positions
- 26 additional police vehicles
- Uniforms and equipment for an auxiliary police program

Fire

Funding included for...

- 23 new firefighter positions
- A sergeant EMS inspector position
- A fire quartermaster position

Corrections

Funding included for...

- Sharing 50% of the costs for an inmate services coordinator in the Office of the Public Defender

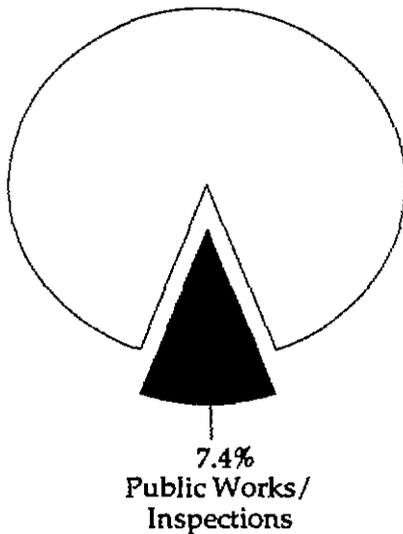
	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
Police Department	22,925,040	24,320,560	6.1%
Fire Administration	119,480	113,740	(4.8)%
Fire Districts	16,878,720*	17,655,390*	4.6%*
Corrections	6,142,400	6,263,000	2.0%
TOTAL	29,188,920	30,697,300	5.2%

* Indicated for comparison purposes and not included in the general fund totals.



Public Works/Inspections

Public facilities and services such as recycling, road maintenance, water and sewer service and building inspections constitute 7.4% of the budget.



	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
Public Works			
General Fund	19,926,380	20,502,520	2.9%
Water & Sewer Fund	20,148,820*	21,309,730*	5.8%*
Sub-Total	19,926,380	20,502,520	2.9%
Licenses & Permits	3,462,320	3,676,020	6.2%
TOTAL	23,388,700	24,178,540	3.4

*Indicated for comparison purposes and not included in general fund total.

Outlook for '96

Public Works

Funding included for...

- Mandatory random drug/alcohol screening of all equipment operators
- Contractual maintenance of the labor distribution system
- Contractual services for replacement of fencing around storm water management ponds and mowing of certain residential right-of-ways
- Maintenance of 15 new miles of roadway, 30 additional storm water management facilities, 200 new street lights and 2 new traffic signals
- Curbside recycling for all single family homes and 23 apartment complexes
- Trash collection for 60,000 households and 17,000 apartment units
- New and replacement equipment for the Bureau of Utilities

Inspections, Licenses & Permits

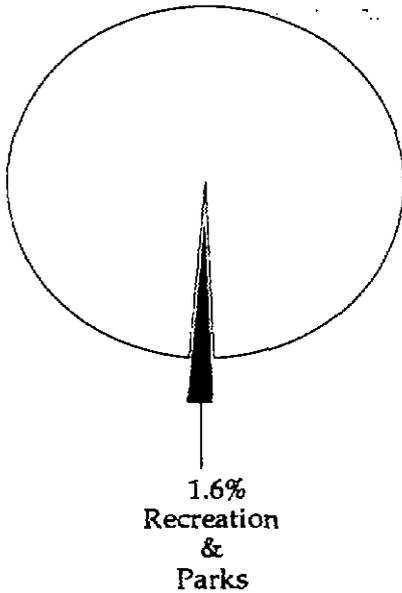
Funding included for...

- Expansion of the front counter area to provide for handicapped accessibility and expedite permit processing
- Rental of two-way radios for communication with field inspectors
- New and replacement reference material
- Film supplies for complaint and code violation investigations



Recreation & Parks

1.6% of the budget is dedicated to enhancing the quality of life in the county by providing leisure opportunities with parks, open space and recreation programs.



	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
General Fund	5,225,580	5,386,300	3.1%
Self-Sustaining Fund	4,684,760*	5,562,320*	16.6%*
TOTAL	5,225,580	5,386,300	3.1%

*Indicated for comparison purposes and not included in general fund total.

Outlook for '96

Recreation

Funding included for...

- Continued operation of quality recreational opportunities for the citizens of Howard County
- Equipment and staff to operate a fitness center at Cedar Lane Park thru the self-sustaining program
- One additional school age child care program and one additional full-day kindergarten program thru the self-sustaining program

Parks

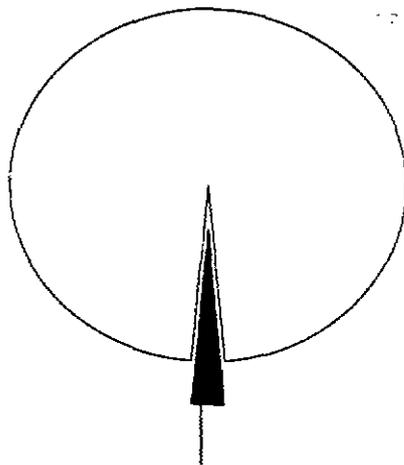
Funding included for...

- Administration, management, supervision and programming of all county parks and open space land
- Six positions in the self-sustaining fund to provide increased registration capabilities and expanded programs



Legislative & Judicial

Making laws, maintaining justice, and operation of the county court system accounts for 2.8% of the total budget.



2.8%
Legislative
&
Judicial

	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
Legislative	1,750,210	1,752,770	0.1%
Circuit Court	1,807,580	1,704,770	6.0%
Orphan's Court	34,860	34,460	(1.1)%
State's Attorney	2,871,820	2,792,380	4.5%
Sheriff's Office	1,876,430	1,984,330	5.8%
Board of Elections	867,300	768,820	(11.4)%
Board of Appeals	121,220	121,150	(0.1)%
TOTAL	8,929,420	9,158,680	2.6%

Outlook for '96

Legislative

Funding included for...

- Expenses related to the Charter Review Committee

Circuit Court

Funding included for...

- Full-year operation of the One Day One Trial Program
- Full-year local match for the Child Support Enforcement Grant
- Full-year funding for the staff of the fifth Circuit Court judge

Orphan's Court

Funding included for...

- Increase in compensation for Orphan's Court judges as established by House Bill 776

State's Attorney

Funding included for...

- Incorporation of the previously grant funded Drug and Alcohol Diversion Program into the Office of the State's Attorney
- Full-year funding for a senior clerk position added by SAO during fiscal 1995

Sheriff

Funding included for...

- Full-year funding for two deputy sheriff positions to serve the fifth Circuit Court judge
- Full-year office rental for the Alternative Sentencing Program Grant

Board of Elections

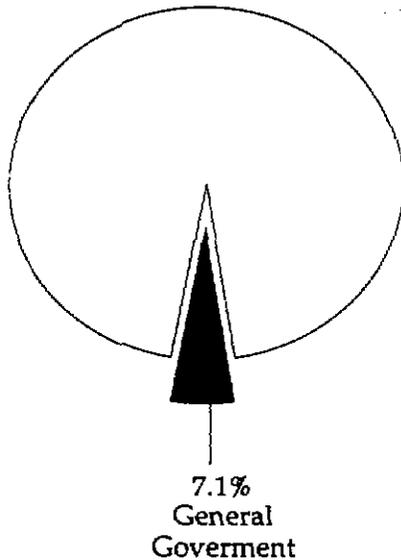
Funding included for...

- Presidential primary election to be held in March 1996



General Government

7.1% of the overall budget goes toward the daily operation of county government which is shared by a number of different departments.



	Fiscal Year 1995	Fiscal Year 1996	% increase (Decrease)
County Executive	405,470	410,860	1.3%
County Administration	3,849,120	3,879,430	0.8%
Finance	3,911,440	3,967,090	1.4%
Office of Law	1,386,770	1,448,650	4.5%
Planning & Zoning	2,946,590	3,155,160	7.1%
General Services	9,484,840	9,850,100	3.9%
Economic Development Authority	708,940	715,290	0.9%
TOTAL	22,693,170	23,426,580	3.2%

Outlook for '96

County Administration

Funding included for...

- Administration and implementation of the new Howard County Pension Plan
- Random alcohol and drug testing program required for commercial driver's licensing

Law

Funding included for...

- Continuation of the current level of services

Planning & Zoning

Funding included for...

- Continuation of the current level of services
- Transfer of the Land Development Division from the Department of Public Works

General Services

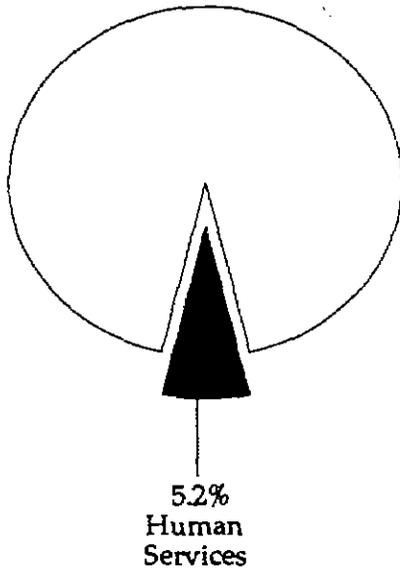
Funding included for...

- Two Communication Technician positions to provide telephone installation, repair and maintenance services
- Four additional dispatchers to staff the 911 emergency center



Human Services

The special needs of county citizens are addressed by a 5.2% portion of the budget which is used to provide services that help improve the quality of life for all.



	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
Citizen Services	2,155,980	2,297,730	6.6%
Health & Mental Hygiene	3,405,140	3,491,640	2.5%
Social Services	330,630	379,370	14.7%
Cooperative Extension	219,560	221,150	0.7%
Soil Conservation	400,250	416,830	4.1%
Libraries	7,013,080	7,302,270	4.1%
Grants-in-Aid	2,829,880	3,054,430	7.9%
TOTAL	16,354,520	17,163,420	4.9%

Outlook for '96

Citizen Services

Funding included for...

- Glenwood Senior Center operating costs
- Full-year funding for a human services administrator position
- Handsnet Grant Search on-line software package
- Center director for the new Glenwood site
- Full-year funding for the Savage Senior Center

Health & Mental Hygiene

Funding included for...

- Additional rental space for mental health services

Grants-In-Aid

Funding included for...

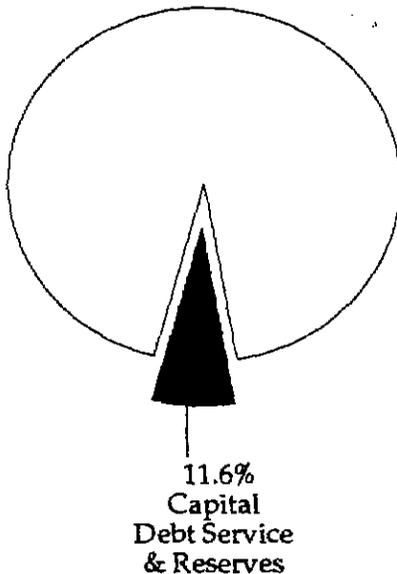
- Increased support for local human service agencies
- Administrative functions of the Howard County Arts Council
- Continuation of support for county and regional arts institutions

FISCAL 1996 BUDGET HIGHLIGHTS



Capital, Debt Service & Reserves

Included in this area are funds for debt payments, pay/go funding for the capital budget, tuition reimbursement and contingency reserves.



	Fiscal Year 1995	Fiscal Year 1996	% Increase (Decrease)
Capital Expenses (Pay-as-you-go)	695,000	0	(100.0)%
County Debt Service	22,725,610*	23,207,570*	2.1%*
Contingency Reserve	734,970	1,086,110	47.8%
Employee Tuition Reimbursement	60,000	50,000	(16.7)%
Special Contingency	2,000,000	0	(100.0)%
TOTAL	26,215,580	24,343,680	(7.1)%

* This amount does not include debt service for schools and Howard Community College. This has been shown on the education budget page.

Outlook for '96

Debt Service

Funding included for...

- Debt payments on non-education bonds

Pay-as-you-go Funds

- There are no pay-as-you-go funds being appropriated from the general fund of the county. This is because \$1,562,000 in surplus funds in excess of what is anticipated to be needed to maintain the Rainy Day Fund at the requested level is available. These funds will be used for pay-as-you go capital projects. They have been appropriated directly to the capital budget.

Employee Information

Summary of Employees by Department/Agency

Department/ Agency	Actual Fiscal 1994	Budgeted Fiscal 1995	Proposed Fiscal 1996	Change Fiscal 1995/ 1996
Board of Education (Requested)	4,004.60	4,189.20	4,376.10	186.90
Howard Community College	<u>246.89</u>	<u>255.14</u>	<u>260.14</u>	<u>-5.00</u>
Sub-total Education	4,251.49	4,444.34	4,636.24	191.90
Libraries	193.5	190.5	188.0	(2.5)
Health Department	<u>132.0</u>	<u>148.0</u>	<u>164.0</u>	<u>16.0</u>
Sub-total Other Agencies	332.5	338.5	352.0	13.5
County Executive	6	6	6	0
County Administration	134	139	139	0
Dept. of Finance	55	55	55	0
Office of Law	17	17	17	0
Dept. of Planning & Zoning	51	50	63	13*
Dept. of Police	365	394	409	15
Sheriff's Dept.	40	48	48	0
Dept. of Fire & Rescue Services	211	211	236	25
Dept. of Corrections	118	118	118	0
Dept. of Recreation & Parks	103	114	120	6
Dept. of Public Works	398	372	359	(13)
Soil Conservation	6	7	7	0
Dept. of Economic Development	6	0	0	0
Cooperative Extension	1	1	1	0
Dept. of Citizen Services	41	47	50	3
County Council	29	29	29	0
Board of Appeals	1	1	1	0
Circuit Court	21	27	27	0
State's Attorney	54	55	56	1
Dept. of Inspections, Licenses and Permits	64	65	65	0
Dept. of General Services	115	151	157	6
Dept. of Social Services	1	1	1	0
Sub-total County Government Employees	<u>1,837</u>	<u>1,908</u>	<u>1,964</u>	<u>56</u>
TOTAL	6,420.99	6,690.84	6,952.24	261.4

*This represents the transfer of 13 positions from the Department of Public Works for land development functions.

New Positions

Department	Position
General Services Bureau of Communications	Communications Equipment Technician I/II Communications Equipment Technician III Dispatcher I/II (4)
Police Bureau of Services	Police Officer Probationary (15)
Citizen Services Office of the Director Office on Aging	Human Services Administrative Officer Community Worker I Community Worker Assistant
Recreation & Parks Administration - Self-Sustaining Fund	Recreation Site Coordinator Recreation Technician (2) Clerk (3)
State's Attorney	Senior Clerk
Fire and Rescue Services	Firefighter Trainee (24) Fire Quartermaster
County Administration Cable Administrator	Clerk Typist II (<i>Part-time</i>)

New Positions/Other Agencies

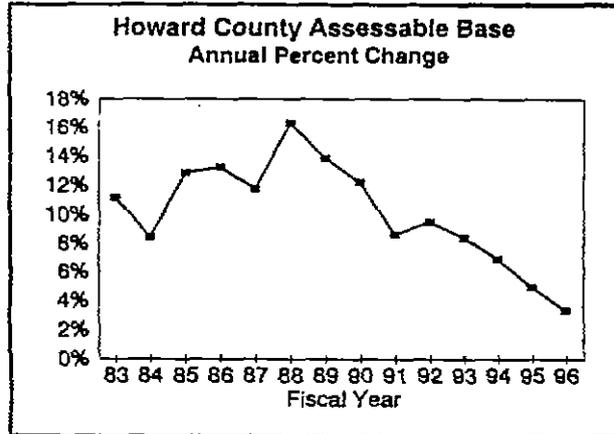
Department	Position
Board of Education (Requested)	Classroom Teachers (89.4)
	Classroom Resource Teachers (4.0)
	Media Specialists (1)
	Teacher Pool (11.5)
	Principals (3)
	Assistant Principal (1)
	Guidance Counselors (6)
	Facilitator (1)
	Psychologist (1)
	Media Assistants (4)
	Instructional Assistants (38)
	Principals' Secretaries (3)
	Teachers' Secretaries (3.5)
	Guidance Secretary (1)
	Staff Development Secretary (1)
	Health Assistant (1)
	Pupil Services Worker (1)
	Electronic Technicians (2)
	Nurse (.5)
	Bindery Technician (1)
	Custodians(4)
	Grounds Workers (3)
	Occupational Therapist (1)
	Pathologist (3)
	Cafeteria Staff (3)
Howard Community College	Faculty (3)
	Financial Aid Assistant
	Outcomes Assessment Analyst
	Custodian
	Accounts Payable/Purchasing Clerk

General Fund Revenues

Howard County's budget is made up of over 100 different revenues. However two of them, property tax and income tax make up almost 85% of the total. The performance of these two revenues in large measure determines the health of the budget.

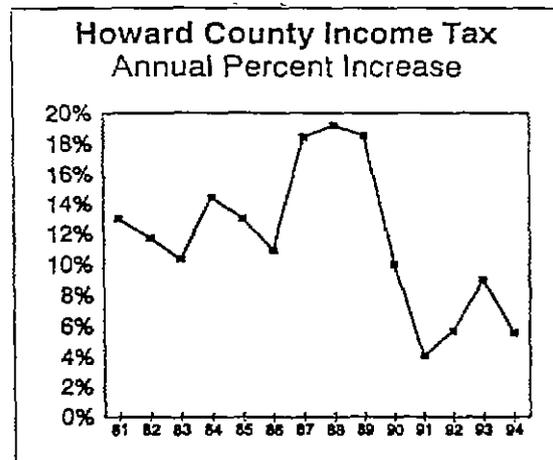
Property Tax

The property tax makes up about 55% of general revenues. The tax due is determined by multiplying the assessed value of the property by the tax rate for each \$100 of assessed value. The State of Maryland uses a triennial assessment system to determine the value of property for taxing purposes. This process of spreading assessment growth over a three year period has cushioned the budget from wide swings in property value. In the early 90's the county continued to benefit from assessment increases as increased property values from prior years were phased in. However, as property values have continued to remain level or fall in value, the triennial assessment process has caught up with the recession. For Fiscal Year 1996 the assessable base is projected to grow by less than 4%. As the following chart shows, percentage increases in the assessable base peaked in Fiscal Year 1988 and have fallen since then. Growth in property tax revenue would be lower except that since FY 1992 the county has put in place a 5% cap on inflationary assessable base increases subject to tax. At the time that cap was first put in place most homeowners had annual increases in assessment value of greater than 5%. Now most are lower. Because there is a gap between the taxable base and the real base for most homeowners, inflationary increases are continuing at close to the 5% level for this year. While the triennial process cushioned the county from decreases in the base it will also have the negative effect of shielding the county from increases in housing value over the next few years.



Income Tax

The piggyback income tax in Howard County makes up about 30% of general revenues. It is the most economically sensitive revenue in the county, and was the largest cause of the revenue shortfalls of the past years, as indicated by the chart below. In Howard County the tax due is determined by taking 50% of the state income tax due for individuals. The county does not receive corporate income tax. Collection patterns to date have indicated reasonable growth and the county is projecting a 6% increase in income tax revenue for Fiscal Year 1996.



State Revenues

State revenue as a major source has largely disappeared from the general fund of the county. All undesignated state revenues have been eliminated. Only highway gas tax funds and state aid for police protection remain. State funding for education has increased, however those funds go directly to the Board of Education and are not received by the general fund.

Other Revenues

The other revenues of the county are made up of charges for services provided to individuals or businesses and license and permit fees largely as a part of the development process. The implementation of the adequate facilities process in the county has acted to stabilize the amount of revenue received from these sources. As the level of development stabilizes, the revenue generated by that process will not continue to increase unless a rate increase occurs. No significant rate increases in charges or fees are included as part of this budget.

All Funds Summary

Most often when the budget is discussed it is just the general fund of the county that is being considered. The general fund is the operating fund supported by general tax revenues such as property and income taxes and supports most general government activities, including education, police, roads and human services. However, the total budget of the county includes other funds used for special or restricted purposes. These funds have been categorized as additions to the general fund, capital funds, special revenue funds and internal service funds.

- **Additions to the General Fund** - For accounting purposes these restricted funds are grouped together as part of the general fund when the year end annual financial report (audit) is completed.
- **Capital Projects Funds** - Capital projects funds are used to account for the construction of major capital facilities. These funds are generally financed by bond issues, inter-governmental revenues and contributions.
- **Special Revenue Funds** - Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
- **Internal Service Funds** - Internal service funds are used to account for the financing of goods or services provided by one department to other departments within the county.
- **Enterprise Fund** - The enterprise fund is established to finance and account for the operation and maintenance of water and sewer facilities. Costs incurred in operating this fund are recovered primarily through user charges.
- **Other Funds Expended by County Agencies** - Other funds expended by county agencies provides a description of all financial resources of the Board of Education, Howard Community College and the Department of Libraries. This section is also used to account for the proceeds from citizen contributions for special purposes.

FISCAL 1996 BUDGET SUMMARY

All Funds Summary

Fund Category	FY1994 Actual	FY1995 Estimated	FY1996 Budget
I. General Fund			
<i>Beginning Fund Balance</i>	13,380,555	25,441,474	28,541,474
Revenues	296,699,101	314,389,140	328,514,690
Expenditures	284,638,182	311,289,140	328,514,690
<i>Ending Fund Balance</i>	25,441,474	28,541,474	28,541,474
Additions to the General Fund			
Commercial Paper BAN Fund			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	1,895,938	3,906,526	6,842,850
Expenditures	1,895,938	3,906,526	6,842,850
<i>Ending Fund Balance</i>	0	0	0
TOTAL GENERAL FUND FOR GAAP REPORTING			
<i>Beginning Fund Balance</i>	13,380,555	25,441,474	28,541,474
Revenues	298,595,039	318,295,666	335,357,540
Expenditures	286,534,120	315,195,666	335,357,540
<i>Ending Fund Balance</i>	25,441,474	28,541,474	28,541,474
<i>Reserved for Rainy Day Fund</i>	4,814,679	12,107,101	21,790,240
<i>Reserved for Encumbrances</i>	2,328,967	3,000,000	5,188,985
<i>Undesignated</i>	18,297,828	13,434,373	1,562,249
II. Capital Funds			
a. General County Projects			
<i>Beginning Fund Balance</i>	104,050,658	(5,233,461)	56,614,649
Revenues	25,638,053	277,770,157	27,591,000
Expenditures	134,922,172	215,922,047	49,974,450
<i>Ending Fund Balance</i>	(5,233,461)	56,614,649	34,231,199
b. Education/Howard Community College Projects			
<i>Beginning Fund Balance</i>	6,474,841	3,551,539	(354,856)
Revenues	27,159,649	71,064,735	38,887,000
Expenditures	30,082,951	74,971,130	38,787,000
<i>Ending Fund Balance</i>	3,551,539	(354,856)	(254,856)
TOTAL CAPITAL PROJECTS FUNDS			
<i>Beginning Fund Balance</i>	110,525,499	(1,681,922)	56,259,793
Revenues	52,797,702	348,834,892	66,478,000
Expenditures	165,005,123	290,893,177	88,761,450
<i>Ending Fund Balance</i>	(1,681,922)	56,259,793	33,976,343
III. Special Revenue Funds			
<i>Beginning Fund Balance</i>	22,535,464	19,807,244	19,821,598
Revenues	42,005,927	100,928,895	69,778,169
Expenditures	44,734,147	100,914,541	88,160,234
<i>Ending Fund Balance</i>	19,807,244	19,821,598	1,439,533

FISCAL 1996 BUDGET SUMMARY

All Funds Summary

Fund Category	FY1994 Actual	FY1995 Estimated	FY1996 Budget
IV. Internal Service Funds			
<i>Beginning Fund Balance</i>	9,534,988	12,206,728	10,902,436
Revenues	15,636,951	20,457,588	20,632,330
Expenditures	12,965,211	21,761,880	31,534,766
<i>Ending Fund Balance</i>	12,206,728	10,902,436	0
V. Water & Sewer Funds			
a. Operating			
<i>Beginning Fund Balance</i>	0	917,254	919,104
Revenues	20,113,251	20,101,850	20,649,710
Expenditures	19,195,997	20,100,000	21,309,730
<i>Ending Fund Balance</i>	917,254	919,104	259,084
b. Capital/Special Benefit Charges			
<i>Beginning Fund Balance</i>	18,910,986	18,056,457	4,930,621
Revenues	32,958,075	95,535,612	52,878,350
Expenditures	33,812,604	108,661,448	53,487,240
<i>Ending Fund Balance</i>	18,056,457	4,930,621	4,321,731
TOTAL WATER & SEWER FUNDS			
<i>Beginning Fund Balance</i>	18,910,986	18,973,711	5,849,725
Revenues	53,071,326	115,637,462	73,528,060
Expenditures	53,008,601	128,761,448	74,796,970
<i>Ending Fund Balance</i>	18,973,711	5,849,725	4,580,815
VI. Other Funds Expended by County Agencies (Federal/State/Collections)			
Howard County Public School System*			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	52,897,940	55,316,000	96,497,809
Expenditures	52,897,940	55,316,000	96,497,809
<i>Ending Fund Balance</i>	0	0	0
Howard Community College*			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	13,397,509	15,230,900	16,238,926
Expenditures	13,397,509	15,230,900	16,238,926
<i>Ending Fund Balance</i>	0	0	0
Department of Libraries*			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	560,229	1,597,000	1,566,750
Expenditures	560,229	1,597,000	1,566,750
<i>Ending Fund Balance</i>	0	0	0

*Included for information purposes only and is not part of the Howard County budget.

FISCAL 1996 BUDGET SUMMARY

All Funds Summary

Fund Category	FY1994 Actual	FY1995 Estimated	FY1996 Budget
VI. Other Funds Expended by County Agencies (Federal/State/Collections) (cont'd)			
Trust & Agency Multifarious Fund			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	69,417	250,000	300,000
Expenditures	69,417	250,000	300,000
<i>Ending Fund Balance</i>	0	0	0
TOTAL OTHER FUNDS			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	66,925,095	72,393,900	114,603,485
Expenditures	66,925,095	72,393,900	114,603,485
<i>Ending Fund Balance</i>	0	0	0
TOTAL ALL FUNDS			
BEGINNING FUND BALANCE	174,887,492	74,747,235	121,375,026
REVENUES	529,032,040	976,548,403	716,009,644
EXPENDITURES	629,172,297	929,920,612	770,192,253
ENDING FUND BALANCE	74,747,235	121,375,026	67,192,415

The Capital Budget

The capital budget includes the funds to construct major government facilities such as roads, bridges, schools, fire stations, etc. Capital projects usually take more than one year to complete, unlike operating budgets which cover only one year. The budget for any one project may include money which has already been spent, additional funds for the next year, and planned expenditures for five years in the future.

Capital projects are funded by a number of revenue sources. Because the projects are usually major facilities, the county often borrows money to pay for them over a long period. The borrowed money, called bonds, is repaid through the operating budget debt service payments much like a homeowner makes mortgage payments. For Fiscal Year 1996 the county has budgeted debt service payments of \$37,043,640 in the general fund.

The capital program is a plan showing anticipated capital projects in the five years following the capital budget.

The Role of the Capital Budget in the Adequate Public Facilities Process

In 1992 the county adopted an adequate public facilities ordinance to provide planning predictability for the county. The legislation requires the testing of proposed development for adequacy of schools and roads as a condition of subdivision or site development plan approval. The county in turn is required to adopt 10 year plans for its infrastructure of schools, roads, solid waste, water & sewage, and other governmental functions. These master plans are used to determine the adequacy of infrastructure necessary to allow development. As such, the capital budget is the vehicle for determining how development will proceed in the county.

The Debt Affordability Process

To determine reasonable debt levels for the county as part of the capital budget process, each year the County Executive appoints a Bond & Spending Affordability Committee consisting of individual citizens with fiscal expertise and county officials to review the county's ability to absorb and pay for bond debt. This review has become a regular function of the budget process and includes recommendations made by the committee regarding how much new debt can be afforded by the county without overburdening itself with debt service payments. In order to make its recommendations, the committee examines the following measures:

1. Debt measured as a percent of the county's assessable base. The County Charter limits the county debt to 12% of the assessable base.
2. Per capita debt measured as a percent of the jurisdictions per capita personal income.
3. Debt measured against the population on a per capita basis.
4. Debt Service (the repayment of bond principal and interest) as a percent of current general fund revenues.

This year's committee report reviewed the debt levels of the county in light of revised growth estimates caused by the restructuring of the county's revenues. That evaluation made it clear that the county can not continue to add bonds to the budget at anywhere near the rate it has since the mid 1980's. Consequently this proposal requests \$40.7 million in new general obligation bonds.

The complete report of the Committee is available from the County Budget Office upon request.

The Howard County Capital Budget is published separately from the operating budget, however, the County Executive's Capital Budget Message and a summary follows.

FISCAL 1996 BUDGET SUMMARY

March 28, 1995

Charles Feaga, Chairman
Howard County Council
George Howard Building
Ellicott City, Maryland 21043

Dear Mr. Feaga:

I am pleased to submit my proposed Capital Budget for Fiscal Year 1996 and Capital Program to the County Council. This is the fifth capital budget I have presented and each year has brought a continuing challenge. We all know that the bonds that we approve as part of a capital budget are not free money. There is a price to be paid in the operating budget for the funds that the county borrows, and that price is growing. What I have tried to do in this budget is to preserve our quality of life in the county while, at the same time, attempting to balance spending requests with spending affordability.

As in past years, the need of the county to provide adequate facilities for schools and roads has dominated my review of the capital budget requests. The adequate facilities legislation that has been implemented is beginning to take effect. But because of the growth in the county that took place in the 80's, and a higher birthrate, there continues to be an increased need for additional classrooms. At the same time we cannot continue to defer improving the county's road network.

In all of the capital budgets that I have submitted, education received the majority of the funds, and this year is no exception. In this proposed budget, education will receive 80% of the available bond funding. It is clear that education is the highest priority of the county at this time, and my proposed budget reflects that priority. In this budget, I funded all of the Board of Education's requests for new schools and additional classroom seats. However, I was not able to include all of the dollars that it requested. If we in this county are going to ensure that the county remains fiscally whole, we will need to make some compromises. We cannot afford everything. We will all have to "pull our belts in one notch tighter" so that we can do what is necessary, rather than what is just nice to have.

Again this year, I appointed a group of county residents and government officials to review the fiscal situation and make recommendations on spending limits and debt burdens for the county. The report of that committee, *The Revenue and Operating/Capital Budget Advisory Task Force*, made it clear that we should not continue to add to our long-term debt through the sale of bonds at anywhere near the rate we have in the past. In last year's Capital Budget, I reduced the amount of bonds in the budget by 37%, but the needs of the county for schools, roads and other facilities have not diminished. It is now clear that the 1990's have brought a new economic reality that will not change anytime soon. The loss of some state revenues and dramatically slower growth in the assessable base and income tax base means that county revenues will not grow nearly as fast as they have in the past. If we do not continue to reduce the rate of growth in our debt, the cost of that debt will consume a larger and larger portion of our operating budget. That trend will guarantee an increase in the tax rate and/or a loss of service to our citizens. Neither choice is acceptable.

In reviewing the Board of Education's Capital Budget and Capital Improvement Program requests, the following guidelines were used:

1. Projects that are in the Board of Education's first two priorities for locally funded projects are being recommended in the FY 96 Capital Budget.
2. \$1,500,000 is included for systemic renovations. This will be increased if the Interagency Committee for School Construction (IAC) provides more than \$1.5 million (i.e., if the IAC provides \$2 million, the county's share will be increased \$.5 million).
3. Projects that the state deferred "pending resolution of questions concerning the scope of the project" are included in the FY 96 Capital Budget and the Capital Improvement Program. However, these projects will not be included in any bond enabling legislation, thus preventing any expenditures until the questions concerning scope are resolved.

FISCAL 1996 BUDGET SUMMARY

4. The dollar amounts in each capital project that were approved by the Council in the FY95 Capital Budget and the FY 1996-2004 Capital Improvement Program were used for those projects for which the Board of Education has received planning funds. Adjustments have been made in the the two elementary school projects.
5. Total square footage for prototype schools on which costs are based have been developed in accordance with IAC Maximum Growth Area Allowance, plus 5%. Included are new elementary, middle and high schools that have not received planning funds. Space for recreation centers is included in the elementary schools prototype where applicable. Space for recreation centers is not included in middle and high schools. If space for those centers is included in the middle and/or high schools, square feet and costs will be increased accordingly. The cost per square foot is in accordance with the IAC guidelines.
6. Any additional IAC funds received from the state after this budget is submitted, will be used to reduce the local bond requests.
7. Funds other than bonds are included to support the Technology Equalization Project.

Included in this budget are dollar amounts per project. The Superintendent of Schools has requested that we provide a total dollar figure to the school system and let the school system determine how to allocate the total dollars by major category. I am going to do that and have requested the Superintendent to provide me with the dollar amounts by project. When I receive this, I will submit an amendment to this budget reflecting those changes.

For Fiscal Year 1996, I am proposing a Capital Budget of \$92,950,000. New general obligation bonds make up \$40,725,000 of the total. This is an amount that is higher than the level recommended in the Task Force report I referred to earlier, and I am not happy about this! As you are aware from the proposed projects submitted to the Planning Board, there were many more requests than we could afford to fund. In wrestling with this dilemma, I eliminated or deferred all but the most critically needed projects and reduced the education projects to a level that still allows for the needed space to provide a quality education. I am aware that bond funding at this level will increase the county's operating budget debt service payments in the future. This level of debt service will make it more difficult to fund other important services in the operating budget, such as public safety and education. I am hopeful, however, that additional educational funding from the State this year will allow us to reduce bond funding to a more affordable level.

In last year's capital budget, I used short-term five-year bonds to fund the road resurfacing and technology equalization projects for the first time. I would have preferred to fund those projects with pay-go dollars, but they were just not available. I am happy to inform you that this year we will be using pay-go funds for these projects. For the first time, we will be using \$1,500,000 projected to be in excess of the amount needed to maintain the rainy day fund to pay for a portion of the road resurfacing project. In addition, I have allocated surplus water and sewer investment income to the capital budget to pay for road resurfacing and the education technology equalization project. These funds (\$3,600,000) were originally set aside in 1991 to cover potential deficits in the operating budget, and in fact were used for that purpose, and then returned to the Water and Sewer investment account as the Rainy Day Fund was established. Now that the Rainy Day Fund has reached its required level, I feel secure in making this decision. However, in the spirit of the requirements of the law regarding the use of rainy day funds, I maintain that these funds must be used to fund capital and/or other one-time expenses, rather than funding ongoing costs in the operating budget.

You have probably noticed that I have spent little time discussing the transportation needs of the county. That is because transportation projects account for only 7% of the bonds in the budget. I was unable to allocate any of the excise tax collected and mandated for road projects this year. Because education now requires such a large portion of the budget pie, we have had to postpone work on needed road projects. However, we cannot postpone them forever. By this time next year, the Transportation Master Plan will be completed and we will be more aware of our transportation priorities. Meanwhile, we continue to collect the excise tax, and by the end of Fiscal Year 1996, we will be holding close to \$20 million of these funds. Because the current law calls for these funds to be matched with other funds on a two-to-one basis, we cannot afford to spend them, although the need is there.

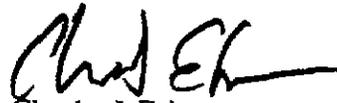
The capital projects included in this proposed budget are critical to our future and our quality of life. In my review of budget requests I have had to defer or scale back many requested projects. It would be tempting to fully fund these projects. Extras are nice to have, but we no longer have a bottomless pocket. We must

FISCAL 1996 BUDGET SUMMARY

concentrate our limited resources on what is needed instead of what is wanted. We need to reduce the cost of construction, whether it is a road, library, a fire station, a bridge, a school, a park, or whatever we build. We cannot continue to build the way we have in the past. We must reduce the cost, both in square foot cost and in the size and scope of what we build. Because of a changing economic dynamic, we must scale back projects to their critical core, while maintaining quality. I have done that in this proposal.

In summary, I have proposed a \$92,950,000 capital budget for FY 1996, including \$40,725,000 in General obligation Bonds, \$26,043,000 in Water and Sewer projects, and \$26,182,000 in other funding. I encourage you to closely examine all of these projects. As always, my staff and I stand ready to assist you in your review.

Sincerely,



Charles L. Ecker
County Executive

Capital Budget Summary For Fiscal Year 1996

Title	Approp. Total	Five Year Subtotal	Fiscal				Total
			2002	2003	2004	2005	
BRIDGE IMPROVEMENTS	4,482	13,993	707		539		15,239
STORM DRAINAGE	8,872	23,591	1,346	1,057	645		26,639
ROAD RESURFACING	8,308	22,478	3,000	3,000	2,995		34,473
ROAD CONSTRUCTION	34,667	95,406	587	312	30	31	96,366
SIDEWALK/CURB PROJECTS	2,437	6,502					6,502
INTERSECTION IMPROVEMENTS	6,711	16,947	1,428	910	896	174	20,355
GENERAL COUNTY	77,229	113,668	89	69	64		113,910
FIRE	5,983	8,190					8,190
AGRICULTURAL PRESERVATION	69,030	69,030					69,030
RECREATION & PARKS	59,312	97,916	3,529	2,975	250		104,671
POLICE	336	3,718					3,718
LIBRARY	13,732	15,103		157	1,294		16,554
COMMUNITY RENEWAL	7,460	7,210					7,210
SEWER	92,137	95,195	2,343	1,268			98,806
WATER	93,776	104,410					104,410
BOARD OF EDUCATION	221,311	388,899	3,130	2,055	272		394,356
COMMUNITY COLLEGE	11,044	25,406	832	900	420	10,100	37,656
Totals	716,817	1,107,662	16,992	12,724	7,410	13,300	1,158,087

May 19, 1995

COUNCIL APPROVED FY 96 CAPITAL BUDGET BY SOURCE OF FUNDS

08:35:39

Program Title	Council Approved	Pay As You Go (P)	Excise Tax (E)	MD School (A)	Storm Drain Fund (S)	Bonds (B)	Devel. Contrib. (D)	Other (O)	State Loan (L)	Grants (G)	Transfer Tax (T)	Utility Fund (U)
BRIDGE IMPROVEMENTS	1,098	65			10	129		158		736		
STORM DRAINAGE	510				119	495	-19			-85		
ROAD RESURFACING	4,836							4,034		802		
ROAD CONSTRUCTION	2,007	105				1,376	226	200		100		
SIDEWALK/CURB PROJECTS	780	405				414	-49	10				
INTERSECTION IMPROVEMENTS	1,526	20				1,126	285			95		
GENERAL COUNTY	5,691	37				-1,231		7,210		-325		
FIRE	1,757					1,757						
AGRICULTURAL PRESERVATION												
RECREATION & PARKS	376					1,423		100		-1,200	50	
POLICE	309					309						
LIBRARY	357					357						
COMMUNITY RENEWAL	750					750						
SEWER	7,351						2,285					5,066
WATER	20,797						540					20,257
BOARD OF EDUCATION	45,235					32,580		2,100			3,100	
COMMUNITY COLLEGE	1,007					1,007						
TOTAL CAPITAL REQUESTS	94,386	632			129	60,491	3,268	13,812		123	3,153	25,323

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COUNCIL APPROVED FY 96 CAPITAL BUDGET AND CAPITAL PROGRAM

FISCAL YEARS FY 97 TO FY 01

Program Title	Prior Auth- orization	Council Approved	Subtotal	FY 97	FY 98	FY 99	FY 00	FY 01	Total
BRIDGE IMPROVEMENTS	3,384	1,098	4,482	4,655	2,084	1,206	779	787	13,993
STORM DRAINAGE	8,362	510	8,872	3,106	3,230	2,902	4,074	1,407	23,591
ROAD RESURFACING	3,472	4,836	8,308	3,070	3,100	2,000	2,000	3,000	22,478
ROAD CONSTRUCTION	32,660	2,007	34,667	32,026	17,968	8,188	2,130	427	95,406
SIDWALK/CURB PROJECTS	1,657	780	2,437	1,768	685	704	550	354	6,502
INTERSECTION IMPROVEMENTS	5,044	1,526	6,569	2,193	2,374	1,852	1,881	2,078	16,947
GENERAL COUNTY	71,538	5,691	77,229	10,649	14,156	1,854	8,711	1,049	133,668
FIRE	4,226	1,757	5,983		102	2,105			8,190
AGRICULTURAL PRESERVATION	69,030		69,030						69,030
RECREATION & PARKS	60,427	376	60,803	5,421	11,072	8,448	3,061	5,111	97,916
POLICE	27	309	336	2,114	1,268				3,718
LIBRARY	13,375	357	13,732	1,371					15,103
COMMUNITY RENEWAL	6,210	750	6,960	250					7,210
SEWER	84,776	7,351	92,127	2,005			335	728	95,195
WATER	72,979	20,797	93,776	3,886	2,567	608	2,830	743	104,410
BOARD OF EDUCATION	176,071	45,236	221,306	38,579	39,729	47,091	27,532	14,660	388,899
COMMUNITY COLLEGE	10,037	1,007	11,044	2,048	6,479	4,066	1,070	699	25,406
TOTAL CAPITAL REQUESTS	623,276	94,386	717,661	117,142	104,812	81,030	55,953	31,063	1,107,662