



Fiscal 1997

# Education

SECTION I

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Fiscal 1997

# 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 36 percent of the unrestricted budget, with the remaining coming from state aid and tuition.

## Outlook for '97

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

Revenue Sources Include: (Unrestricted)	
Howard County	\$9,709,250
County Debt Service Share	1,082,420
State/Tuition/Other	<u>17,120,468</u>
Total	\$27,912,138

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	8,896,000	9,484,250	9,484,250	9,819,700	9,709,250	9,709,250
Debt Service	1,227,967	1,328,970	1,328,970	1,082,420	1,082,420	1,082,420
<b>TOTAL</b>	<b>10,123,967</b>	<b>10,813,220</b>	<b>10,813,220</b>	<b>10,902,120</b>	<b>10,791,670</b>	<b>10,791,670</b>

Fiscal 1997

# 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 39,000 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 1997 Board of Education Requested Budget document published by the Howard County Public School System.

Revenue Sources Include:

Howard County	\$177,425,140
County Debt Service Share	15,096,940
Federal/State/Other	<u>62,616,000</u>
<b>Total</b>	<b>\$255,138,080</b>

## Highlights

Funds are included to:

- Add teachers and support staff for three new schools scheduled to open in fiscal year 1997.
- Plan for the opening of three new schools in fiscal year 1998.
- Implement the Technology Magnet and School & Careers programs.
- Perform grounds and buildings maintenance projects.
- Provide employee pay increases.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	162,339,870	170,839,870	169,839,870	177,425,140	177,425,140	177,425,140
Debt Service	10,911,785	12,507,100	12,507,100	15,096,940	15,096,940	15,096,940
<b>TOTAL</b>	<b>173,251,655</b>	<b>183,346,970</b>	<b>182,346,970</b>	<b>192,522,080</b>	<b>192,522,080</b>	<b>192,522,080</b>

# Public Safety

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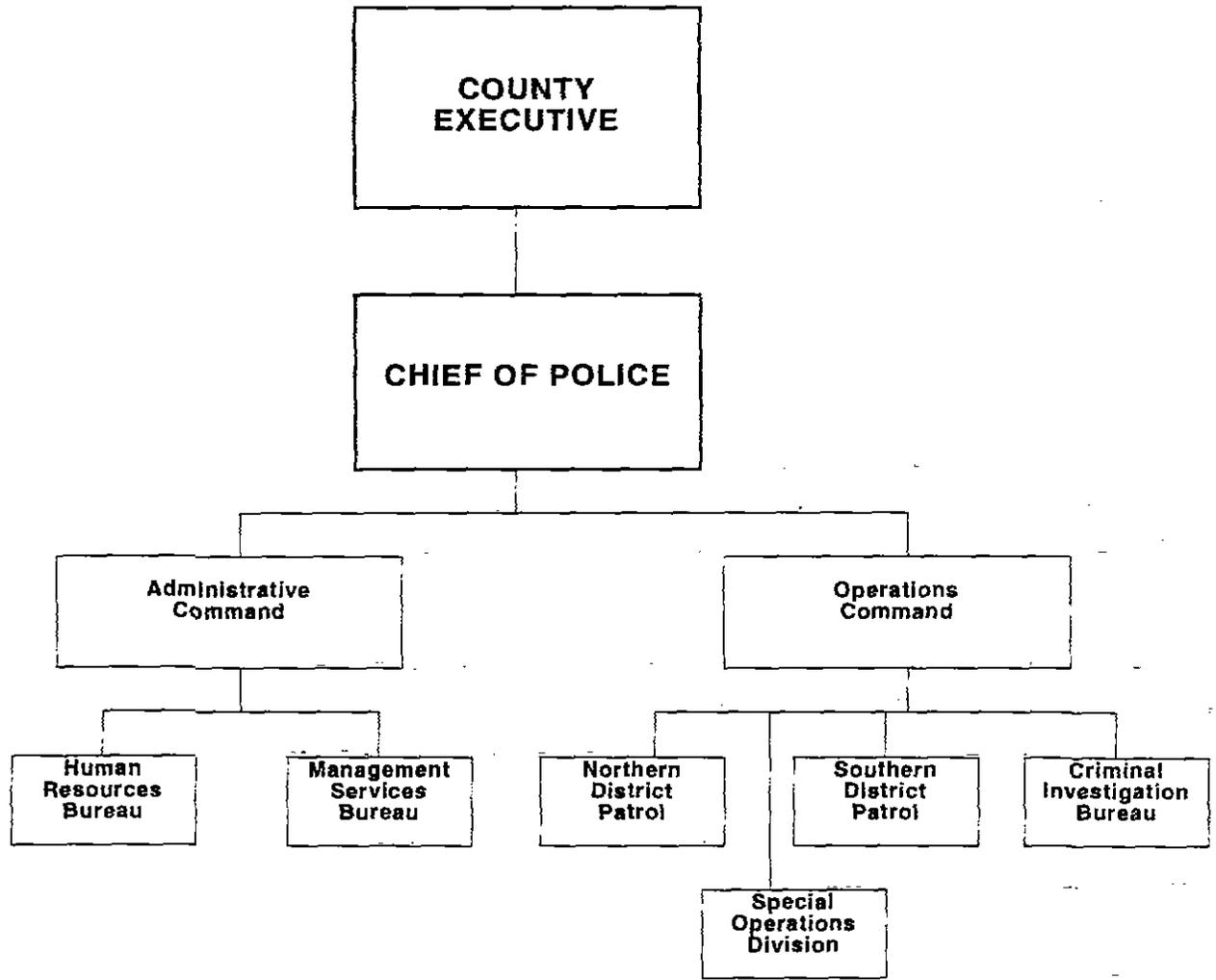
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# Public Safety

DEPARTMENT OF POLICE



Fiscal 1997

# 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, Administration Command, Operations Command, Criminal Investigations Bureau, Animal Control Division and the Animal Matters Hearing Board.

## Highlights

Funding for 15 additional vehicles.

Funding for uniforms and equipment of the second class of the auxiliary police program.

Civilianization of 13 vacant police officer positions in the central booking unit.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	22,797,996	24,320,560	24,320,560	24,123,630	24,123,630	24,123,630
Grants	180,502	761,305	761,310	1,677,260	1,677,260	1,677,260
Trust And Agency Multifarious	11,659	58,770	58,770	58,770	58,770	58,770
<b>TOTAL</b>	<b>22,990,157</b>	<b>25,140,635</b>	<b>25,140,640</b>	<b>25,859,660</b>	<b>25,859,660</b>	<b>25,859,660</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Complaints processed/investigated	110	120
Liquor establishment inspections	240	280
Surveillance	45	45
Background investigations	80	80

## Personnel Summary

Authorized .....12 FTE  
 Additional .....0  
 Executive Proposed .....12 FTE  
 Approved .....12 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	767,883	973,280	973,280	891,300	891,300	891,300
Supplies & Materials	12,510	12,250	12,250	12,250	12,250	12,250
<b>TOTAL</b>	780,393	985,530	985,530	903,550	903,550	903,550

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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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	250	250	190	190	190
Supplies & Materials	0	150	150	150	150	150
<b>TOTAL</b>	250	400	400	340	340	340

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Dog licenses issued*	700	700
Number of compensation claims	8	8
Animals processed in the Animal Control facility	3,950	4,540
Adoptions	1,205	1,265
Animals euthanized	1,980	2,475

\*Reflects licenses issued by Animal Control only.

## Personnel Summary

Authorized .....12 FTE  
 Additional .....0  
 Executive Proposed .....12 FTE  
 Approved .....12 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	420,681	457,160	457,160	452,010	452,010	452,010
Contractual Services	80,151	81,080	81,080	81,080	81,080	81,080
Supplies & Materials	43,669	43,250	43,250	43,250	43,250	43,250
Business & Education Expenses	1,024	2,150	2,150	2,150	2,150	2,150
Capital Outlay	984	0	0	0	0	0
Other Operating Expenses	240	1,000	1,000	1,000	1,000	1,000
<b>TOTAL</b>	<b>546,749</b>	<b>584,640</b>	<b>584,640</b>	<b>579,490</b>	<b>579,490</b>	<b>579,490</b>

# Public Safety

POLICE DEPARTMENT

ADMINISTRATION COMMAND

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.

Provide assistance to the youth through educational and enforcement programs.

## Outlook for '97

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

	96	97
School Presentations	250	250
Youth Counseling Sessions	800	800
DARE Presentations	2,500	2,600
Runaway Investigations	894	1,044
Juvenile Division Cases	650	650

Personnel decreased by one Police Records Clerk due to elimination of a vacant position.

## Personnel Summary

Authorized .....71 FTE  
 Additional .....(1)  
 Executive Proposed .....70 FTE  
 Approved .....70 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,775,031	2,029,690	2,029,690	2,048,000	2,048,000	2,048,000
Contractual Services	611,089	597,830	597,830	556,200	556,200	556,200
Supplies & Materials	298,228	279,660	279,660	231,210	231,210	231,210
Business & Education Expenses	1,537,454	1,473,990	1,473,990	1,538,250	1,538,250	1,538,250
Capital Outlay	37,551	0	0	0	0	0
Other Operating Expenses	373,600	317,120	317,120	376,890	376,890	376,890
<b>TOTAL</b>	<b>4,632,953</b>	<b>4,698,290</b>	<b>4,698,290</b>	<b>4,750,550</b>	<b>4,750,550</b>	<b>4,750,550</b>

Fiscal 1997

# Public Safety

POLICE DEPARTMENT

OPERATIONS COMMAND

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 school crossing guards for the safety of school children.

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
Calls for Service	103,000	108,000
Fatal Collision Invest.	20	20
Breathalyzer Tests	1,200	1,300
High Risk Call Outs	12	15
Barricade Situations	5	7
Commercial Security Surveys	40	45
Crime Prevention Meetings	215	225

## Personnel Summary

Authorized .....270.2 FTE  
 Additional .....0  
 Executive Proposed .....270.2 FTE  
 Approved .....270.2 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	13,119,440	14,195,790	14,195,790	13,943,550	13,943,550	13,943,550
Contractual Services	7,043	6,750	6,750	6,750	6,750	6,750
Supplies & Materials	64,527	46,480	46,480	38,680	38,680	38,680
Business & Education Expenses	1,361	3,000	3,000	3,000	3,000	3,000
Capital Outlay	13,470	49,800	49,800	8,300	8,300	8,300
Other Operating Expenses	0	66,220	66,220	153,690	153,690	153,690
<b>TOTAL</b>	<b>13,205,841</b>	<b>14,368,040</b>	<b>14,368,040</b>	<b>14,153,970</b>	<b>14,153,970</b>	<b>14,153,970</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Violent crime cases handled	452	482
Violent crime arrests	149	166
Major property cases handled	673	734
Major property crime arrests	320	351
Child abuse cases handled	97	114
Child abuse arrests	17	20
Vice and narcotics cases handled	1,320	1,450
Vice and narcotics arrests	240	250

## Personnel Summary

Authorized .....	53 FTE
Additional .....	0
Executive Proposed .....	53 FTE
Approved .....	53 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,426,268	3,398,820	3,398,820	3,478,600	3,478,600	3,478,600
Contractual Services	15,226	14,300	14,300	9,300	9,300	9,300
Supplies & Materials	78,831	69,600	69,600	65,700	65,700	65,700
Business & Education Expenses	4,700	9,700	9,700	9,700	9,700	9,700
Capital Outlay	5,285	0	0	0	0	0
Other Operating Expenses	101,500	191,240	191,240	172,430	172,430	172,430
<b>TOTAL</b>	<b>3,631,810</b>	<b>3,683,660</b>	<b>3,683,660</b>	<b>3,735,730</b>	<b>3,735,730</b>	<b>3,735,730</b>

Fiscal 1997

# Public Safety

POLICE DEPARTMENT

ALCOHOL ENFORCEMENT UNIT GRANT

051-006-2010

## Functions

Implement an Alcohol Enforcement Unit within the Department to target underage drinking and underage drinking and driving.

## Outlook for '97

Funding is provided for 75 percent of personnel, uniforms and equipment costs associated with the operation of this program in the community.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	43,580	43,580	55,430	55,430	55,430
Contractual Services	0	160	160	160	160	160
Supplies & Materials	0	1,600	1,600	1,600	1,600	1,600
Business & Education Expenses	0	6,500	6,500	5,940	5,940	5,940
<b>TOTAL</b>	0	51,840	51,840	63,130	63,130	63,130

Fiscal 1997

# 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 '97

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.

This grant will expire in December 1996.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	44,221	99,360	99,360	54,130	54,130	54,130
Supplies & Materials	129	1,200	1,200	1,130	1,130	1,130
Business & Education Expenses	1,602	0	0	0	0	0
<b>TOTAL</b>	<b>45,952</b>	<b>100,560</b>	<b>100,560</b>	<b>55,260</b>	<b>55,260</b>	<b>55,260</b>

Fiscal 1997

# 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 '97

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

<b>BUDGET</b>	<b>FY 1995</b>	<b>FY 1996</b>		<b>FY 1997</b>		
	<b>Audit</b>	<b>Authorized Budget</b>	<b>Estimated Expenditures</b>	<b>Departmental Request</b>	<b>Executive Proposed</b>	<b>Council Approved</b>
Salaries, Wages & Fringe Benefits	24,107	0	0	0	0	0
Contractual Services	752	3,060	3,060	3,060	3,060	3,060
Supplies & Materials	3,386	4,000	4,000	4,000	4,000	4,000
Business & Education Expenses	1,596	10,000	10,000	10,000	10,000	10,000
Capital Outlay	16,582	51,500	51,500	982,940	982,940	982,940
<b>TOTAL</b>	<b>46,423</b>	<b>68,560</b>	<b>68,560</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>

Fiscal 1997

# 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 '97

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

Funding is provided by the U.S. Department of Justice and administered by the Maryland Department of Human Services.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	28,834	35,660	35,660	35,420	35,420	35,420
Contractual Services	8,659	1,200	1,200	1,200	1,200	1,200
Supplies & Materials	242	120	120	120	120	120
Business & Education Expenses	336	600	600	600	600	600
Capital Outlay	153	0	0	0	0	0
<b>TOTAL</b>	<b>38,224</b>	<b>37,580</b>	<b>37,580</b>	<b>37,340</b>	<b>37,340</b>	<b>37,340</b>

Fiscal 1997

# Public Safety

POLICE DEPARTMENT

COPS AHEAD GRANT

051-006-2003

## Functions

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

## Outlook for '97

This grant will provide 75% of the salary and benefit costs for the 8 police officers participating in the program over a three-year period.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	303,410	303,410	317,630	317,630	317,630
Contractual Services	0	2,880	2,880	0	0	0
Other Operating Expenses	0	37,760	37,760	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>344,050</b>	<b>344,050</b>	<b>317,630</b>	<b>317,630</b>	<b>317,630</b>

Fiscal 1997

# 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 '97

Continue to participate jointly with federal enforcement agencies such as the DEA, FBI and others. Overtime expenses and other operating expenses are reimbursed per Federal Task Force guidelines.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	51,500	51,500	51,500	51,500	51,500
TOTAL	0	51,500	51,500	51,500	51,500	51,500

Fiscal 1997

# Public Safety

POLICE DEPARTMENT

VEHICLE THEFT REDUCTION

051-006-2014

## Functions

This grant is funded by the MD Department of Public Safety and Correctional Services, Vehicle Theft Prevention Council.

Focus is on the overall reduction in the number of motor vehicle thefts, a corresponding increase in the number of perpetrator apprehensions, prosecutions and convictions.

## Outlook for '97

Funding covers 100 percent of the salary and benefits of two police officers, two correctional positions and training costs associated with the evaluation of individuals assigned to the unit. The grant was secured during FY96 and will continue through FY97.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	49,215	49,220	84,400	84,400	84,400
Contractual Services	0	50,000	50,000	60,000	60,000	60,000
Business & Education Expenses	0	8,000	8,000	8,000	8,000	8,000
<b>TOTAL</b>	<b>0</b>	<b>107,215</b>	<b>107,220</b>	<b>152,400</b>	<b>152,400</b>	<b>152,400</b>

Fiscal 1997

# 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

There are now a total of eleven (11) fire stations in operation in the County. Eight are in the Metro District and three are in the Rural District. Stations 1, 2, 3, 4, 5, 6 and 8 are volunteer stations that operate using volunteer, part-time and career personnel. Stations 7, 9, 10 and 11 are County-managed and career-staffed operations.

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
TOTAL General Fund	119,480	113,740	113,740	104,890	104,890	104,890
TOTAL Metro Fire & Rescue Tax Fund	13,450,491	15,431,760	15,431,760	16,152,080	16,152,080	16,152,080
TOTAL Rural Fire & Rescue Tax Fund	2,199,245	2,876,740	2,876,740	2,421,440	2,421,440	2,421,440
TOTAL Trust And Agency Multifarious	6,691	19,580	19,580	28,500	28,500	28,500
<b>TOTAL</b>	<b>15,775,907</b>	<b>18,441,820</b>	<b>18,441,820</b>	<b>18,706,910</b>	<b>18,706,910</b>	<b>18,706,910</b>

Fiscal 1997

# Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

DIRECTOR'S OFFICE

011-070-0100

## Functions

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

## Outlook for '97

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

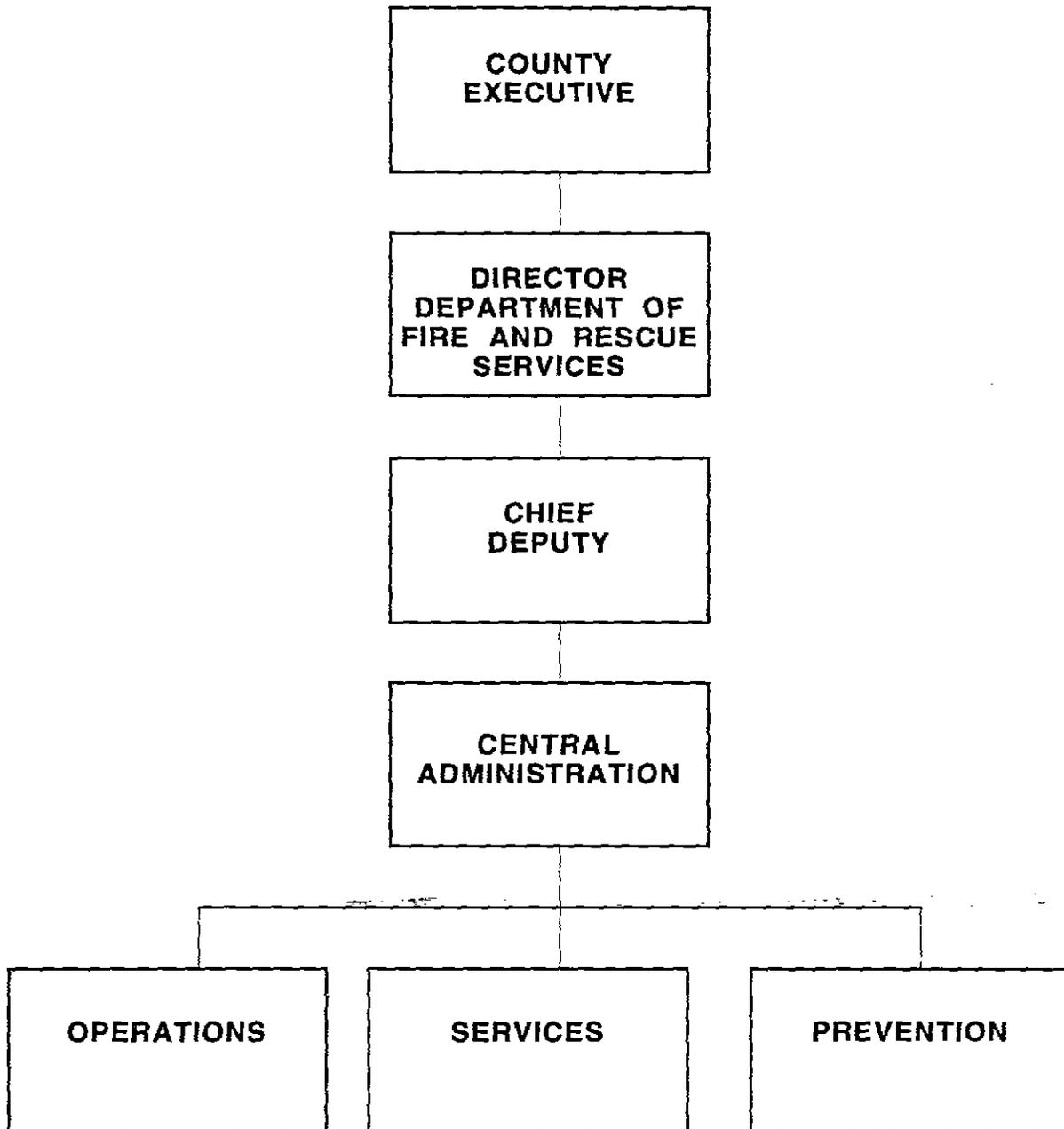
BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	95,000	99,770	99,770	104,890	104,890	104,890
TOTAL	95,000	99,770	99,770	104,890	104,890	104,890

Fiscal 1997

# Public Safety

FIRE AND RESCUE SERVICES

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Fiscal 1997

# Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

FIRE ADMINISTRATION

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 '97

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

## Personnel Summary

Authorized .....7.8 FTE  
 Additional .....0  
 Executive Proposed .....7.8 FTE  
 Approved .....7.8 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	152,449	501,190	501,190	481,900	481,900	<b>481,900</b>
Contractual Services	13,556	12,670	12,670	61,710	61,710	<b>61,710</b>
Supplies & Materials	9,192	9,850	9,850	9,850	9,850	<b>9,850</b>
Business & Education Expenses	2,562	2,950	2,950	2,950	2,950	<b>2,950</b>
Other Operating Expenses	202,820	220,130	220,130	258,520	258,520	<b>258,520</b>
<b>TOTAL</b>	<b>380,579</b>	<b>746,790</b>	<b>746,790</b>	<b>814,930</b>	<b>814,930</b>	<b>814,930</b>

Fiscal 1997

# 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 '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	178	400	400	400	400	400
Contractual Services	250	250	250	190	190	190
Supplies & Materials	64	550	550	550	550	550
Business & Education Expenses	0	800	800	800	800	800
Other Operating Expenses	0	100	100	100	100	100
<b>TOTAL</b>	<b>492</b>	<b>2,100</b>	<b>2,100</b>	<b>2,040</b>	<b>2,040</b>	<b>2,040</b>

Fiscal 1997

# 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.

The Bureau also manages the fire quartermaster program, records management and Emergency Management and Civil Defense.

## Outlook for '97

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.

- Includes funding to update breathing apparatus and to purchase new and replacement training equipment.

- Funding for site development at the Cooksville site to improve the training facility.

## Personnel Summary

Authorized .....10 FTE  
Additional .....0  
Executive Proposed .....10 FTE  
Approved .....10 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	358,932	525,990	525,990	538,620	538,620	538,620
Contractual Services	12,301	19,070	19,070	19,070	19,070	19,070
Supplies & Materials	28,962	30,950	30,950	30,950	30,950	30,950
Business & Education Expenses	23,913	54,150	54,150	54,150	54,150	54,150
Capital Outlay	0	0	0	105,000	105,000	105,000
<b>TOTAL</b>	<b>424,108</b>	<b>630,160</b>	<b>630,160</b>	<b>747,790</b>	<b>747,790</b>	<b>747,790</b>

Fiscal 1997

# 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 '97

Continue to provide the residents of Howard County with safe and effective fire protection services, including education and fire safety programs.

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	357,362	382,660	382,660	379,900	379,900	379,900
Contractual Services	14,013	17,170	17,170	17,170	17,170	17,170
Supplies & Materials	15,723	14,700	14,700	14,700	14,700	14,700
Business & Education Expenses	2,145	6,300	6,300	6,300	6,300	6,300
Capital Outlay	3,993	0	0	3,500	3,500	3,500
<b>TOTAL</b>	<b>393,236</b>	<b>420,830</b>	<b>420,830</b>	<b>421,570</b>	<b>421,570</b>	<b>421,570</b>

Fiscal 1997

# 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 '97

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

- Funding includes the purchase of one replacement defibrillator monitor to replace obsolete equipment.

- Upgrade equipment in assigned staff vehicles essential to delivery of proper emergency and non-emergency services.

## Personnel Summary

Authorized .....10 FTE  
 Additional .....0  
 Executive Proposed .....10 FTE  
 Approved .....10 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	306,916	722,000	722,000	617,900	617,900	617,900
Contractual Services	15,943	18,300	18,300	18,300	18,300	18,300
Supplies & Materials	15,831	16,050	16,050	16,050	16,050	16,050
Business & Education Expenses	2,155	2,650	2,650	2,650	2,650	2,650
Capital Outlay	0	0	0	30,000	30,000	30,000
<b>TOTAL</b>	<b>340,845</b>	<b>759,000</b>	<b>759,000</b>	<b>684,900</b>	<b>684,900</b>	<b>684,900</b>

Fiscal 1997

# Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

EMERGENCY SERVICES

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 '97

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

- Funding included to repair and enhance the current flood alarm system and rain gauges.

- Upgrade the Emergency Operations Center equipment, including software.

- Update the Superfund Amendment and Re-authorization Act (SARA), dealing with hazardous materials and community right to know.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	6,910	8,140	8,140	8,140	8,140	8,140
Supplies & Materials	2,067	3,730	3,730	3,730	3,730	3,730
Business & Education Expenses	1,574	2,100	2,100	2,100	2,100	2,100
Capital Outlay	0	0	0	72,000	72,000	72,000
<b>TOTAL</b>	<b>10,551</b>	<b>13,970</b>	<b>13,970</b>	<b>85,970</b>	<b>85,970</b>	<b>85,970</b>

Fiscal 1997

# 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 '97

Continue to support volunteer operations in the Metro Fire District.

Renovations to Station 1 will continue this year with miscellaneous repairs to the building and the replacement/upgrade of small equipment.

- Funding is included for rehabilitation of the training tower.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	242,490	312,490	312,490	242,490	242,490	242,490
TOTAL	242,490	312,490	312,490	242,490	242,490	242,490

Fiscal 1997

# 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 '97

Continue to support volunteer operations in the Metro Fire District.

A variety of general renovations to Station 2 are included, such as:

- replacement of bunk beds and bedding;
- purchase of pagers and charger units for new volunteers;
- replacement of the existing Vulcan stove (30 years old).

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	141,449	126,450	126,450	165,950	165,950	165,950
TOTAL	141,449	126,450	126,450	165,950	165,950	165,950

Fiscal 1997

# Public Safety

DEPT. OF FIRE AND RESCUE SERVICES

STATION 5 VOLUNTEER OPERATIONS

460-077-0500

## Functions

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

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	217,620	217,620	217,620	220,120	220,120	220,120
TOTAL	217,620	217,620	217,620	220,120	220,120	220,120

Fiscal 1997

# 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 '97

Continue to support volunteer operations in the Metro Fire District.

Funding included for the removal of existing underground fuel tanks, repair of the parking lot and the purchase of three mobile and three mobile/portable radio units.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	236,200	286,300	286,300	294,300	294,300	294,300
<b>TOTAL</b>	236,200	286,300	286,300	294,300	294,300	294,300

Fiscal 1997

# 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 '97

Continue to support volunteer operations in the Metro Fire District.

Funding includes replacement of the kitchen furniture and upgrading the breathing apparatus, including 28 cylinders.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	113,150	128,150	128,150	134,150	134,150	134,150
TOTAL	113,150	128,150	128,150	134,150	134,150	134,150

Fiscal 1997

# 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). A 60% 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 '97

Continue to provide fire and rescue services.

- Funding included for the purchase of five replacement defibrillator monitors and repair and upgrades to stations 7, 9, 10 and 11 equipment and tools.

- Maintenance costs for County-owned and -operated stations to be paid by the Fire fund.

## Personnel Summary

Authorized .....207.6 FTE  
 Additional .....0  
 Executive Proposed .....207.6 FTE  
 Approved .....207.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	9,928,234	10,304,090	10,304,090	10,843,170	10,843,170	10,843,170
Contractual Services	476,624	619,530	619,530	860,430	860,430	860,430
Supplies & Materials	377,673	340,840	340,840	340,840	340,840	340,840
Business & Education Expenses	73,482	123,940	123,940	123,940	123,940	123,940
Capital Outlay	73,658	50,000	50,000	162,000	162,000	162,000
Other Operating Expenses	20,100	7,190	7,190	7,490	7,490	7,490
<b>TOTAL</b>	<b>10,949,771</b>	<b>11,445,590</b>	<b>11,445,590</b>	<b>12,337,870</b>	<b>12,337,870</b>	<b>12,337,870</b>

Fiscal 1997

# 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 '97

Continue to support volunteer operations in the Rural Fire District.

Funding included for the replacement of box springs for bunk beds, an exhaust ventilation system, interior painting of the building, new carpeting for office and hallway areas, replacement office furniture, redesign of the water flow system on Tanker 3, tables and chairs for the meeting/training room and training equipment.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	204,510	201,810	201,810	209,910	209,910	209,910
TOTAL	204,510	201,810	201,810	209,910	209,910	209,910

Fiscal 1997

# 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 '97

Continue to support volunteer operations in the Rural Fire District.

Funding included for repainting/waterproofing of the exterior of the building and to repair the parking lot.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	135,980	190,980	190,980	155,980	155,980	155,980
<b>TOTAL</b>	135,980	190,980	190,980	155,980	155,980	155,980

Fiscal 1997

# 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 '97

Continue to provide fire and rescue services.

Funding is included for the purchase of two replacement defibrillator monitors to replace obsolete units.

Personnel are all part-time positions.

## Personnel Summary

Authorized .....9.6 FTE

Additional .....0

Executive Proposed .....9.6 FTE

Approved .....9.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	309,846	375,810	375,810	388,450	388,450	388,450
Contractual Services	75,511	127,790	127,790	120,720	120,720	120,720
Supplies & Materials	0	1,480	1,480	1,480	1,480	1,480
Capital Outlay	0	0	0	40,000	40,000	40,000
Other Operating Expenses	1,473,398	1,660,570	1,660,570	1,504,900	1,504,900	1,504,900
<b>TOTAL</b>	<b>1,858,755</b>	<b>2,165,650</b>	<b>2,165,650</b>	<b>2,055,550</b>	<b>2,055,550</b>	<b>2,055,550</b>

Fiscal 1997

# Public Safety

## FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1997 Budget			Summary of FY 1998 - 2002 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	
Personal Equipment F-5999 FY97		150,000	150,000						150,000
Personal Equipment F-5128 FY98			0	185,000					185,000
Personal Equipment F-5250 FY99			0		190,000				190,000
Personal Equipment F-5922 FY00			0			190,000			190,000
Personal Equipment F-5916 FY01			0				190,000		190,000
Personal Equipment F-5997 FY02			0					190,000	190,000
Ambulance Replacement (4) F-5537 FY97		100,000	100,000						100,000
Ambulance Replacement (4) F-5548 FY98			0	300,000					300,000
Ambulance Replacement (4) F-5663 FY99			0		200,000				200,000
Ambulance Replacement (4) F-5917 FY01			0				200,000		200,000
Ambulance Replacement (4) F-5998 FY02			0					200,000	200,000
Ambulance Replacement (4) F-5921 FY00			0			200,000			200,000
Replacement Utilities F-5601 FY97		50,000	50,000						50,000
Replacement Utilities F-5602 FY98			0	75,000					75,000
Replacement Utilities F-5603 FY99			0		75,000				75,000
Replacement Utilities F-5920 FY00			0			75,000			75,000
Replacement Utilities F-5978 FY01			0				75,000		75,000
Replacement Utilities F-5995 FY02			0					75,000	75,000
Replacement Staff Vehicles F-5924 FY97		50,000	50,000						50,000
Replacement Staff Vehicles F-5925 FY98			0	75,000					75,000
Replacement Staff Vehicles F-5940 FY99			0		75,000				75,000
Replacement Staff Vehicles F-5944 FY00			0			75,000			75,000

Fiscal 1997

# Public Safety

## FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1997 Budget			Summary of FY 1998 - 2002 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	
Replacement Staff Vehicles F-5926 FY01			0				75,000		75,000
Replacement Staff Vehicles F-5996 FY02			0					75,000	75,000
Replacement Brush Unit F-5648 FY98			0	35,000					35,000
Replacement Brush Unit F-5664 FY99			0		35,000				35,000
Replacement Brush Unit F-5661 FY01			0				35,000		35,000
Replacement Rescue Squad F-5547 FY98			0	400,000					400,000
Replacement Rescue Squad F-5650 FY00			0			400,000			400,000
Pumper Replacement F-5934 FY97		200,000	200,000						200,000
Pumper Replacement F-5935 FY98			0	300,000					300,000
Pumper Replacement F-5947 FY99			0		300,000				300,000
Pumper Replacement F-5937 FY00			0			300,000			300,000
Pumper Replacement F-5927 FY01			0				300,000		300,000
Pumper Replacement F-5993 FY02			0					300,000	300,000
Training Aids F-5901 FY97		25,000	25,000						25,000
Training Aids F-5551 FY98			0	40,000					40,000
Training Aids F-5604 FY99			0		40,000				40,000
Training Aids F-5928 FY00			0			40,000			40,000
Training Aids F-5952 FY01			0				40,000		40,000
Training Aids F-5990 FY02			0					40,000	40,000
LifePac Replacements F-5607 FY97		25,000	25,000						25,000
LifePac Replacements F-5963 FY98			0	40,000					40,000

Fiscal 1997

# Public Safety

## FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

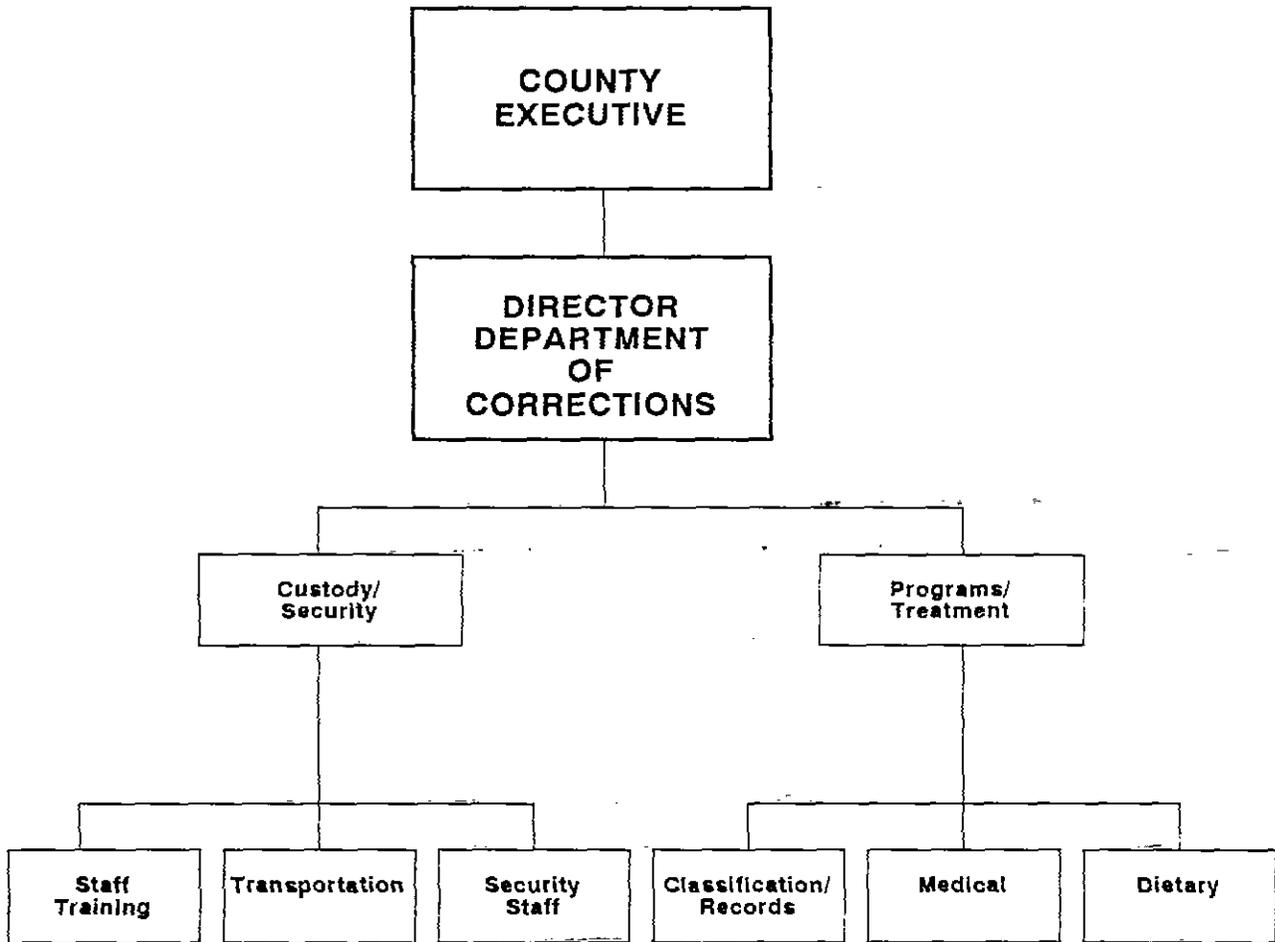
Title/ Project Number	Fiscal Year 1997 Budget			Summary of FY 1998 - 2002 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	
Self-Contained Breathing Apparatus (Training) F-5977 FY97		25,000	25,000						25,000
Breathing Apparatus Cylinder Replacement F-5953 FY97		25,000	25,000						25,000
Breathing Apparatus Cylinder Replacement F-5954 FY98			0	25,000					25,000
Breathing Apparatus Cylinder Replacement F-5955 FY99			0		25,000				25,000
Breathing Apparatus Cylinder Replacement F-5975 FY01			0				25,000		25,000
Breathing Apparatus Cylinder Replacement F-5989 FY02			0					25,000	25,000
Breathing Apparatus Cylinder Replacement F-5956 FY00			0			25,000			25,000
Station 13--Glenwood									
Pumper F-5616 FY01			0				450,000		450,000
Tanker F-5617 FY01			0				200,000		200,000
Ambulance F-5618 FY01			0				75,000		75,000
Utility F-5619 FY01			0				25,000		25,000
Relocation Storage Building Fire Station #5 F-5959 FY97		250,000	250,000						250,000
Furniture/Equipment, New Station #2 F-5251 FY97		100,000	100,000						100,000
Furniture/Equipment, New Station #5 F-5578 FY97		100,000	100,000						100,000
<b>Total Request</b>		<b>1,100,000</b>	<b>1,100,000</b>	<b>1,475,000</b>	<b>940,000</b>	<b>1,305,000</b>	<b>1,690,000</b>	<b>905,000</b>	<b>7,415,000</b>
<b>Grant Funds</b>									
<b>Transfer Tax Request</b>		<b>1,100,000</b>	<b>1,100,000</b>	<b>1,475,000</b>	<b>940,000</b>	<b>1,305,000</b>	<b>1,690,000</b>	<b>905,000</b>	<b>7,415,000</b>

Fiscal 1997

# Public Safety

DEPARTMENT OF CORRECTIONS

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Fiscal 1997

# 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.

The budget reflects the elimination of the County's portion of support for a liaison position with the Office of the Public Offender.

## Personnel Summary

Authorized.....118 FTE  
 Additional.....0  
 Executive Proposed.....118 FTE  
 Approved.....118 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	4,867,613	5,152,570	5,152,570	5,067,380	5,067,380	5,067,380
Contractual Services	84,931	122,430	122,430	98,730	98,730	98,730
Supplies & Materials	952,630	956,390	956,390	953,390	953,390	953,390
Business & Education Expenses	205,731	24,800	24,800	26,050	26,050	26,050
Capital Outlay	5,974	3,500	3,500	3,500	3,500	3,500
Other Operating Expenses	2,960	3,310	3,310	3,030	3,030	3,030
<b>TOTAL</b>	<b>6,119,839</b>	<b>6,263,000</b>	<b>6,263,600</b>	<b>6,152,080</b>	<b>6,152,080</b>	<b>6,152,080</b>

Fiscal 1997

# Public Works/Inspections

SECTION III

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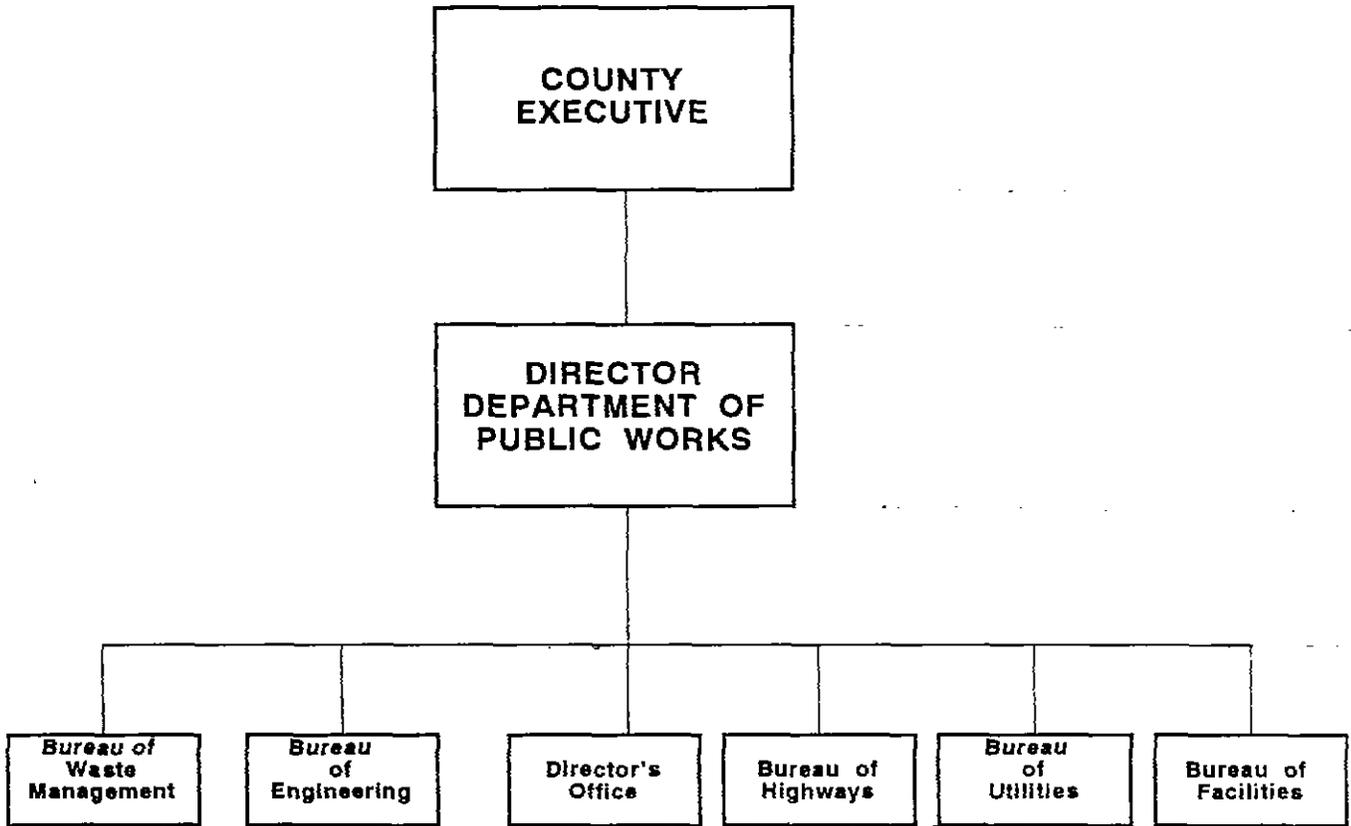
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Fiscal 1997

# Public Works/Inspections

DEPARTMENT OF PUBLIC WORKS

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Fiscal 1997

# 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

The department will maintain 875 miles of roadway, 4,000 streetlights, 98 traffic signals and school flashers, 101 bridges, and 350 stormwater management facilities.

The department will eliminate 14 vacant positions and 10 unfilled retired positions.

The Environmental Fund and associated Solid Waste collection activities has been approved for FY97. Out-of-County residential waste export will begin in January 1997.

The Bureau of Buildings and Grounds will re-join the Department of Public Works in July 1997.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Director's Office	1,472,715	4,180,240	4,180,240	4,113,290	4,113,290	4,113,290
Bureau of Engineering	4,087,801	3,666,080	3,666,080	3,198,950	3,198,950	3,198,950
Bureau of Highways	7,392,467	7,202,520	7,202,520	6,801,370	6,801,370	6,801,370
Bureau of Buildings & Grounds	5,427,160	5,506,990	5,506,990	5,469,490	5,469,490	5,469,490
<b>TOTAL General Fund</b>	<b>18,380,143</b>	<b>20,555,830</b>	<b>20,555,830</b>	<b>19,583,100</b>	<b>19,583,100</b>	<b>19,583,100</b>
Bureau of Engineering	22,502	100,000	100,000	125,000	125,000	125,000
Bureau of Highways	5,036	30,000	30,000	10,330	10,330	10,330
Bureau of Waste Management	127,435	0	0	0	0	0
<b>TOTAL Grants</b>	<b>154,973</b>	<b>130,000</b>	<b>130,000</b>	<b>135,330</b>	<b>135,330</b>	<b>135,330</b>
Bureau of Waste Management	1,000	17,000	17,000	17,000	17,000	17,000
<b>TOTAL Trust &amp; Agency Multifarious</b>	<b>1,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
Bureau of Utilities	19,635,310	21,309,730	21,309,730	21,512,430	21,512,430	21,512,430
<b>TOTAL Water &amp; Sewer Fund</b>	<b>19,635,310</b>	<b>21,309,730</b>	<b>21,309,730</b>	<b>21,512,430</b>	<b>21,512,430</b>	<b>21,512,430</b>
Bureau of Waste Management	7,416,021	8,183,560	8,183,560	10,294,650	10,294,650	10,294,650
<b>TOTAL Environmental Services Fund</b>	<b>7,416,021</b>	<b>8,183,560</b>	<b>8,183,560</b>	<b>10,294,650</b>	<b>10,294,650</b>	<b>10,294,650</b>
<b>TOTAL</b>	<b>45,587,447</b>	<b>50,196,120</b>	<b>50,196,120</b>	<b>51,542,510</b>	<b>51,542,510</b>	<b>51,542,510</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

DIRECTOR'S OFFICE

011-009-0101

## 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 '97

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 .

The budget reflects the elimination of one vacant Administrative Aide position and one unfilled retired Capital Budget Coordinator, the addition of one Assistant to the Director position and six part-time security guards from the former Department of General Services.

## Personnel Summary

Authorized .....20.77 FTE  
 Additional ..... (2)  
 Executive Proposed.....18.77 FTE  
 Approved .....18.77 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	934,828	1,068,880	1,068,880	1,102,450	1,102,450	1,102,450
Contractual Services	225,987	116,450	116,450	109,760	109,760	109,760
Supplies & Materials	26,624	24,300	24,300	22,300	22,300	22,300
Business & Education Expenses	76,649	86,500	86,500	80,550	80,550	80,550
Capital Outlay	9,007	0	0	0	0	0
Other Operating Expenses	2,859,506	2,884,110	154,230	2,798,230	2,798,230	2,798,230
<b>TOTAL</b>	<b>4,132,601</b>	<b>4,180,240</b>	<b>1,450,360</b>	<b>4,113,290</b>	<b>4,113,290</b>	<b>4,113,290</b>

Fiscal 1997

# 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 '97

The functions and services of the Geotechnical and Materials Division have been merged with the Construction Inspection Division.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Project/Admin. Mgmt.	282,691	281,340	281,340	248,680	248,680	248,680
Land Development Division	510,666	0	0	0	0	0
Roads/Bridges/Storm Drains Div.	378,658	436,960	436,960	405,330	405,330	405,330
Construction Insp. Division	1,373,737	1,413,970	1,413,970	1,241,610	1,241,610	1,241,610
Traffic Division	347,692	360,490	360,490	345,840	345,840	345,840
General Projects Division	315,413	315,310	315,310	237,450	237,450	237,450
Survey And Drafting Division	677,488	668,630	668,630	531,720	531,720	531,720
Geotechnical & Material	201,456	189,380	189,380	188,320	188,320	188,320
TOTAL General Fund	4,087,801	3,666,080	3,666,080	3,198,950	3,198,950	3,198,950
TOTAL	4,087,801	3,666,080	3,666,080	3,198,950	3,198,950	3,198,950

Fiscal 1997

# 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,

## Outlook for '97

The Administrative Management Division will continue the current level of services.

The budget reflects the elimination of one unfilled retired Administrative Assistant.

## Personnel Summary

Authorized .....4 FTE  
 Additional .....(1)  
 Executive Proposed .....3 FTE  
 Approved .....3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	250,358	250,410	250,410	194,800	194,800	194,800
Contractual Services	4,394	4,230	4,230	4,230	4,230	4,230
Supplies & Materials	12,420	11,500	11,500	10,000	10,000	10,000
Business & Education Expenses	8,979	15,200	15,200	15,400	15,400	15,400
Capital Outlay	6,540	0	0	0	0	0
Other Operating Expenses	0	0	0	24,250	24,250	24,250
<b>TOTAL</b>	<b>282,691</b>	<b>281,340</b>	<b>281,340</b>	<b>248,680</b>	<b>248,680</b>	<b>248,680</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Transportation Projects	45	44
Watershed Projects	25	32
County-owned Bridge Inspections	120	120

The budget reflects the elimination of one unfilled retired Secretary I.

## Personnel Summary

Authorized .....7 FTE  
 Additional .....(1)  
 Executive Proposed .....6 FTE  
 Approved .....6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	367,865	399,490	399,490	373,160	373,160	373,160
Contractual Services	6,031	27,720	27,720	27,720	27,720	27,720
Supplies & Materials	4,378	4,450	4,450	4,450	4,450	4,450
Business & Education Expenses	384	300	300	0	0	0
Other Operating Expenses	0	5,000	5,000	0	0	0
<b>TOTAL</b>	<b>378,658</b>	<b>436,960</b>	<b>436,960</b>	<b>405,330</b>	<b>405,330</b>	<b>405,330</b>

Fiscal 1997

# 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.

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

Evaluate construction materials used in capital and developer projects.

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
Developer Water and Sewer Projects	500	550
Road & Storm Drain Projects	900	900
Storm Water Mgmt. Facilities	365	365
General Projects Inspection	50	50

The budget reflects the elimination of two vacant positions: the Chief, Bureau of Construction Inspection and a Clerk Typist and the deletion of one unfilled retired Construction Inspector II.

## Personnel Summary

Authorized .....	25 FTE
Additional .....	(3)
Executive Proposed .....	22 FTE
Approved .....	22 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,254,670	1,274,770	1,274,770	1,119,210	1,119,210	1,119,210
Contractual Services	27,312	27,080	27,080	19,530	19,530	19,530
Supplies & Materials	18,815	22,860	22,860	21,550	21,550	21,550
Business & Education Expenses	71,070	89,260	89,260	81,320	81,320	81,320
Capital Outlay	1,870	0	0	0	0	0
<b>TOTAL</b>	<b>1,373,737</b>	<b>1,413,970</b>	<b>1,413,970</b>	<b>1,241,610</b>	<b>1,241,610</b>	<b>1,241,610</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

TRAFFIC DIVISION

011-009-0206

## Functions

The Traffic Division is responsible for:

Traffic planning and design to include:

- needs assessment, 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,
- needs assessment, design and implementation of street lighting,
- pedestrian studies,
- parking prohibitions,
- traffic signal timing.

## Outlook for '97

Tasks	FY96	FY97
	Estimated	Projected
Traffic System Studies	735	765
School Crossing and Bus Stop Studies	45	50
Traffic Counts	2,175	2,230
Capital Projects Managed	15	15

The Budget reflects the elimination of one vacant Secretary I position.

## Personnel Summary

Authorized .....6 FTE  
 Additional .....(1)  
 Executive Proposed .....5 FTE  
 Approved .....5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	316,921	321,500	321,500	270,140	270,140	270,140
Contractual Services	12,277	18,840	18,840	56,210	56,210	56,210
Supplies & Materials	6,484	8,300	8,300	7,450	7,450	7,450
Business & Education Expenses	12,010	11,850	11,850	12,040	12,040	12,040
<b>TOTAL</b>	<b>347,692</b>	<b>360,490</b>	<b>360,490</b>	<b>345,840</b>	<b>345,840</b>	<b>345,840</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

GENERAL PROJECTS 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).

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
General County Buildings	14	14
Fire	2	3
Libraries	2	3
Park Facilities	20	28

The budget reflects the elimination of one unfilled retired Engineer IV.

## Personnel Summary

Authorized .....5 FTE  
 Additional .....(1)  
 Executive Proposed .....4 FTE  
 Approved .....4 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	309,389	308,040	308,040	230,690	230,690	230,690
Contractual Services	1,935	3,060	3,060	2,810	2,810	2,810
Supplies & Materials	3,866	3,950	3,950	3,700	3,700	3,700
Business & Education Expenses	223	260	260	250	250	250
<b>TOTAL</b>	<b>315,413</b>	<b>315,310</b>	<b>315,310</b>	<b>237,450</b>	<b>237,450</b>	<b>237,450</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Engineering Drawings and Prints Processed	27,000	28,500
Engineering Publications Sold	500	500
Capital Projects Supported	165	180
Misc. Survey & Drafting Jobs	135	140

## Personnel Summary

Authorized .....10 FTE  
 Additional .....0  
 Executive Proposed .....10 FTE  
 Approved .....10 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	530,292	540,660	540,660	456,710	456,710	456,710
Contractual Services	94,183	93,120	93,120	5,150	5,150	5,150
Supplies & Materials	23,014	24,450	24,450	11,850	11,850	11,850
Business & Education Expenses	11,581	10,400	10,400	9,520	9,520	9,520
Capital Outlay	18,418	0	0	0	0	0
Other Operating Expenses	0	0	0	48,490	48,490	48,490
<b>TOTAL</b>	<b>677,488</b>	<b>668,630</b>	<b>668,630</b>	<b>531,720</b>	<b>531,720</b>	<b>531,720</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

GEOTECHNICAL & MATERIALS DIVISION

011-009-0209

## Functions

The functions and services of this division will be merged with the Construction Inspection Division during Fiscal 1997.

## Outlook for '97

In FY 1997, when this division will be merged with the Construction Inspection Division, all the staffing and operating expenses will be transferred to the latter.

## Personnel Summary

Authorized ..... 3 FTE  
 Additional ..... 0  
 Executive Proposed ..... 3 FTE  
 Approved ..... 3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	176,257	176,740	176,740	177,690	177,690	177,690
Contractual Services	5,920	6,100	6,100	3,000	3,000	3,000
Supplies & Materials	1,133	1,640	1,640	1,450	1,450	1,450
Business & Education Expenses	26	4,900	4,900	6,180	6,180	6,180
Capital Outlay	18,120	0	0	0	0	0
<b>TOTAL</b>	<b>201,456</b>	<b>189,380</b>	<b>189,380</b>	<b>188,320</b>	<b>188,320</b>	<b>188,320</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

AUTOMATED ENFORCE. DEMON. PROJECT

051-009-0214

## Functions

Identification of "State of the Art" automated traffic incident detection equipment and subsequent evaluation for adaptability, serviceability and cost effectiveness.

Testing detection equipment for its capability in identifying red light violators.

## Outlook for '97

This program will be totally funded by the Maryland State Highway Administration and by the Insurance Institute for Highway Safety of Alexandria, Virginia.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay	0	0	0	125,000	125,000	125,000
TOTAL	0	0	0	125,000	125,000	125,000

Fiscal 1997

# 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 '97

Maintain 875 miles of roadway; 101 bridges; 10 pedestrian walkways; 4,000 street lights; 98 traffic signals and school flashers, and over 350 storm water management facilities.

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

Significant portion of road/maintenance efforts are being incorporated into the Capital Budget and eliminated from the General Fund.

Transfer of one utility worker position from the Bureau of Waste Management in fiscal 1996.

Elimination of one Motor Equipment Operator III and two retired Highways Supervisor positions from the Maintenance Division and one Clerk Typist II position from the Operations Division.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Highways Operations Division	487,633	476,050	476,050	460,990	460,990	460,990
Highway Maintenance Division	6,904,834	6,726,470	6,726,470	6,340,380	6,340,380	6,340,380
TOTAL General Fund	7,392,467	7,202,520	7,202,520	6,801,370	6,801,370	6,801,370
<b>TOTAL</b>	<b>7,392,467</b>	<b>7,202,520</b>	<b>7,202,520</b>	<b>6,801,370</b>	<b>6,801,370</b>	<b>6,801,370</b>

Fiscal 1997

# 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 '97

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

Elimination of one Clerk Typist position has necessitated a restructuring and reassignment of workload within the Division.

## Personnel Summary

Authorized .....10 FTE  
 Additional .....(1)  
 Executive Proposed .....9 FTE  
 Approved .....9 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	399,273	457,110	457,110	442,690	442,690	442,690
Contractual Services	4,178	5,390	5,390	5,390	5,390	5,390
Supplies & Materials	3,032	4,050	4,050	4,050	4,050	4,050
Business & Education Expenses	81,150	9,500	9,500	8,860	8,860	8,860
<b>TOTAL</b>	<b>487,633</b>	<b>476,050</b>	<b>476,050</b>	<b>460,990</b>	<b>460,990</b>	<b>460,990</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
# of Pieces of Equipment assigned	300+	300+
# of Roads maintained	2,753	2,785
# of Storm Water Facilities maintained	280	350
# of Bridges maintained	101	101

The budget reflects the elimination of one MEO III in FY97 and two (2) unfilled retired Highways Supervisors.

Road maintenance materials are significantly reduced in the General Fund as relevant expenses are included in the Capital Budget.

## Personnel Summary

Authorized .....	94 FTE
Additional .....	(3)
Executive Proposed .....	91 FTE
Approved .....	91 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,969,702	3,949,720	3,949,720	3,767,330	3,767,330	3,767,330
Contractual Services	857,425	711,370	711,370	703,710	703,710	703,710
Supplies & Materials	656,422	585,380	585,380	363,530	363,530	363,530
Business & Education Expenses	1,275,197	1,475,000	1,475,000	1,500,810	1,500,810	1,500,810
Capital Outlay	145,588	0	0	0	0	0
Other Operating Expenses	500	5,000	5,000	5,000	5,000	5,000
<b>TOTAL</b>	<b>6,904,834</b>	<b>6,726,470</b>	<b>6,726,470</b>	<b>6,340,380</b>	<b>6,340,380</b>	<b>6,340,380</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized.....0.40 FTE  
 Additional.....(0.20)  
 Executive Proposed.....0.20 FTE  
 Approved.....0.20 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,490	7,500	7,500	7,800	7,800	7,800
Supplies & Materials	46	1,000	1,000	1,500	1,500	1,500
Business & Education Expenses	1,500	1,500	1,500	1,030	1,030	1,030
<b>TOTAL</b>	<b>5,036</b>	<b>10,000</b>	<b>10,000</b>	<b>10,330</b>	<b>10,330</b>	<b>10,330</b>

Fiscal 1997

# 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 '97

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

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

Begin export of residential waste for out-of-county disposal in January 1997.

In Fiscal Year 1997, the Bureau of Waste Management starts to be budgeted in a Special Revenue fund entitled Environmental Services Fund. The revenues of this newly-created fund come from the existing County landfill fees, the interfund reimbursement from the General Fund and mainly from the new refuse collection charge.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Administrative Services Division	243,630	343,300	343,300	340,460	340,460	340,460
Operations Division	7,172,391	5,110,380	5,110,380	6,641,270	6,641,270	6,641,270
Recycling Division	0	2,729,880	2,729,880	2,699,020	613,900	2,699,020
Environmental Services Pro-Rata	0	0	0	613,900	613,900	613,900
<b>TOTAL Environmental Services Fund</b>	<b>7,416,021</b>	<b>8,183,560</b>	<b>8,183,560</b>	<b>10,294,650</b>	<b>10,294,650</b>	<b>10,294,650</b>
Operations Division	1,000	17,000	17,000	17,000	17,000	17,000
<b>TOTAL Trust &amp; Agency Multifarious</b>	<b>1,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>TOTAL</b>	<b>7,417,021</b>	<b>8,200,560</b>	<b>8,200,560</b>	<b>10,311,650</b>	<b>10,311,650</b>	<b>10,311,650</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATIVE SERVICES DIVISION

640-009-0601

## Functions

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

## Outlook for '97

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

## Personnel Summary

Authorized .....7 FTE  
 Additional .....0  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	238,134	333,210	333,210	333,960	333,960	333,960
Contractual Services	2,217	3,470	3,470	3,450	3,450	3,450
Supplies & Materials	2,884	3,000	3,000	3,000	3,000	3,000
Business & Education Expenses	395	3,620	3,620	50	50	50
<b>TOTAL</b>	<b>243,630</b>	<b>343,300</b>	<b>343,300</b>	<b>340,460</b>	<b>340,460</b>	<b>340,460</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

OPERATIONS DIVISION

640-009-0602

## 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.

Provide the funding for export of residential waste for out-of-county disposal beginning in January 1997.

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
Homes Served		
refuse collection	61,500	62,700
recyclables collection	61,500	62,700
# of dumpsters served	860	251
# of community clean ups	203	225

The budget reflects discontinuance of county trash removal for apartments, effective July 1, 1996. Apartments will provide for their own trash removal.

## Personnel Summary

Authorized .....	28 FTE
Additional .....	0
Executive Proposed .....	28 FTE
Approved .....	28 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,555,206	1,378,680	1,378,680	1,102,570	1,102,570	1,102,570
Contractual Services	5,079,618	3,086,010	3,086,010	5,145,110	5,145,110	5,145,110
Supplies & Materials	173,235	124,690	124,690	111,950	111,950	111,950
Business & Education Expenses	364,332	521,000	521,000	281,640	281,640	281,640
<b>TOTAL</b>	<b>7,172,391</b>	<b>5,110,380</b>	<b>5,110,380</b>	<b>6,641,270</b>	<b>6,641,270</b>	<b>6,641,270</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

RECYCLING DIVISION

640-009-0605

## Functions

The Recycling division provides focus on recycling activities and programs.

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

## Outlook for '97

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

## Personnel Summary

Authorized .....4 FTE  
 Additional .....0  
 Executive Proposed .....4 FTE  
 Approved .....4 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	217,840	217,840	207,180	207,180	207,180
Contractual Services	0	2,496,640	2,496,640	2,461,640	2,461,640	2,461,640
Supplies & Materials	0	13,200	13,200	28,000	28,000	28,000
Business & Education Expenses	0	2,200	2,200	2,200	2,200	2,200
<b>TOTAL</b>	0	2,729,880	2,729,880	2,699,020	2,699,020	2,699,020

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

ENVIRONMENTAL SERVICES PRO RATA

640-009-0606

## Functions

Provide funds to reimburse the General Fund for the central overhead costs to support the operation of the Environmental Services functions.

## Outlook for '97

This is the first year for this Environmental Services Pro Rata expense pursuant to the establishment of the Environmental Services Fund as a special revenue fund.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	0	0	613,900	613,900	613,900
TOTAL	0	0	0	613,900	613,900	613,900

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF FACILITIES

## Functions

The Bureau of Facilities is responsible for maintaining county-owned facilities. This responsibility includes:

- Buildings and grounds maintenance
- Technical expertise in the development of new facilities
- Control of energy use and costs
- Control of custodial and grounds contracts

## Outlook for '97

The Bureau of Facilities will be responsible for one additional facility and the expansion of three facilities.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Buildings & Grounds Management	2,414,243	2,477,890	2,477,890	2,477,890	2,451,780	2,451,780
Buildings & Grounds Maintenance	3,012,641	3,029,100	3,029,100	3,029,100	3,017,710	3,017,710
<b>TOTAL</b>	<b>5,426,884</b>	<b>5,506,990</b>	<b>5,506,990</b>	<b>5,506,990</b>	<b>5,469,490</b>	<b>5,469,490</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

BUILDINGS & GROUNDS MANAGEMENT

011-009-0501

## 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 '97

Continue to provide efficient administrative and technical support in the areas of budget oversight, personnel management and energy monitoring.

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	357,094	356,780	356,780	346,820	346,820	346,820
Contractual Services	2,040,617	2,103,490	2,103,490	2,088,320	2,088,320	2,088,320
Supplies & Materials	5,394	5,780	5,780	5,780	5,780	5,780
Business & Education Expenses	10,062	10,340	10,340	10,860	10,860	10,860
Capital Outlay	1,076	1,500	1,500	0	0	0
<b>TOTAL</b>	<b>2,414,243</b>	<b>2,477,890</b>	<b>2,477,890</b>	<b>2,451,780</b>	<b>2,451,780</b>	<b>2,451,780</b>

Fiscal 1997

# Public Works

DEPARTMENT OF PUBLIC WORKS

BUILDINGS & GROUNDS MAINTENANCE

011-009-0502

## 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 Facilities' vehicles.

Remove all materials to be recycled from county facilities.

Maintain the appearance of all county-owned grounds.

## Outlook for '97

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

## Personnel Summary

Authorized .....36 FTE  
 Additional .....0  
 Executive Proposed .....36 FTE  
 Approved .....36 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,382,450	1,482,490	1,482,490	1,484,770	1,484,770	1,484,770
Contractual Services	1,200,300	1,130,380	1,130,380	1,129,610	1,129,610	1,129,610
Supplies & Materials	345,467	274,470	274,470	253,470	253,470	253,470
Business & Education Expenses	84,700	141,760	141,760	149,860	149,860	149,860
<b>TOTAL</b>	<b>3,012,917</b>	<b>3,029,100</b>	<b>3,029,100</b>	<b>3,017,710</b>	<b>3,017,710</b>	<b>3,017,710</b>

Fiscal 1997

# 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 '97

The FY97 budget of the Bureau of Utilities reflects the operation of the Shared Septic Systems in Howard County and the elimination of eight (8) vacant positions and three (3) unfilled retired positions.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Utilities Operations Division	7,932,518	8,136,000	8,136,000	7,726,550	1,205,550	1,205,550
TOTAL Water And Sewer Fund	7,932,518	8,136,000	8,136,000	7,726,550	1,205,550	1,205,550
Technical Support Division	0	492,610	492,610	467,440	467,440	467,440
Water Reclamation	8,331,414	8,741,670	8,741,670	8,736,350	8,736,350	8,736,350
Maintenance Division	1,894,972	1,895,600	1,895,600	1,807,490	1,807,490	1,807,490
Shared Septic Systems	0	0	0	15,150	15,150	15,150
Utilities Non-Operating Expense	1,695,920	2,168,000	2,168,000	2,657,020	2,657,020	2,657,020
Service Division	4,973,657	5,960,690	5,960,690	6,024,140	6,024,140	6,024,140
Water & Sewer Design	643,504	431,650	431,650	411,590	411,590	411,590
Environmental Management	283,215	199,530	199,530	187,700	187,700	187,700
TOTAL W & S Operating	17,822,682	19,889,750	19,889,750	20,306,880	20,306,880	20,306,880
TOTAL	25,755,200	28,025,750	28,025,750	28,033,430	21,512,430	21,512,430

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Bureau Personnel		
Value of inventory	400,000	400,000
# of inventory items	600	650

The FY97 budget of this Division reflects the elimination of one vacant Engineer II position and one unfilled retired Utility Operations Manager.

## Personnel Summary

Authorized .....9 FTE  
 Additional .....(2)  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	898,619	540,360	540,360	354,980	354,980	354,980
Contractual Services	189,538	216,870	216,870	284,040	284,040	284,040
Supplies & Materials	116,281	115,400	115,400	116,400	116,400	116,400
Business & Education Expenses	529,805	499,580	499,580	413,210	413,210	413,210
Capital Outlay	57,485	28,700	28,700	0	0	0
Other Operating Expenses	7,830	9,510	9,510	31,140	31,140	31,140
Other Expenses	13,070	9,560	9,560	5,780	5,780	5,780
<b>TOTAL</b>	<b>1,812,628</b>	<b>1,419,980</b>	<b>1,419,980</b>	<b>1,205,550</b>	<b>1,205,550</b>	<b>1,205,550</b>

Fiscal 1997

# 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 '97

Tasks	FY 96 Estimated	FY 97 Projected
Inspection of water & sewer projects	250	300
Utility permits reviewed	850	1,050
Water quality samples	1,648	1,648

## Personnel Summary

Authorized .....8 FTE  
 Additional .....0  
 Executive Proposed .....8 FTE  
 Approved .....8 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	442,610	442,610	437,240	437,240	437,240
Contractual Services	0	44,000	44,000	22,000	22,000	22,000
Supplies & Materials	0	6,000	6,000	8,200	8,200	8,200
<b>TOTAL</b>	0	492,610	492,610	467,440	467,440	467,440

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Wastewater Processed (MGD)	13.5	14.0
Sludge Landspread (wet tons)	23,000	26,100

The FY97 budget of the Water Reclamation Plant reflects the elimination of one vacant WRP Operator III, five vacant WRP Operators I/II and one unfilled retired Motor Equipment Operator I position.

## Personnel Summary

Authorized .....	53 FTE
Additional .....	(7)
Executive Proposed .....	46 FTE
Approved .....	46 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,255,078	2,320,860	2,320,860	2,037,040	2,037,040	2,037,040
Contractual Services	2,621,581	3,146,540	3,146,540	3,077,650	3,077,650	3,077,650
Supplies & Materials	680,624	784,730	784,730	930,120	930,120	930,120
Business & Education Expenses	85,151	107,980	107,980	70,530	70,530	70,530
Capital Outlay	561	0	0	0	0	0
Other Operating Expenses	3,030	3,900	3,900	14,730	14,730	14,730
Other Expenses	2,685,389	2,377,660	2,377,660	2,606,280	2,606,280	2,606,280
<b>TOTAL</b>	<b>8,331,414</b>	<b>8,741,670</b>	<b>8,741,670</b>	<b>8,736,350</b>	<b>8,736,350</b>	<b>8,736,350</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 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 elimination of a vacant Utility Worker I position.

## Personnel Summary

Authorized .....35 FTE  
 Additional .....(1)  
 Executive Proposed .....34 FTE  
 Approved .....34 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,452,239	1,493,190	1,493,190	1,449,610	1,449,610	1,449,610
Contractual Services	67,139	86,200	86,200	66,200	66,200	66,200
Supplies & Materials	238,411	230,590	230,590	226,070	226,070	226,070
Other Expenses	137,183	85,620	85,620	65,610	65,610	65,610
<b>TOTAL</b>	<b>1,894,972</b>	<b>1,895,600</b>	<b>1,895,600</b>	<b>1,807,490</b>	<b>1,807,490</b>	<b>1,807,490</b>

# Public Works

## Functions

The Bureau of Utilities is responsible for the operation and maintenance of the Shared Septic System for the Ashleigh Knolls development. Activities include inspection and release of new house connections, maintenance of the pressure sewer and collection system and operation and maintenance of the treatment facility. Annual maintenance fees are collected from residents using the system per Howard County Code, Title 18, Section 18.1202.

## Outlook for '97

This is a new organization to operate the shared septic system within Howard County. Necessary personnel to support this effort is taken from existing staff of the Technical Support, Maintenance and Service Divisions.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	13,150	13,150	13,150
Supplies & Materials	0	0	0	1,000	1,000	1,000
Other Operating Expenses	0	0	0	1,000	1,000	1,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,150</b>	<b>15,150</b>	<b>15,150</b>

Fiscal 1997

# 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 '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Interfund Charges & Reimbursement	1,695,920	2,168,000	2,168,000	2,657,020	2,657,020	2,657,020
TOTAL	1,695,920	2,168,000	2,168,000	2,657,020	2,657,020	2,657,020

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 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 in of one Clerical Technician position during the course of FY1996 and the elimination of one unfilled retired Utility Supervisor position.

## Personnel Summary

Authorized .....	23 FTE
Additional .....	(1)
Executive Proposed .....	22 FTE
Approved .....	22 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	967,821	1,122,720	1,122,720	990,470	990,470	990,470
Contractual Services	479,632	582,250	582,250	563,100	563,100	563,100
Supplies & Materials	241,665	256,000	256,000	236,900	236,900	236,900
Business & Education Expenses	0	3,000	3,000	3,000	3,000	3,000
Other Expenses	3,284,539	3,996,720	3,996,720	4,230,670	4,230,670	4,230,670
<b>TOTAL</b>	<b>4,973,657</b>	<b>5,960,690</b>	<b>5,960,690</b>	<b>6,024,140</b>	<b>6,024,140</b>	<b>6,024,140</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Water Capital Projects	35	32
Sewer Capital Projects	18	25

## Personnel Summary

Authorized .....7 FTE  
 Additional .....0  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	593,102	424,150	424,150	403,490	403,490	403,490
Contractual Services	4,734	2,900	2,900	2,900	2,900	2,900
Supplies & Materials	3,789	4,100	4,100	4,700	4,700	4,700
Business & Education Expenses	217	500	500	500	500	500
Capital Outlay	41,662	0	0	0	0	0
<b>TOTAL</b>	<b>643,504</b>	<b>431,650</b>	<b>431,650</b>	<b>411,590</b>	<b>411,590</b>	<b>411,590</b>

# Public Works

## Functions

Ensure the orderly and timely expansion of the public water and sewerage system.

Provide overview of availability and adequacy of public water and sewer system capacities.

Provide review of major developments with regard to impact on the public water and sewer system.

Serve as liaison to other jurisdictions in metropolitan area regarding shared water and sewer facilities

## Outlook for '97

Prepare amendments to Water and Sewer Master Plan.

Maintain databases and prepare report for water and sewer allocation system.

Perform computer modeling of water and sewer system to evaluate the impact of new development.

Aid in the preparation of interjurisdictional agreements for water and sewer capacity in shared facilities for water treatment and transmission and sewage treatment.

## Personnel Summary

Authorized .....3 FTE

Additional .....0

Executive Proposed .....3 FTE

Approved .....3 FTE

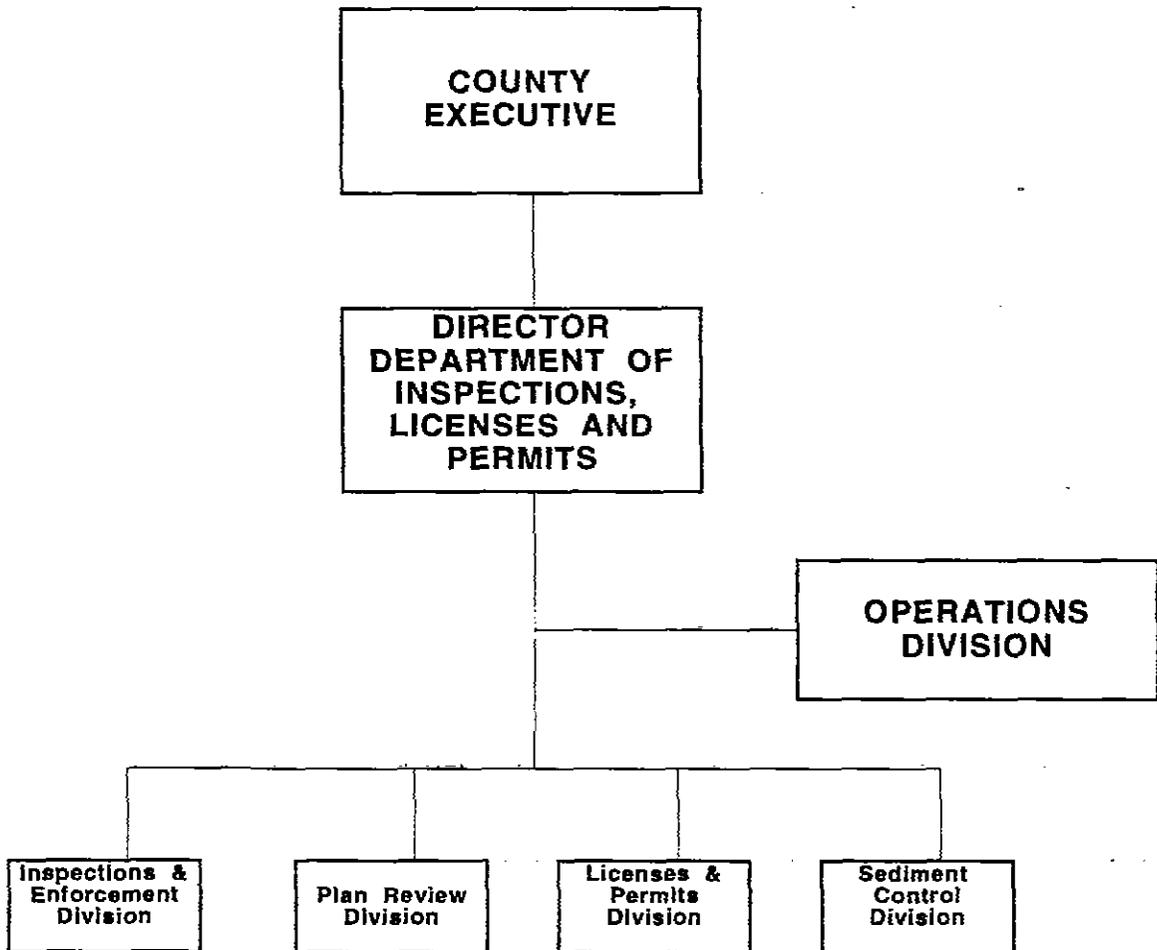
BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	264,338	175,060	175,060	163,430	163,430	163,430
Contractual Services	9,155	15,320	15,320	15,120	15,120	15,120
Supplies & Materials	7,277	9,000	9,000	9,000	9,000	9,000
Business & Education Expenses	60	150	150	150	150	150
Capital Outlay	2,385	0	0	0	0	0
<b>TOTAL</b>	<b>283,215</b>	<b>199,530</b>	<b>199,530</b>	<b>187,700</b>	<b>187,700</b>	<b>187,700</b>

Fiscal 1997

# Public Works/Inspections

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

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Fiscal 1997

# 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

The FY1997 budget of the Department of Inspections, Licenses and Permits reflects the elimination of two vacant positions.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Operations Division	562,018	720,470	720,470	635,380	635,380	635,380
Inspection Enforcement Division	1,730,761	1,773,380	1,773,380	1,741,680	1,741,680	1,741,680
Plan Review Division	427,056	437,720	437,720	412,760	412,760	412,760
Licenses And Permits Division	381,995	401,860	401,860	397,950	397,950	397,950
Sediment Control Division	342,170	342,590	342,590	346,030	346,030	346,030
TOTAL General Fund	3,444,000	3,676,020	3,676,020	3,533,800	3,533,800	3,533,800
TOTAL	3,444,000	3,676,020	3,676,020	3,533,800	3,533,800	3,533,800

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Fire Protection Plans and Permits Reviewed and Approved	870	870
Inspections/Tests Witnessed	100	125
Design Professional Consultations	100	100

## Personnel Summary

Authorized .....5 FTE  
 Additional .....0  
 Executive Proposed .....5 FTE  
 Approved .....5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	319,707	349,020	349,020	323,490	323,490	323,490
Contractual Services	36,612	37,450	37,450	29,080	29,080	29,080
Supplies & Materials	5,686	7,500	7,500	5,630	5,630	5,630
Business & Education Expenses	12,383	13,890	13,890	11,880	11,880	11,880
Capital Outlay	5,000	6,500	6,500	0	0	0
Other Operating Expenses	182,630	306,110	306,110	265,300	265,300	265,300
<b>TOTAL</b>	<b>562,018</b>	<b>720,470</b>	<b>720,470</b>	<b>635,380</b>	<b>635,380</b>	<b>635,380</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Inspection Activities		
Building	39,000	39,000
Electrical	15,200	15,200
Plumbing	34,000	34,000
Rental Housing	11,000	11,000
Liquor License	250	250

The budget reflects the elimination of a vacant Sign Code Inspector position.

## Personnel Summary

Authorized .....	36 FTE
Additional .....	(1)
Executive Proposed .....	35 FTE
Approved .....	35 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,614,663	1,670,920	1,670,920	1,643,320	1,643,320	1,643,320
Contractual Services	29,610	17,210	17,210	16,310	16,310	16,310
Supplies & Materials	14,598	15,550	15,550	11,550	11,550	11,550
Business & Education Expenses	71,890	69,700	69,700	70,500	70,500	70,500
<b>TOTAL</b>	<b>1,730,761</b>	<b>1,773,380</b>	<b>1,773,380</b>	<b>1,741,680</b>	<b>1,741,680</b>	<b>1,741,680</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Review of Construction Documents Associated with:		
Site Plans	400	400
Building Permits	5,500	5,500
Electrical Permits	1,300	1,300
Plumbing Permits	1,100	1,100
Design professional consultations	300	300

The budget reflects the elimination of a vacant Secretary I position.

## Personnel Summary

Authorized .....8 FTE  
 Additional .....(1)  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	425,073	435,110	435,110	412,060	412,060	412,060
Supplies & Materials	1,487	1,910	1,910	700	700	700
Business & Education Expenses	496	700	700	0	0	0
<b>TOTAL</b>	427,056	437,720	437,720	412,760	412,760	412,760

Fiscal 1997

# Inspections

INSPECTIONS, LICENSES & PERMITS

LICENSES AND PERMITS DIVISION

011-012-0404

## 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 '97

Tasks	FY96 Estimated	FY97 Projected
Rental Housing Units Licensed	24,000	24,200
Plumbing Permits Issued	4,500	4,500
Building Permits Issued	5,300	5,300
Electrical Permits Issued	5,200	5,200
Fire Protection Permits Issued	870	870
Dog License Renewals/ Applications processed	10,300	10,300

## Personnel Summary

Authorized .....9 FTE  
 Additional .....0  
 Executive Proposed .....9 FTE  
 Approved .....9 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	369,967	380,560	380,560	383,150	383,150	383,150
Contractual Services	0	5,000	5,000	0	0	0
Supplies & Materials	12,028	16,300	16,300	14,800	14,800	14,800
<b>TOTAL</b>	<b>381,995</b>	<b>401,860</b>	<b>401,860</b>	<b>397,950</b>	<b>397,950</b>	<b>397,950</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Sediment Control Inspections	7,100	7,100
Grading Permits Monitored and Sites Inspected	450	450

## Personnel Summary

Authorized .....7 FTE  
 Additional .....0  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	330,859	330,920	330,920	334,580	334,580	334,580
Supplies & Materials	1,103	1,170	1,170	950	950	950
Business & Education Expenses	10,208	10,500	10,500	10,500	10,500	10,500
<b>TOTAL</b>	342,170	342,590	342,590	346,030	346,030	346,030

Fiscal 1997

# Human Services

SECTION IV

## Contents

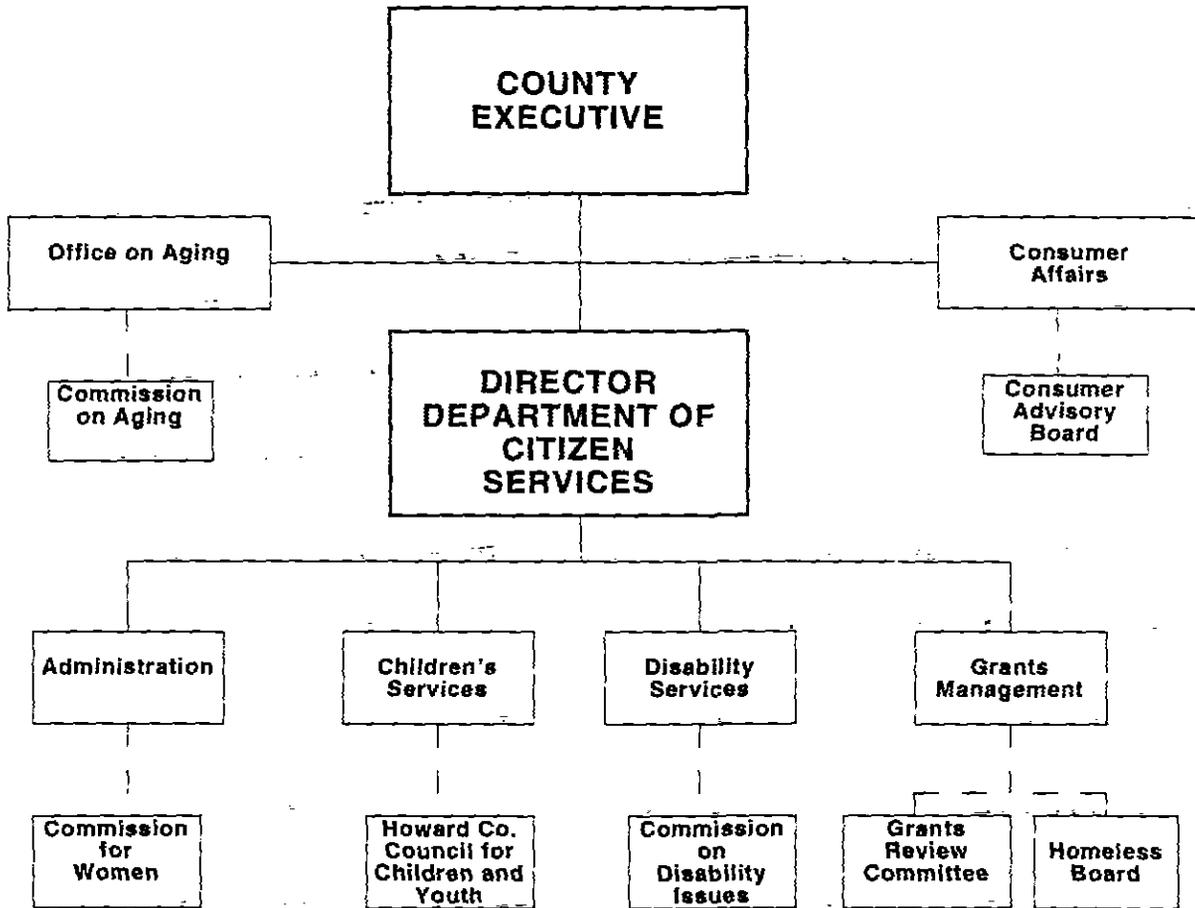
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Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES



Fiscal 1997

# 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--Office on Aging, Children's Services, Consumer Affairs, Disabilities Services and Women's Commission.

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

## Highlights

Achieve cost savings:  
Eliminate three full-time and three part-time vacant positions;  
re-bid elderly meals contract;  
combine Long-term Care and Client Services Divisions for greater efficiency;  
privatize Senior Connection newsletter and Senior Employment.

Generate New Revenues:  
Increase contributions and fees  
Increase license fees in Consumer Affairs.

Continue to refine Grant-in-Aid process for delivery of human service programs.

Create Local Management Board for coordination of Children's Services.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,272,425	2,297,730	2,297,730	2,120,650	2,120,650	2,120,650
Grants	2,919,783	3,594,970	3,594,970	3,661,540	3,661,540	3,661,540
Trust And Agency Multifarious	20,750	62,600	62,600	69,600	69,600	69,600
<b>TOTAL</b>	<b>5,212,958</b>	<b>5,955,300</b>	<b>5,955,300</b>	<b>5,851,790</b>	<b>5,851,790</b>	<b>5,851,790</b>

Fiscal 1997

# 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 to enhance services.

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

Provide coordination, information and referral for children's services, including the Child Advocacy House (inter-agency child abuse team) and Local Management Board.

Manage County-funded Grant-in-Aid program for non-profit human service programs.

Manage human service grants funded through State and Federal sources.

## Outlook for '97

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

Provide staff for creation of Local Management Board for coordination of Child Services

Continue to refine Grant-in-Aid program administration.

Complete the first needs assessment for persons with disabilities.

## Personnel Summary

Authorized.....12.6 FTE  
 Additional.....(1)  
 Executive Proposed.....11.6 FTE  
 Approved.....11.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	482,797	547,490	547,490	530,490	530,490	530,490
Contractual Services	112,674	202,810	202,810	198,310	198,310	198,310
Supplies & Materials	13,598	11,740	11,740	13,440	13,440	13,440
Business & Education Expenses	18,551	20,410	20,410	19,700	19,700	19,700
Capital Outlay	0	4,000	4,000	0	0	0
Other Operating Expenses	241,800	17,440	17,440	20,000	20,000	20,000
<b>TOTAL</b>	<b>869,420</b>	<b>803,890</b>	<b>803,890</b>	<b>781,940</b>	<b>781,940</b>	<b>781,940</b>

Fiscal 1997

# 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 '97

The eleven-member board will continue to hold monthly meetings, conduct public forums and workshops, network with other Women's Commissions and organizations, issue an annual report and continue its advocacy on behalf of women's needs and rights.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	100	100	100	100	100
Supplies & Materials	1,737	1,950	1,950	1,820	1,820	1,820
Business & Education Expenses	564	650	650	780	780	780
Other Operating Expenses	25	100	100	100	100	100
<b>TOTAL</b>	<b>2,326</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	20,410	20,410	360	360	360
Supplies & Materials	971	980	980	1,080	1,080	1,080
Business & Education Expenses	249	300	300	250	250	250
<b>TOTAL</b>	<b>1,220</b>	<b>21,690</b>	<b>21,690</b>	<b>1,690</b>	<b>1,690</b>	<b>1,690</b>

Fiscal 1997

# 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 '97

Continue to issue tow licenses, solicitor/peddler licenses, as well as handle consumer complaints, provide educational programs to the public and hold administrative hearings to resolve complaints.

## Personnel Summary

Authorized .....4 FTE  
 Additional .....0  
 Executive Proposed .....4 FTE  
 Approved .....4 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	193,522	198,750	198,750	200,170	200,170	200,170
Contractual Services	3,702	4,260	4,260	3,560	3,560	3,560
Supplies & Materials	2,261	2,280	2,280	1,760	1,760	1,760
Business & Education Expenses	3,608	3,530	3,530	2,300	2,300	2,300
<b>TOTAL</b>	<b>203,093</b>	<b>208,820</b>	<b>208,820</b>	<b>207,790</b>	<b>207,790</b>	<b>207,790</b>

Fiscal 1997

# 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 '97

Continue to address pertinent consumer issues facing Howard County residents.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Supplies & Materials	5	190	190	190	190	190
Business & Education Expenses	0	400	400	400	400	400
<b>TOTAL</b>	<b>5</b>	<b>590</b>	<b>590</b>	<b>590</b>	<b>590</b>	<b>590</b>

Fiscal 1997

# 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 distributed among the Administration, Programming, Operations, Long-Term/Client Services and Commission on Aging budget centers which cover the operation of the agency. County funds are combined with grant and other revenues to maximize support of agency activities.

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	1,061,400	1,061,400	930,840	930,840	930,840
Contractual Services	0	81,450	81,450	83,530	83,530	83,530
Supplies & Materials	0	94,530	94,530	87,920	87,920	87,920
Business & Education Expenses	0	13,250	13,250	16,460	16,460	16,460
Capital Outlay	0	3,450	3,450	1,450	1,450	1,450
Other Operating Expenses	1,059,570	5,140	5,140	5,140	5,140	5,140
<b>TOTAL</b>	<b>1,059,570</b>	<b>1,259,220</b>	<b>1,259,220</b>	<b>1,125,340</b>	<b>1,125,340</b>	<b>1,125,340</b>

Fiscal 1997

# 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.

Promote the general welfare of older adults in Howard County.

## Outlook for '97

Continue to make recommendations on issues concerning older adults of Howard County in an efficient and effective manner.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Supplies & Materials	47	150	150	100	100	100
Business & Education Expenses	284	570	570	400	400	400
<b>TOTAL</b>	<b>331</b>	<b>720</b>	<b>720</b>	<b>500</b>	<b>500</b>	<b>500</b>

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

PROGRAMMING

051-010-0413

## Functions

The Programming Division of the Office on Aging provides:

- Program development for all senior centers in the county, emphasizing core activities;
- Publication of the Senior Connection newsletter;
- Conducting and promoting a variety of special events for seniors.

## Outlook for '97

Fee-generated revenue will be used to offset reduced funding from other revenue sources.

Core activities will be offered throughout the senior center network to ensure seniors can access the same variety of programs regardless of the center they choose to visit.

## Personnel Summary

Authorized .....5.4 FTE  
 Additional .....(1.4)  
 Executive Proposed .....4 FTE  
 Approved .....4 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	765,557	189,640	189,640	137,680	137,680	137,680
Contractual Services	514,852	37,290	37,290	40,560	40,560	40,560
Supplies & Materials	31,415	13,440	13,440	20,660	20,660	20,660
Business & Education Expenses	11,038	1,080	1,080	1,500	1,500	1,500
Capital Outlay	13,198	0	0	0	0	0
Other Operating Expenses	5,140	0	0	0	0	0
<b>TOTAL</b>	<b>1,341,200</b>	<b>241,450</b>	<b>241,450</b>	<b>200,400</b>	<b>200,400</b>	<b>200,400</b>

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

OPERATIONS

051-010-0417

## Functions

Operate senior centers in Ellicott City, Elkrigde, Guilford, Clarksville, Western Howard County, East Columbia, Florence Bain, Longwood and Savage, all of which provide nutritious noon meals, interesting recreational and leisure programming, information about benefits and services, regular exercise and socialization with peers.

Senior Center Plus, for older citizens with special needs, is provided at Hebron House, Owen Brown Place and Western Howard County sites.

Meals on Wheels are provided in cooperation with Meals on Wheels of Central Maryland.

## Outlook for '97

Operations Division continues to promote the senior center network in the community by providing the coordination and delivery of a variety of senior services at centers located throughout the county.

## Personnel Summary

Authorized .....20.9 FTE  
 Additional .....(1)  
 Executive Proposed .....19.9 FTE  
 Approved .....19.9 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	327,980	413,860	413,860	658,890	658,890	<b>658,890</b>
Contractual Services	12,212	27,140	27,140	44,820	44,820	<b>44,820</b>
Supplies & Materials	132,737	256,050	256,050	262,460	262,460	<b>262,460</b>
Business & Education Expenses	2,912	5,850	5,850	8,390	8,390	<b>8,390</b>
Capital Outlay	3,892	3,450	3,450	1,450	1,450	<b>1,450</b>
<b>TOTAL</b>	<b>479,733</b>	<b>706,350</b>	<b>706,350</b>	<b>976,010</b>	<b>976,010</b>	<b>976,010</b>

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

LONG TERM CARE CENTER

051-010-0440

## Functions

Offer a broad scope of services to the senior population, including the coordination and administration of:

- Adult Community Evaluation Services (ACES)
- Public Guardianship
- Nursing Home Ombudsman
- Assisted Housing
- Support for Pets on Wheels
- Senior Information and Assistance
- Senior Health Insurance Counseling Program
- Employment
- Food Distribution
- Legal Services

## Outlook for '97

Long-term Care and Client Services have been combined into one budget center beginning FY97.

Continue to provide direct services to the older citizens of the county.

Perform on-going needs assessment of the community at large.

## Personnel Summary

Authorized .....10.7 FTE  
 Additional .....(2.1)  
 Executive Proposed .....8.6 FTE  
 Approved .....8.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	163,253	508,790	508,790	338,180	338,180	338,180
Contractual Services	220,608	739,900	739,900	715,890	715,890	715,890
Supplies & Materials	15,998	16,150	16,150	17,320	17,320	17,320
Business & Education Expenses	377	5,960	5,960	6,890	6,890	6,890
Capital Outlay	8,125	0	0	0	0	0
Other Operating Expenses	0	5,140	5,140	5,140	5,140	5,140
<b>TOTAL</b>	<b>408,361</b>	<b>1,275,940</b>	<b>1,275,940</b>	<b>1,083,420</b>	<b>1,083,420</b>	<b>1,083,420</b>

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

SENIOR CENTER

051-010-0420

## Functions

This is the administrative division of the Office on Aging. Functions include the overall management and fiscal operation of the Office on Aging programs.

## Outlook for '97

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 for seniors in Howard County.

## Personnel Summary

Authorized .....4.6 FTE  
 Additional .....1.0  
 Executive Proposed .....5.6 FTE  
 Approved .....5.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	228,340	228,340	227,130	227,130	227,130
Contractual Services	0	9,430	9,430	95,350	95,350	95,350
Supplies & Materials	0	5,520	5,520	5,720	5,720	5,720
Business & Education Expenses	0	1,920	1,920	2,780	2,780	2,780
<b>TOTAL</b>	0	245,210	245,210	330,980	330,980	330,980

Fiscal 1997

# 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 '97

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

Authorized .....4.6 FTE  
 Additional .....0  
 Executive Proposed .....4.6 FTE  
 Approved .....4.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	136,271	177,630	177,630	171,570	171,570	171,570
<b>TOTAL</b>	136,271	177,630	177,630	171,570	171,570	171,570

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	67,351	95,000	95,000	95,000	95,000	95,000
TOTAL	67,351	95,000	95,000	95,000	95,000	95,000

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	81,367	90,000	90,000	90,000	90,000	90,000
TOTAL	81,367	90,000	90,000	90,000	90,000	90,000

Fiscal 1997

# 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 '97

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

Provide housing and supportive services for persons with disabilities.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	5,610	5,610	5,610
Contractual Services	321,467	452,050	452,050	590,390	590,390	590,390
<b>TOTAL</b>	321,467	452,050	452,050	596,000	596,000	596,000

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

CHILD CARE SERVICES

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 '97

Funding for FY97 will allow the program to serve eligible families utilizing the network of family child care homes, child care center and resources identified in the initial year of the program.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	17,693	41,740	41,740	25,000	25,000	25,000
Supplies & Materials	4,202	5,310	5,310	2,810	2,810	2,810
Business & Education Expenses	2,910	3,410	3,410	7,190	7,190	7,190
<b>TOTAL</b>	24,805	50,460	50,460	35,000	35,000	35,000

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

CHILD ADVOCACY

051-010-0825

## Functions

Development of a comprehensive case-tracking system, evaluation and staff training for the Child Advocacy Center.

## Outlook for '97

A grant from the National Network of Children's Advocacy Centers will provide consultant services to the development of a comprehensive, case-tracking system, evaluation plan, and staff training program for the Child Advocacy Center. This will allow the continued development of the case-tracking and training programs.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	8,000	0	0	10,000	10,000	10,000
TOTAL	8,000	0	0	10,000	10,000	10,000

Fiscal 1997

# 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 '97

Continuation budget 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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,758	5,000	5,000	5,000	5,000	5,000
TOTAL	1,758	5,000	5,000	5,000	5,000	5,000

Fiscal 1997

# Human Services

DEPARTMENT OF CITIZEN SERVICES

CHILDREN'S SERVICES/LOCAL PLANNING

051-010-0827

## Functions

The Local Management Board will be responsible for the planning and coordination of programs and services for children and youth. Partners in this cooperative effort include the Departments of Citizen Services, Social Services, Health, Juvenile Justice, Education, Police, the State's Attorney's Office and service providers, consumers and private citizens in the community.

## Outlook for '97

Funding for this program will come from the Governor's Office for Children, Youth and Families. Development and implementation of the Howard County Local Management Board will be the primary goal of this program.

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	40,740	40,740	40,740
Contractual Services	0	20,000	20,000	9,920	9,920	9,920
Supplies & Materials	0	0	0	5,000	5,000	5,000
Business & Education Expenses	0	0	0	7,500	7,500	7,500
Capital Outlay	0	25,000	25,000	5,000	5,000	5,000
Other Operating Expenses	0	5,000	5,000	0	0	0
<b>TOTAL</b>	0	50,000	50,000	68,160	68,160	68,160

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:

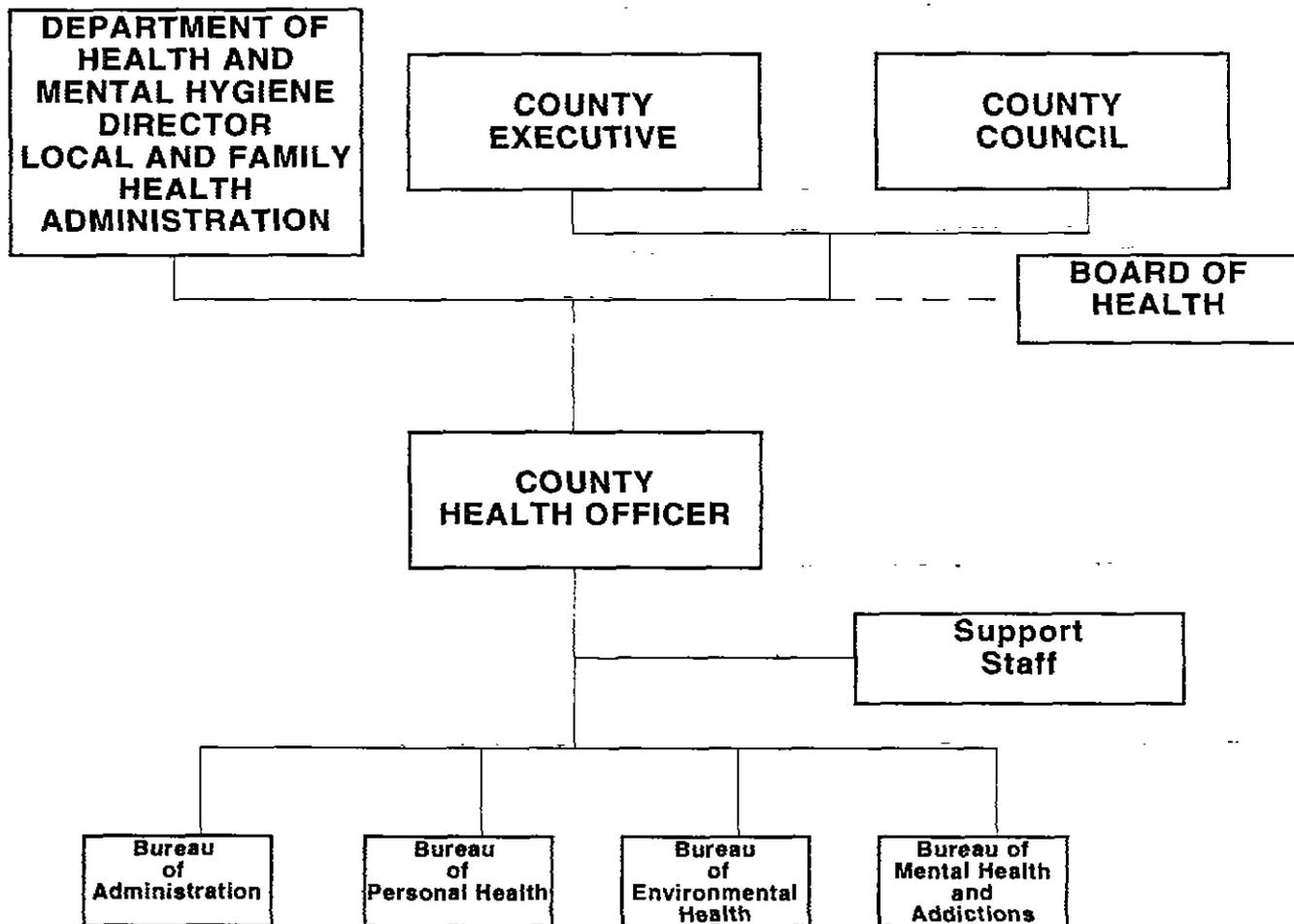
Howard County	\$3,341,640
State of Maryland	6,597,760
Collections	<u>1,507,450</u>
Total	\$11,446,850

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	3,405,140	3,491,640	3,391,640	3,341,640	3,341,640	3,341,640
TOTAL	3,405,140	3,491,640	3,391,640	3,341,640	3,341,640	3,341,640

Fiscal 1997

# Human Services

DEPARTMENT OF HEALTH AND MENTAL HYGIENE



Fiscal 1997

# 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 approximately 1% of its budget.

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
Children in Day Care	850	850
Foster Care Placements	130	130
# of Parents/Families Served	165	165
# of Emergency Assistance Recipients	1,551	1,551

## Personnel Summary

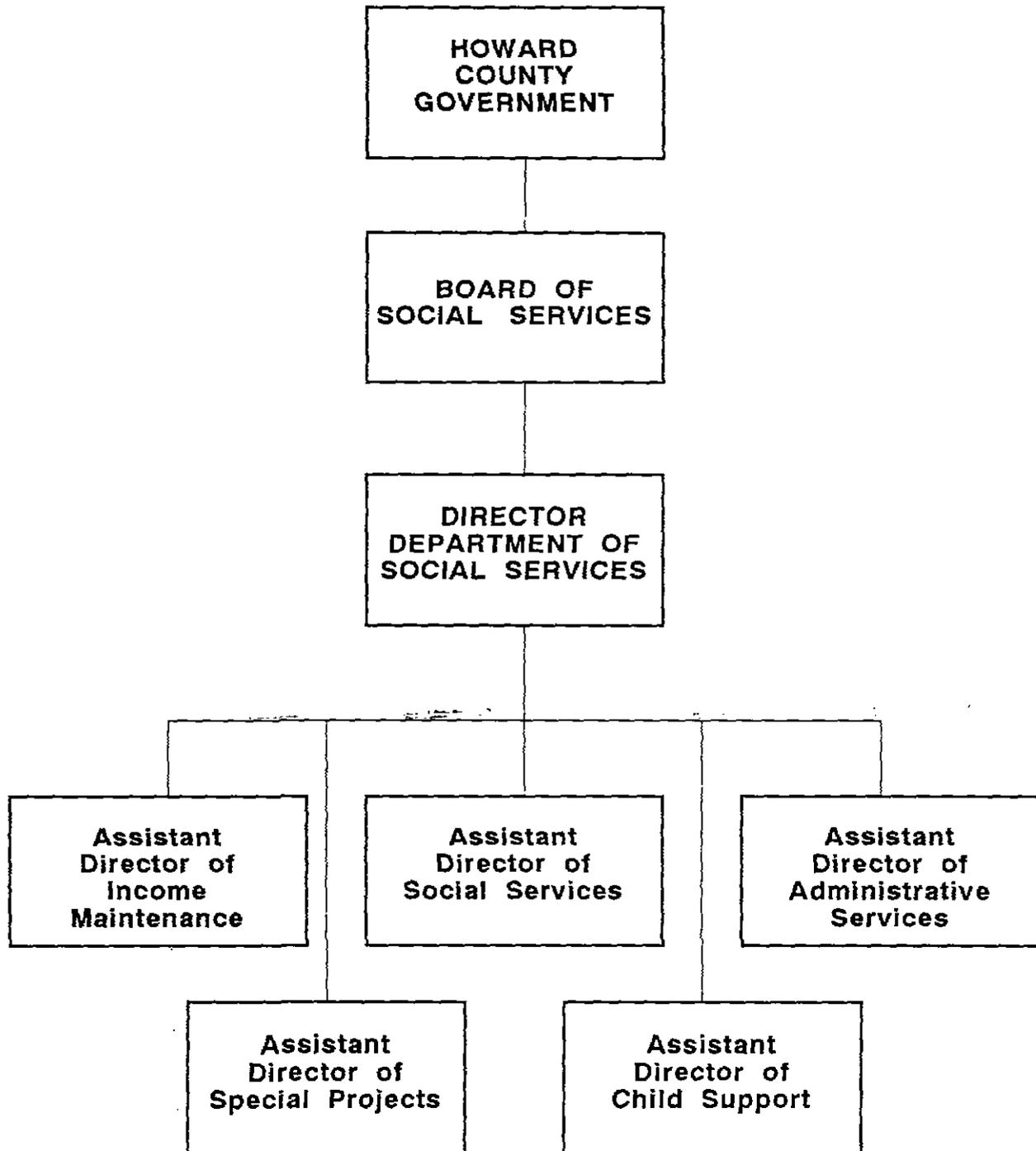
Authorized.....1 FTE  
 Additional.....0  
 Executive Proposed.....1 FTE  
 Approved.....1 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	26,519	27,070	27,070	27,170	27,170	27,170
Other Operating Expenses	303,284	352,300	352,300	291,390	291,390	291,390
<b>TOTAL</b>	<b>329,803</b>	<b>379,370</b>	<b>379,370</b>	<b>318,560</b>	<b>318,560</b>	<b>318,560</b>

Fiscal 1997

# Human Services

DEPARTMENT OF SOCIAL SERVICES



Fiscal 1997

# 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 (53%) and County (42%), approximately.

## Highlights

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

## Personnel Summary

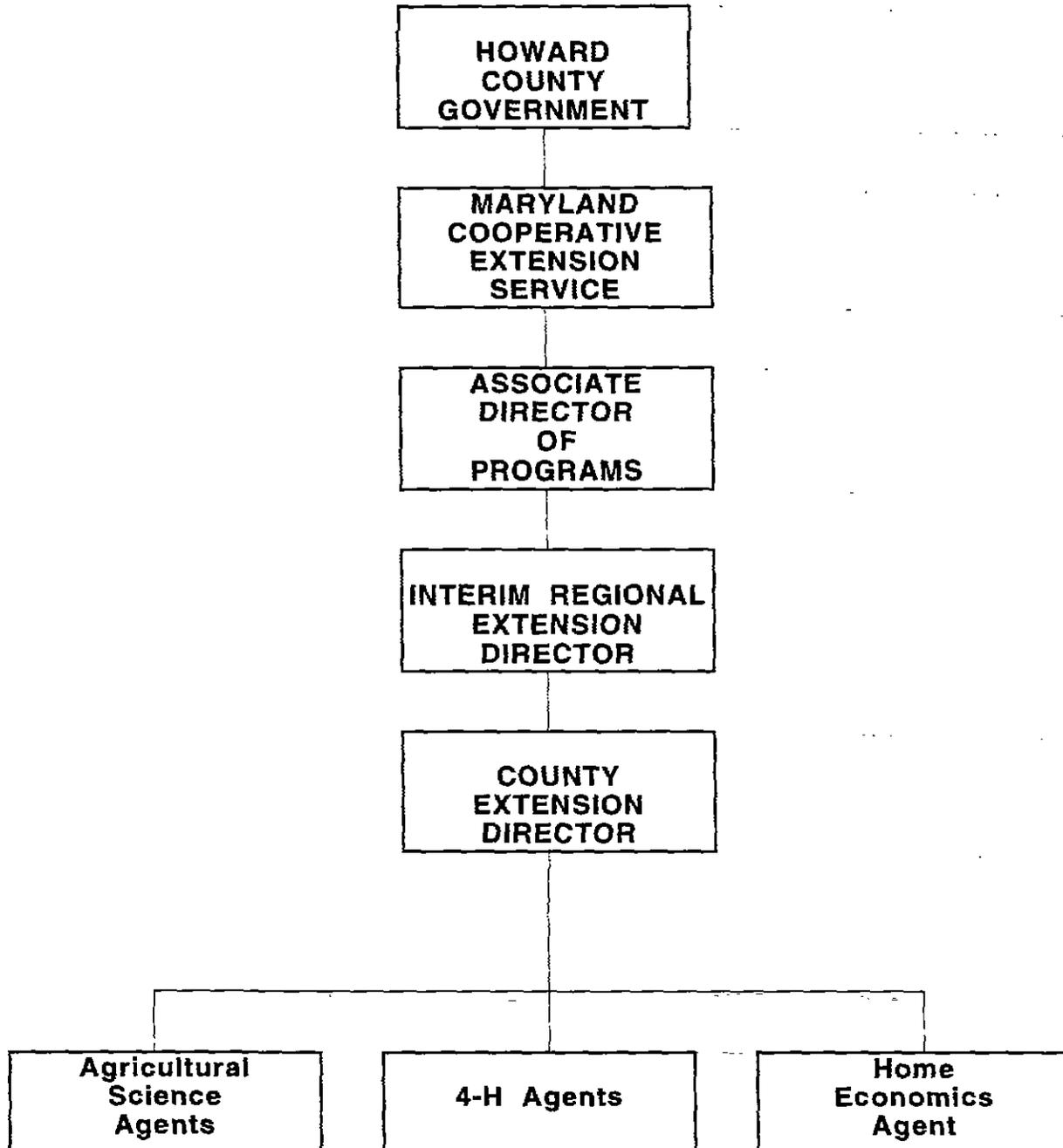
Authorized .....1.86 FTE  
 Additional .....0  
 Executive Proposed .....1.86 FTE  
 Approved .....1.86 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	54,268	57,770	57,770	58,450	58,450	58,450
Contractual Services	72,942	78,960	78,960	74,870	74,870	74,870
Supplies & Materials	7,679	8,860	8,860	9,750	9,750	9,750
Business & Education Expenses	3,692	2,730	2,730	4,030	4,030	4,030
Other Operating Expenses	73,220	72,830	72,830	73,420	73,420	73,420
<b>TOTAL</b>	211,801	221,150	221,150	220,520	220,520	220,520

Fiscal 1997

# Human Services

COOPERATIVE EXTENSION SERVICES



Fiscal 1997

# 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 (73%), State (10%) and Federal (17% in-kind).

## Highlights

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

## Personnel Summary

Authorized .....7 FTE  
 Additional .....0  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

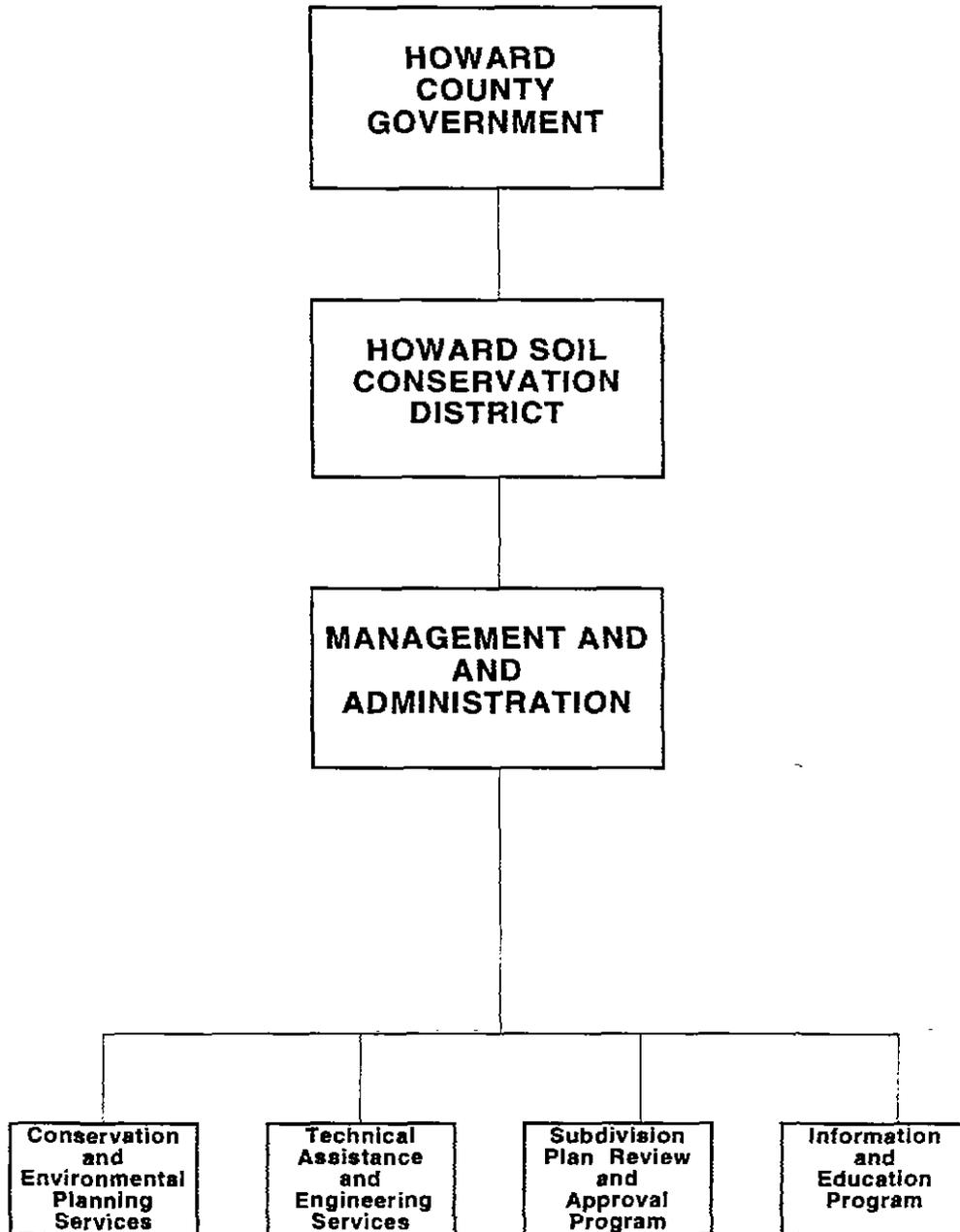
BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	376,291	400,650	400,650	376,860	376,860	376,860
Contractual Services	9,339	9,980	9,980	10,210	10,210	10,210
Supplies & Materials	1,144	1,600	1,600	1,650	1,650	1,650
Business & Education Expenses	3,060	3,810	3,810	3,880	3,880	3,880
Capital Outlay	389	0	0	0	0	0
Other Operating Expenses	670	790	790	950	950	950
<b>TOTAL</b>	<b>390,893</b>	<b>416,830</b>	<b>416,830</b>	<b>393,550</b>	<b>393,550</b>	<b>393,550</b>

Fiscal 1997

# Human Services

SOIL CONSERVATION DISTRICT

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Fiscal 1997

# 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:

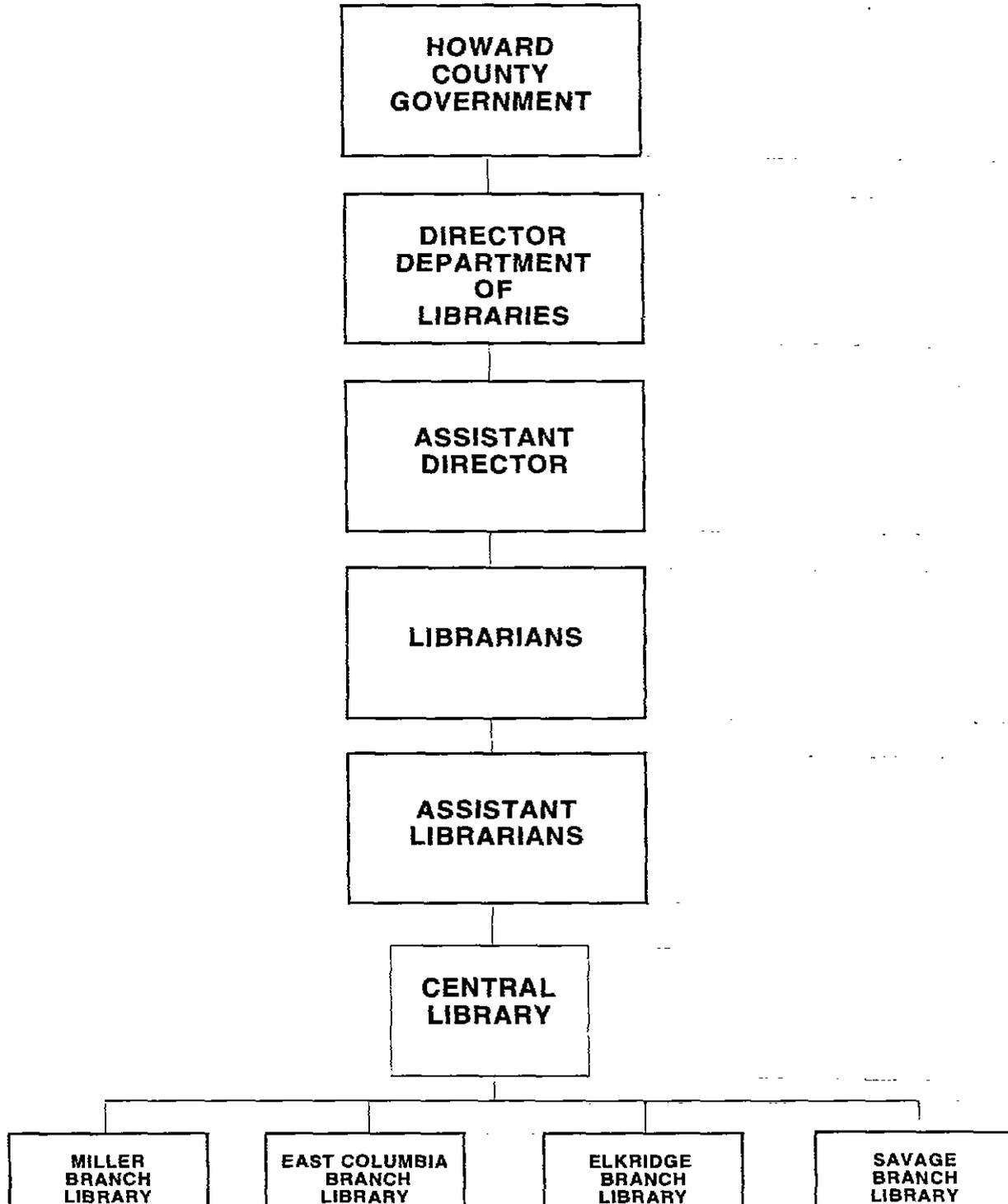
Howard County	\$7,090,660
State of Maryland	363,330
Grants	36,300
Library Generated/Other	<u>939,515</u>
<b>Total</b>	<b>\$8,429,805</b>

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	7,013,080	7,302,270	7,302,270	7,262,170	7,090,660	<b>7,090,660</b>
<b>TOTAL</b>	<b>7,013,080</b>	<b>7,302,270</b>	<b>7,302,270</b>	<b>7,262,170</b>	<b>7,090,660</b>	<b>7,090,660</b>

Fiscal 1997

# Human Services

DEPARTMENT OF LIBRARIES



Fiscal 1997

# 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.

**Meals-on-Wheels**--Provides funding for at-home meals to low income residents under the age of 60 who are at nutritional risk.

**OOA/Stroke Club**--Program provides a Stroke Club and Adult Aphasic Group. These services are provided by the Office on Aging.

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Developmental Services Group	56,530	59,920	59,920	59,920	59,920	59,920
Balto. Radio Reading Service	8,130	4,500	4,500	4,500	4,500	4,500
Crisis Intervention	607,250	661,440	661,440	668,440	668,440	668,440
OOA/Stroke Club	26,525	28,090	28,090	4,770	4,770	4,770
Adaptive Living	9,930	9,930	9,930	9,930	9,930	9,930
Meals on Wheels	0	0	0	6,000	6,000	6,000

Fiscal 1997

# Human Services

GRANTS-IN-AID

**Urban & Rural Transportation Alliance (URTA)**--Provides support for a portion of the administrative costs, including salaries for drivers, dispatchers and other personnel. Funding is also included for vehicle acquisition.

**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 \$41,950 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. FY97 funding is a challenge grant, dependent on fund raising efforts by YEP.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Safe Harbor	0	0	0	12,170	0	0
Mediation/Conflict Resolution	0	0	0	70,000	0	0
Ho. Co. Historical Society	5,000	5,000	5,000	0	0	0
Urban Rural Transportation Alliance	582,390	632,390	632,390	632,390	269,980	269,980
Right Alternative	0	0	0	39,000	0	0
Domestic Violence Center	124,460	134,420	134,420	141,140	138,300	138,300
Youth Enrichment Program	40,490	20,250	20,250	40,490	15,000	15,000

Fiscal 1997

# 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.

**Paratransit Rides**--Funding for rides provided by URTA for the Office on Aging, Association for Retarded Citizens, Developmental Services Group and other disabled or economically-disadvantaged citizens.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
ARC/Sr. Transition	0	0	0	24,710	0	0
Paratransit Rides	0	0	0	0	370,980	370,980
FIRN	110,100	115,600	115,600	121,380	110,100	110,100
Hospice Services of Howard County	33,780	35,470	35,470	36,000	35,470	35,470
HCARC/DSG: STEP	141,800	150,310	150,310	141,800	150,310	150,310

Fiscal 1997

# 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.

**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.

**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.

**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.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Family Life Center	73,100	76,750	76,750	79,750	76,750	76,750
Community Action Council	236,980	255,940	255,940	279,260	284,260	284,260
Md. Children's & Family Services	50,070	52,570	52,570	52,570	52,570	52,570
Sexual Assault	147,150	158,920	158,920	158,920	158,920	158,920
Family & Children's Services,C.MD.	25,300	26,560	26,560	27,890	27,900	27,900
Careerscope	10,380	14,380	14,380	14,380	19,380	19,380
Ho. Co. Assn. for Retarded Citizens	44,400	70,090	70,090	65,840	66,860	66,860

Fiscal 1997

# 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.

**Tourism Council**--Funding to promote tourism in Howard County.

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

**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.

**Sesquicentennial Committee**--Provides funding to help plan for the celebration of the sesquicentennial.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Child of Separation & Divorce	20,900	21,950	21,950	21,950	21,950	21,950
Voices For Children	5,750	6,040	6,040	6,040	3,000	3,000
Local/Regional Arts Grants	289,820	307,470	307,470	327,500	307,470	307,470
Tourism Council	200,000	200,000	200,000	224,290	200,000	200,000
Sesquicentennial Committee	0	0	0	5,000	5,000	5,000

Fiscal 1997

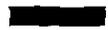
# Human Services

GRANTS-IN-AID

**ARC: Transportation**--Provides daily transportation to and from work for persons who are disabled and are competitively employed.

**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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
ARC-DSG-Transportation	118,600	168,600	168,600	168,600	168,600	168,600
Winter Growth	16,400	17,380	17,380	18,070	18,070	18,070
ARC/Personnel	41,900	20,460	20,460	0	0	0
<b>TOTAL</b>	<b>3,027,135</b>	<b>3,254,430</b>	<b>3,254,430</b>	<b>3,462,700</b>	<b>3,254,430</b>	<b>3,254,430</b>



Fiscal 1997

# Recreation & Parks

SECTION V

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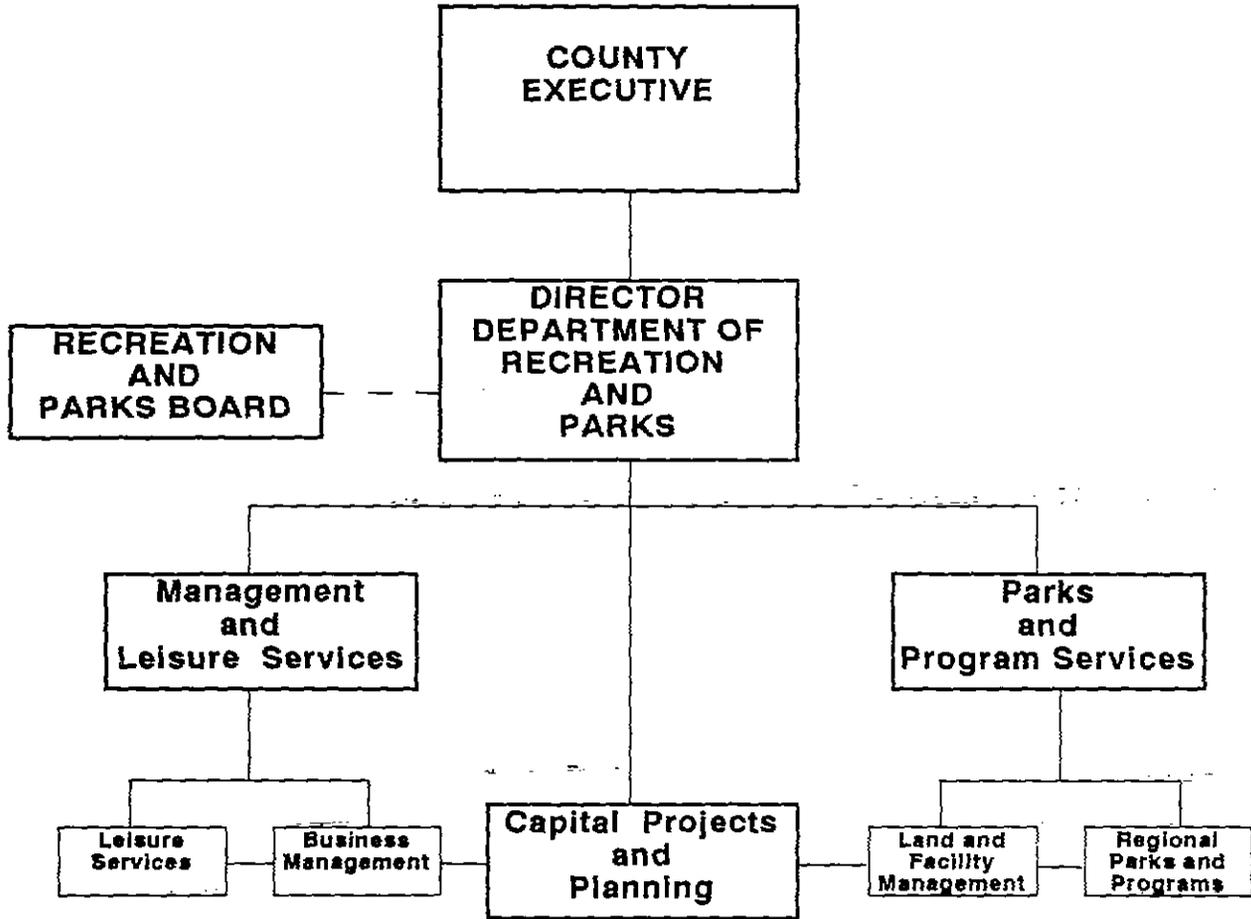
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Fiscal 1997

# Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

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Fiscal 1997

# 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.

Provide oversight of the management of the Timbers at Troy golf course.

## Highlights

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

The Department of Recreation & Parks has established a new organizational structure for FY97. This reorganization merges complimentary functions and capitalizes on the concept of self-directed work teams.

Opening of the new County-owned golf course, Timbers at Troy, in early FY97.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	5,151,186	5,386,300	5,386,300	5,233,780	5,233,780	5,233,780
Recreation Self-Sustaining	4,635,219	5,562,320	5,562,320	6,226,990	6,226,990	6,226,990
Recreation Special Facilities	0	0	0	1,482,090	1,482,090	1,482,090
Clean Lakes Program	0	28,040	28,040	0	0	0
<b>TOTAL</b>	<b>9,786,405</b>	<b>10,976,660</b>	<b>10,976,660</b>	<b>12,942,860</b>	<b>12,942,860</b>	<b>12,942,860</b>

Fiscal 1997

# Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

GENERAL FUND

011-008-1120

## Functions

Provide efficient administrative support to the Department, thru the Director's Office.

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.

Provide support for the Recreation & Parks Board.

- Organize, supervise and evaluate county recreational programs.

- Provide technical support for a variety of community organizations.

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

## Outlook for '97

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

Additional personnel are the result of converting nine seasonal positions into three full-time positions for improved efficiency.

## Personnel Summary

Authorized .....122.4 FTE  
 Additional .....(1)  
 Executive Proposed .....121.4 FTE  
 Approved .....121.4 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	273,323	369,160	369,160	4,061,110	4,061,110	4,061,110
Contractual Services	0	0	0	323,270	323,270	323,270
Supplies & Materials	0	0	0	244,350	244,350	244,350
Business & Education Expenses	0	0	0	548,710	548,710	548,710
Capital Outlay	0	0	0	3,600	3,600	3,600
Other Operating Expenses	0	0	0	52,740	52,740	52,740
<b>TOTAL</b>	<b>273,323</b>	<b>369,160</b>	<b>369,160</b>	<b>5,233,780</b>	<b>5,233,780</b>	<b>5,233,780</b>

Fiscal 1997

# Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

SELF-SUSTAINING FUND

018-008-1220

## Functions

Provide efficient and effective administrative functions, management and business services for the organization.

Provide a customer-oriented, comprehensive registration system and deliver community and countywide recreational programs.

Maintain athletic fields, pavilions and other active recreation areas.

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

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
Programs Operated	3,500	3,600
Registrations Processed	65,000	67,000
Spring Programs	68	65
Summer Programs	50	47
Fall Programs	76	75
Winter Programs	68	65

The FY97 budget reflects the reorganization of the Department of Recreation & Parks. Three organizations have been consolidated into one.

## Personnel Summary

Authorized .....	150.6 FTE
Additional .....	0
Executive Proposed .....	150.6 FTE
Approved .....	150.6 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,914,818	2,152,850	2,152,850	3,650,020	3,650,020	3,650,020
Contractual Services	0	0	0	1,243,530	1,243,530	1,243,530
Supplies & Materials	0	0	0	642,970	642,970	642,970
Business & Education Expenses	0	0	0	183,770	183,770	183,770
Capital Outlay	0	0	0	36,700	36,700	36,700
Other Operating Expenses	0	0	0	470,000	470,000	470,000
<b>TOTAL</b>	<b>1,914,818</b>	<b>2,152,850</b>	<b>2,152,850</b>	<b>6,226,990</b>	<b>6,226,990</b>	<b>6,226,990</b>

Fiscal 1997

# Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS

RECREATION SPECIAL FACILITIES

780-008-8000

## Functions

Provides for the administration, operation and management of the daily operations of the Timbers at Troy golf course. Management of this facility will be provided by a professional management team.

## Outlook for '97

This is a new program for FY97. Funding is included for the administration, maintenance and general operation of the County-owned Timbers at Troy golf course.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	1,402,090	1,402,090	1,402,090
Other Expenses	0	0	0	80,000	80,000	80,000
<b>TOTAL</b>	0	0	0	1,482,090	1,482,090	1,482,090

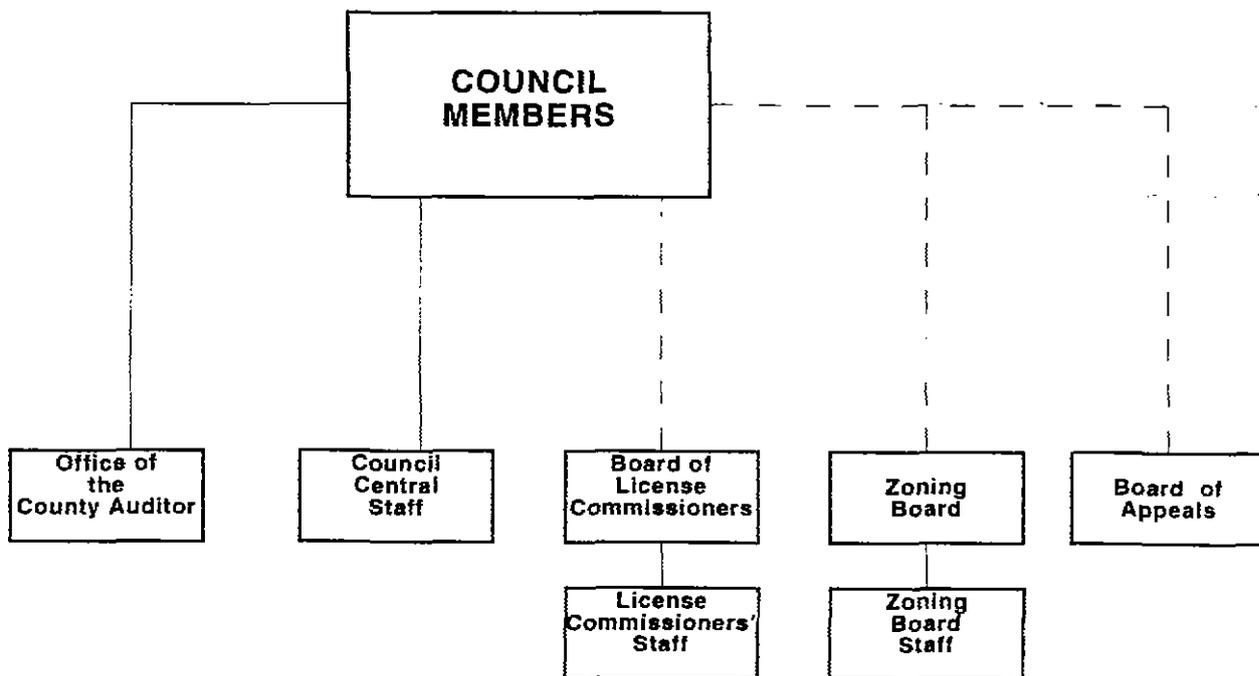
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Fiscal 1997

# Legislative & Judicial

COUNTY COUNCIL

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

Fiscal 1997

# 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

In Fiscal Year 1997, the Board of Appeals becomes an organization under the County Council.

The budget reflects the elimination of two vacant positions: an Administrative Assistant to the Board of Appeals and a Council Legislative Assistant.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Council	1,047,091	1,093,100	1,093,100	1,010,350	1,010,350	1,010,350
County Auditor	514,611	530,490	530,490	550,580	550,580	550,580
Board Of License Commissioners	56,202	63,700	63,700	61,120	61,120	61,120
Zoning Board	49,315	65,480	65,480	65,300	65,300	65,300
Board of Appeals	99,317	121,150	121,150	65,650	65,650	65,650
TOTAL General Fund	1,766,536	1,873,920	1,873,920	1,753,000	1,753,000	1,753,000
<b>TOTAL</b>	<b>1,766,536</b>	<b>1,873,920</b>	<b>1,873,920</b>	<b>1,753,000</b>	<b>1,753,000</b>	<b>1,753,000</b>

Fiscal 1997

# 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 '97

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.

The budget reflects the elimination of a vacant Council Legislative Assistant.

## Personnel Summary

Authorized .....20 FTE  
 Additional .....(1)  
 Executive Proposed .....19 FTE  
 Approved .....19 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	891,856	925,540	925,540	870,330	870,330	870,330
Contractual Services	53,280	84,530	84,530	70,140	70,140	70,140
Supplies & Materials	26,014	23,700	23,700	17,200	17,200	17,200
Business & Education Expenses	23,721	25,100	25,100	25,110	25,110	25,110
Capital Outlay	38,545	16,500	16,500	10,500	10,500	10,500
Other Operating Expenses	13,675	17,730	17,730	17,070	17,070	17,070
<b>TOTAL</b>	<b>1,047,091</b>	<b>1,093,100</b>	<b>1,093,100</b>	<b>1,010,350</b>	<b>1,010,350</b>	<b>1,010,350</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized .....7 FTE  
 Additional .....0  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	404,337	410,620	410,620	411,840	411,840	411,840
Contractual Services	66,239	73,800	73,800	67,450	67,450	67,450
Supplies & Materials	1,577	2,000	2,000	2,000	2,000	2,000
Business & Education Expenses	4,514	4,700	4,700	4,200	4,200	4,200
Capital Outlay	1,574	2,800	2,800	800	800	800
Other Operating Expenses	36,370	36,570	36,570	64,290	64,290	64,290
<b>TOTAL</b>	<b>514,611</b>	<b>530,490</b>	<b>530,490</b>	<b>550,580</b>	<b>550,580</b>	<b>550,580</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	53,867	59,150	59,150	57,130	57,130	57,130
Contractual Services	685	900	900	840	840	840
Supplies & Materials	894	1,500	1,500	1,400	1,400	1,400
Business & Education Expenses	756	1,650	1,650	1,450	1,450	1,450
Capital Outlay	0	500	500	300	300	300
<b>TOTAL</b>	<b>56,202</b>	<b>63,700</b>	<b>63,700</b>	<b>61,120</b>	<b>61,120</b>	<b>61,120</b>

# Legislative & Judicial

## Functions

The Zoning Board hears 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 '97

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

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	48,787	59,470	59,470	59,790	59,790	59,790
Contractual Services	289	3,460	3,460	2,960	2,960	2,960
Supplies & Materials	194	1,900	1,900	1,900	1,900	1,900
Business & Education Expenses	45	150	150	150	150	150
Capital Outlay	0	500	500	500	500	500
<b>TOTAL</b>	49,315	65,480	65,480	65,300	65,300	65,300

Fiscal 1997

# Legislative & Judicial

BOARD OF APPEALS

011-100-0201

## 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. In Fiscal Year 1997, the Board of Appeals becomes an organization under the County Council.

The budget reflects the elimination of a vacant position, the Administrative Assistant to the Board of Appeals, the duties of which will be taken over by the County Council and the Office of Law.

## Personnel Summary

Authorized .....1.57 FTE  
 Additional .....(1.07)  
 Executive Proposed ..... 0.50 FTE  
 Approved.....0.50 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	91,724	108,640	108,640	53,400	53,400	53,400
Contractual Services	986	2,800	2,800	2,800	2,800	2,800
Supplies & Materials	1,787	2,700	2,700	2,700	2,700	2,700
Business & Education Expenses	4,520	6,750	6,750	6,750	6,750	6,750
Other Operating Expenses	300	260	260	0	0	0
<b>TOTAL</b>	<b>99,317</b>	<b>121,150</b>	<b>121,150</b>	<b>65,650</b>	<b>65,650</b>	<b>65,650</b>

Fiscal 1997

# 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

The FY1997 Judicial budget includes:

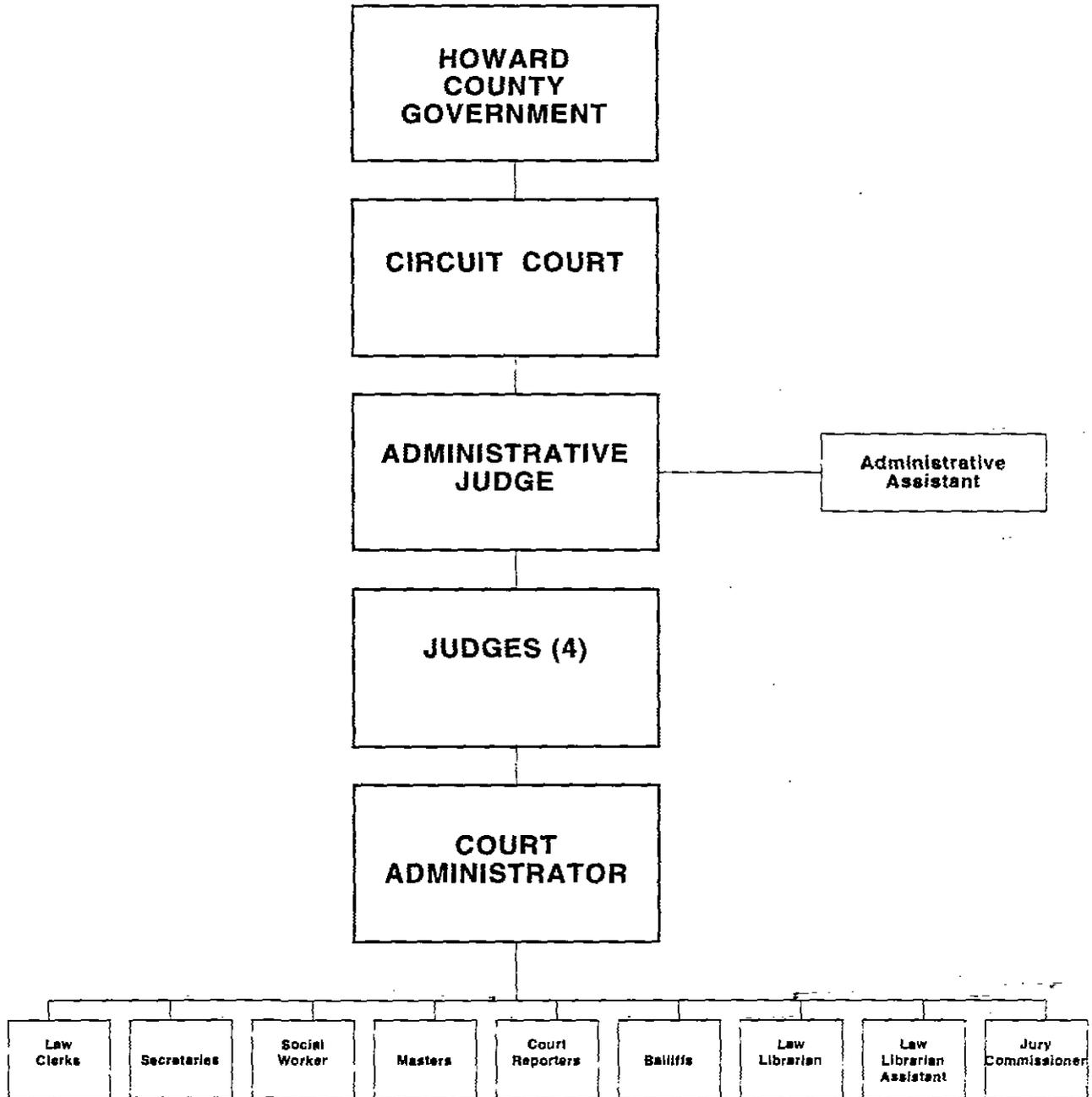
- the elimination of two vacant positions in the Circuit Court, two vacant positions in the State's Attorney's office, and one vacant position in the Sheriff's office;
- funds for contractual court reporting service due to the elimination of two vacant Court Reporter positions;
- the increase in compensation for Orphans' Court judges as provided by House Bill 776;
- the full-year cost for two part-time Clerk Typists that were added to the State's Attorney during FY1996.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Circuit Court	1,534,461	1,704,770	1,704,770	1,605,770	1,605,770	1,605,770
Orphans' Court	28,038	34,460	34,460	32,780	32,780	32,780
States Attorney	2,744,678	2,869,324	2,869,320	2,729,140	2,729,140	2,729,140
Sheriff's Department	1,861,856	1,984,330	1,984,330	1,942,050	1,942,050	1,942,050
Board Of Election Supervisors	522,918	563,790	563,790	535,270	535,270	535,270
Election Expense	325,709	205,030	205,030	207,830	207,830	207,830
TOTAL General Fund	7,017,660	7,361,704	7,361,700	7,052,840	7,052,840	7,052,840
Child Support Enforcement	17,820	181,500	181,500	139,400	139,400	139,400
Circuit Court--Grant-Facility	40,000	0	0	0	0	0
Drug & Alcohol Diversion Program	54,932	0	0	0	0	0
St. Atty Victim Assistance	0	18,285	18,290	24,340	24,340	24,340
Alternative Sentencing Program	0	169,870	169,870	178,100	178,100	178,100
TOTAL Grants	112,752	369,655	369,660	341,840	341,840	341,840
Circuit Court	26,422	60,000	60,000	60,000	60,000	60,000
TOTAL Trust And Agency Multifarious	26,422	60,000	60,000	60,000	60,000	60,000
<b>TOTAL</b>	<b>7,156,834</b>	<b>7,791,359</b>	<b>7,791,360</b>	<b>7,454,680</b>	<b>7,454,680</b>	<b>7,454,680</b>

Fiscal 1996

# Legislative & Judicial

CIRCUIT COURT



Fiscal 1997

# Legislative & Judicial

CIRCUIT COURT SUMMARY

011-210-0100

## 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

The Circuit Court's budget reflects the elimination of two vacant Court Reporter positions and the funding for contractual services instead.

## Personnel Summary

Authorized .....25.50FTE  
 Additional .....(1.93)  
 Executive Proposed .....23.57 FTE  
 Approved .....23.57 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	960,495	1,165,950	1,165,950	1,086,570	1,086,570	1,086,570
Contractual Services	261,815	295,090	295,090	297,100	297,100	297,100
Supplies & Materials	13,943	32,740	32,740	33,640	33,640	33,640
Business & Education Expenses	18,715	22,960	22,960	22,960	22,960	22,960
Capital Outlay	31,944	16,970	16,970	16,970	16,970	16,970
Other Operating Expenses	247,549	171,060	171,060	148,530	148,530	148,530
<b>TOTAL</b>	<b>1,534,461</b>	<b>1,704,770</b>	<b>1,704,770</b>	<b>1,605,770</b>	<b>1,605,770</b>	<b>1,605,770</b>

Fiscal 1997

# 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

The Circuit Court will continue to implement this Child Support Enforcement grant which supports a Master-in-Chancery, a Judicial Secretary and a part-time Deputy Sheriff.

## Personnel Summary

Authorized .....2.50 FTE  
 Additional .....0  
 Executive Proposed .....2.50 FTE  
 Approved .....2.50 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	6,600	148,910	148,910	120,560	120,560	120,560
Contractual Services	11,220	24,950	24,950	15,000	15,000	15,000
Supplies & Materials	0	1,700	1,700	2,000	2,000	2,000
Business & Education Expenses	0	40	40	840	840	840
Capital Outlay	0	5,900	5,900	1,000	1,000	1,000
<b>TOTAL</b>	<b>17,820</b>	<b>181,500</b>	<b>181,500</b>	<b>139,400</b>	<b>139,400</b>	<b>139,400</b>

Fiscal 1997

# 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.

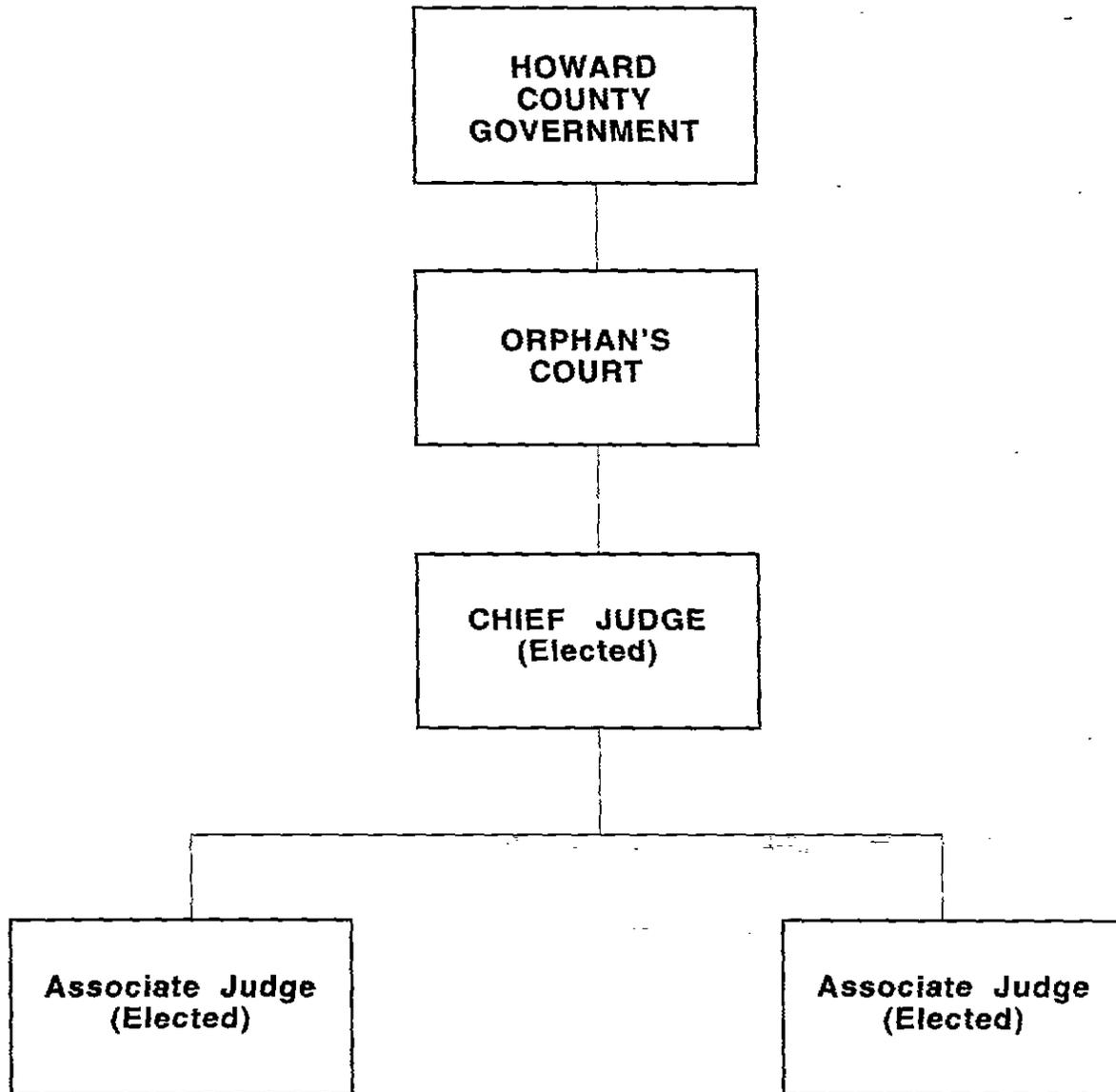
Funds are included for increase in compensation for Orphans' Court judges as provided by House Bill 776.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	26,227	29,830	29,830	28,830	28,830	28,830
Contractual Services	405	430	430	430	430	430
Business & Education Expenses	1,243	3,900	3,900	3,220	3,220	3,220
Other Operating Expenses	163	300	300	300	300	300
TOTAL	28,038	34,460	34,460	32,780	32,780	32,780

Fiscal 1997

# Legislative & Judicial

ORPHANS' COURT



Fiscal 1997

# 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 '97

Tasks	FY96	FY97
	Estimated	Projected
New Indictments (Circuit)	484	500
Other Criminal Cases Filed (Circuit)	1,000	1,100
Criminal Cases (District)	4,590	5,200

The budget includes two part-time Clerk Typists in lieu of two vacant full-time Clerk Typist positions that are eliminated.

## Personnel Summary

Authorized.....	56.97 FTE
Additional.....	(2)
Executive Proposed.....	54.97 FTE
Approved.....	54.97 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,569,280	2,606,450	2,606,450	2,546,550	2,546,550	2,546,550
Contractual Services	56,459	120,460	120,460	116,300	116,300	116,300
Supplies & Materials	30,370	25,050	25,050	22,070	22,070	22,070
Business & Education Expenses	24,485	20,720	20,720	22,910	22,910	22,910
Capital Outlay	19,494	0	0	1,200	1,200	1,200
Other Operating Expenses	44,590	96,644	96,640	20,110	20,110	20,110
<b>TOTAL</b>	<b>2,744,678</b>	<b>2,869,324</b>	<b>2,869,320</b>	<b>2,729,140</b>	<b>2,729,140</b>	<b>2,729,140</b>

Fiscal 1997

# Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY

STATE'S ATTORNEY VICTIM ASSISTANCE

051-230-0003

## Description

This grant was awarded to the State's Attorney's Office by the Governor's Office of Justice Administration to fund a Clerk Typist position in the Victim Assistance Unit.

## Outlook for '97

The State's Attorney's will continue this grant-funded Victim Assistance program for the second year.

## Personnel Summary

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

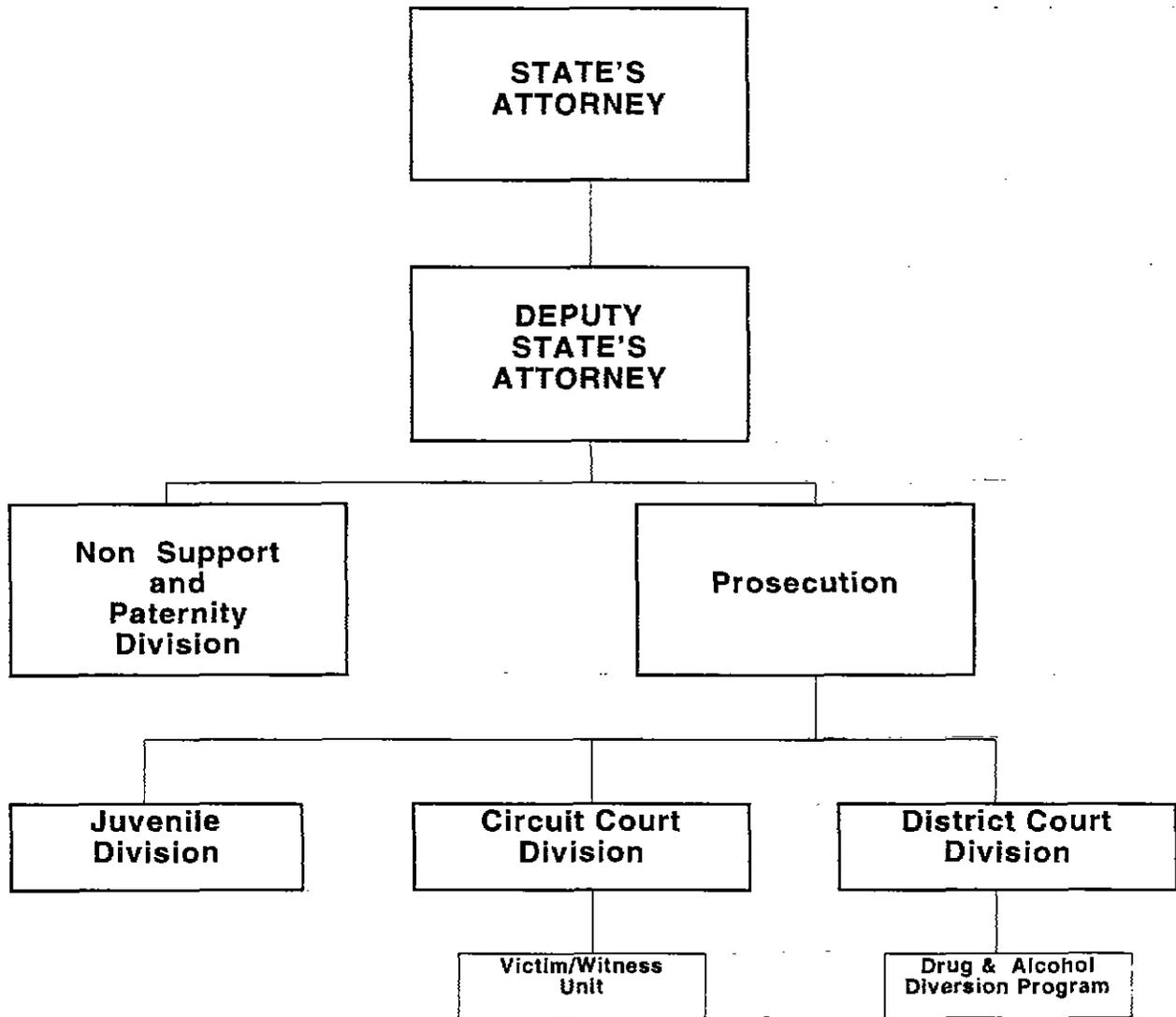
BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	18,285	18,290	24,340	24,340	24,340
<b>TOTAL</b>	0	18,285	18,290	24,340	24,340	24,340

Fiscal 1997

# Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY

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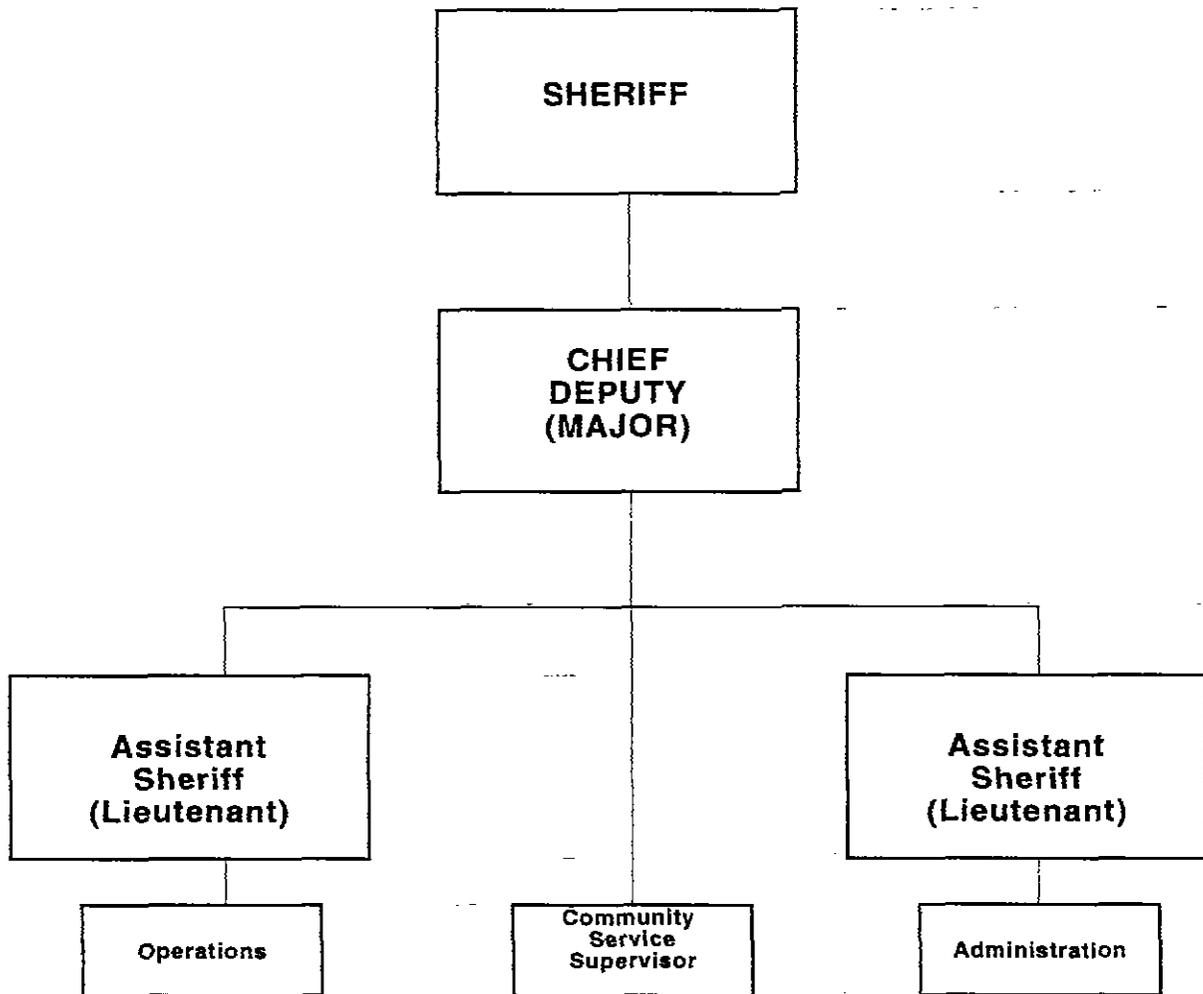


Fiscal 1997

# Legislative & Judicial

SHERIFF'S DEPARTMENT

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Fiscal 1997

# 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 '97

The FY1997 budget of the Sheriff's Office reflects the elimination of a vacant Security Officer.

## Personnel Summary

Authorized .....43 FTE  
 Additional .....(1)  
 Executive Proposed .....42 FTE  
 Approved .....42 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,586,980	1,737,460	1,737,460	1,697,290	1,697,290	1,697,290
Contractual Services	56,259	61,190	61,190	60,470	60,470	60,470
Supplies & Materials	27,876	35,200	35,200	28,000	28,000	28,000
Business & Education Expenses	182,202	142,200	142,200	148,130	148,130	148,130
Capital Outlay	2,259	2,460	2,460	1,660	1,660	1,660
Other Operating Expenses	6,280	5,820	5,820	6,500	6,500	6,500
<b>TOTAL</b>	<b>1,861,856</b>	<b>1,984,330</b>	<b>1,984,330</b>	<b>1,942,050</b>	<b>1,942,050</b>	<b>1,942,050</b>

Fiscal 1997

# 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 '97

The Sheriff's Office will continue this grant-funded Community Service program for the third year.

## Personnel Summary

Authorized .....5 FTE  
 Additional .....0  
 Executive Proposed .....5 FTE  
 Approved .....5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	159,954	159,950	171,540	171,540	171,540
Contractual Services	0	3,156	3,160	3,160	3,160	3,160
Supplies & Materials	0	1,900	1,900	1,400	1,400	1,400
Business & Education Expenses	0	4,200	4,200	2,000	2,000	2,000
Capital Outlay	0	660	660	0	0	0
<b>TOTAL</b>	0	169,870	169,870	178,100	178,100	178,100

Fiscal 1997

# 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 the Presidential election, which will be held on November 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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Board Of Election Supervisors	522,918	563,790	563,790	535,270	535,270	535,270
Election Expense	325,709	205,030	205,030	207,830	207,830	207,830
TOTAL General Fund	848,627	768,820	768,820	743,100	743,100	743,100
TOTAL	848,627	768,820	768,820	743,100	743,100	743,100

Fiscal 1997

# Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS

ELECTIONS ADMINISTRATION

011-314-0100

## 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 '97

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

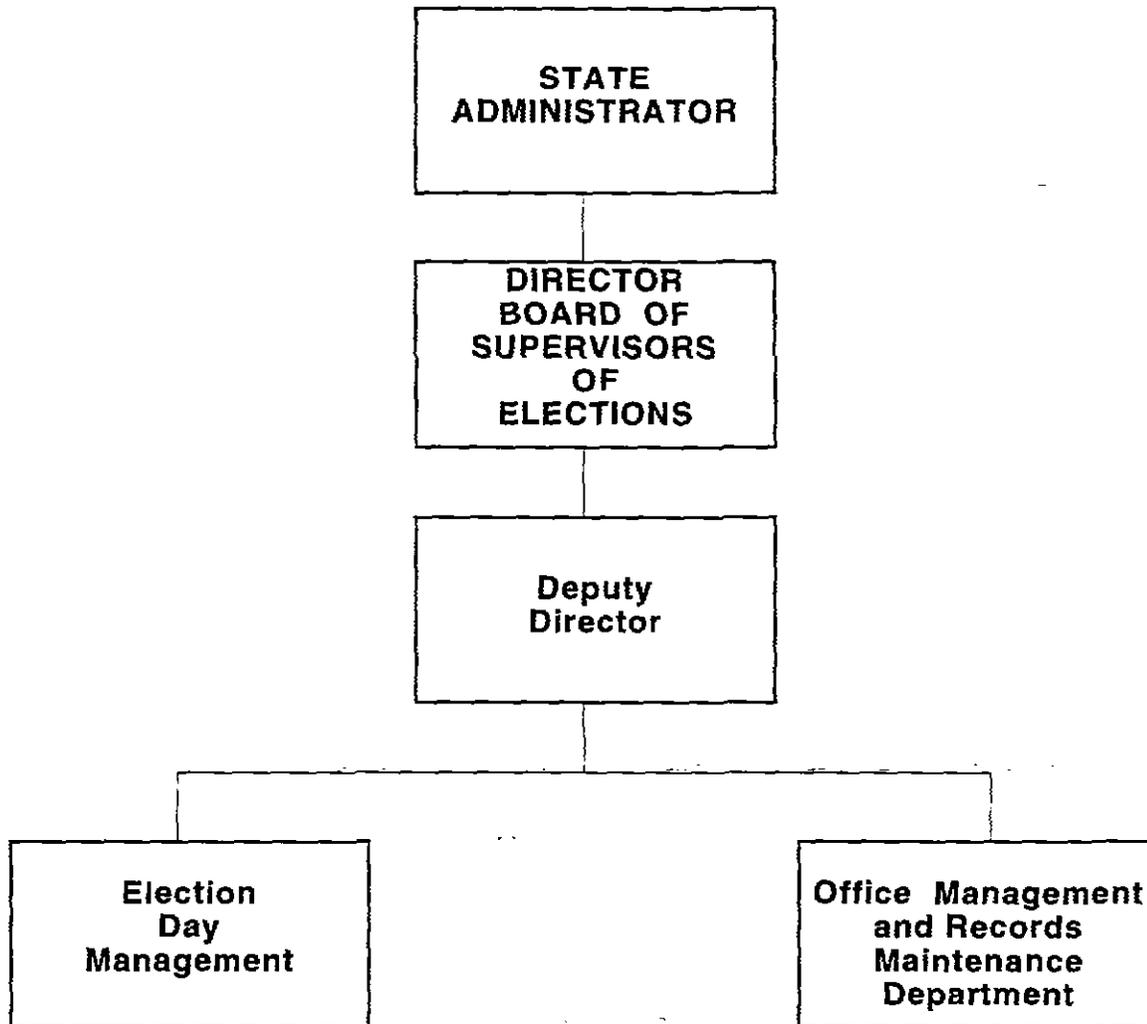
BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	29,934	11,210	11,210	11,060	11,060	11,060
Contractual Services	82,096	86,570	86,570	87,870	87,870	87,870
Supplies & Materials	17,110	23,200	23,200	15,900	15,900	15,900
Business & Education Expenses	4,638	6,850	6,850	5,250	5,250	5,250
Capital Outlay	24,740	20,900	20,900	12,000	12,000	12,000
Other Operating Expenses	364,400	415,060	415,060	403,190	403,190	403,190
<b>TOTAL</b>	<b>522,918</b>	<b>563,790</b>	<b>563,790</b>	<b>535,270</b>	<b>535,270</b>	<b>535,270</b>

Fiscal 1997

# Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS

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Fiscal 1997

# Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS

ELECTIONS EXPENSE

011-314-0200

## Functions

Provide funds to compensate for the costs of all elections.

## Outlook for '97

Conduct the Presidential general election on November 5, 1996.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	20,412	21,000	21,000	22,500	22,500	22,500
Contractual Services	156,854	88,830	88,830	99,630	99,630	99,630
Supplies & Materials	139,022	75,200	75,200	83,700	83,700	83,700
Capital Outlay	9,421	20,000	20,000	2,000	2,000	2,000
<b>TOTAL</b>	<b>325,709</b>	<b>205,030</b>	<b>205,030</b>	<b>207,830</b>	<b>207,830</b>	<b>207,830</b>

# General Government

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# General Government

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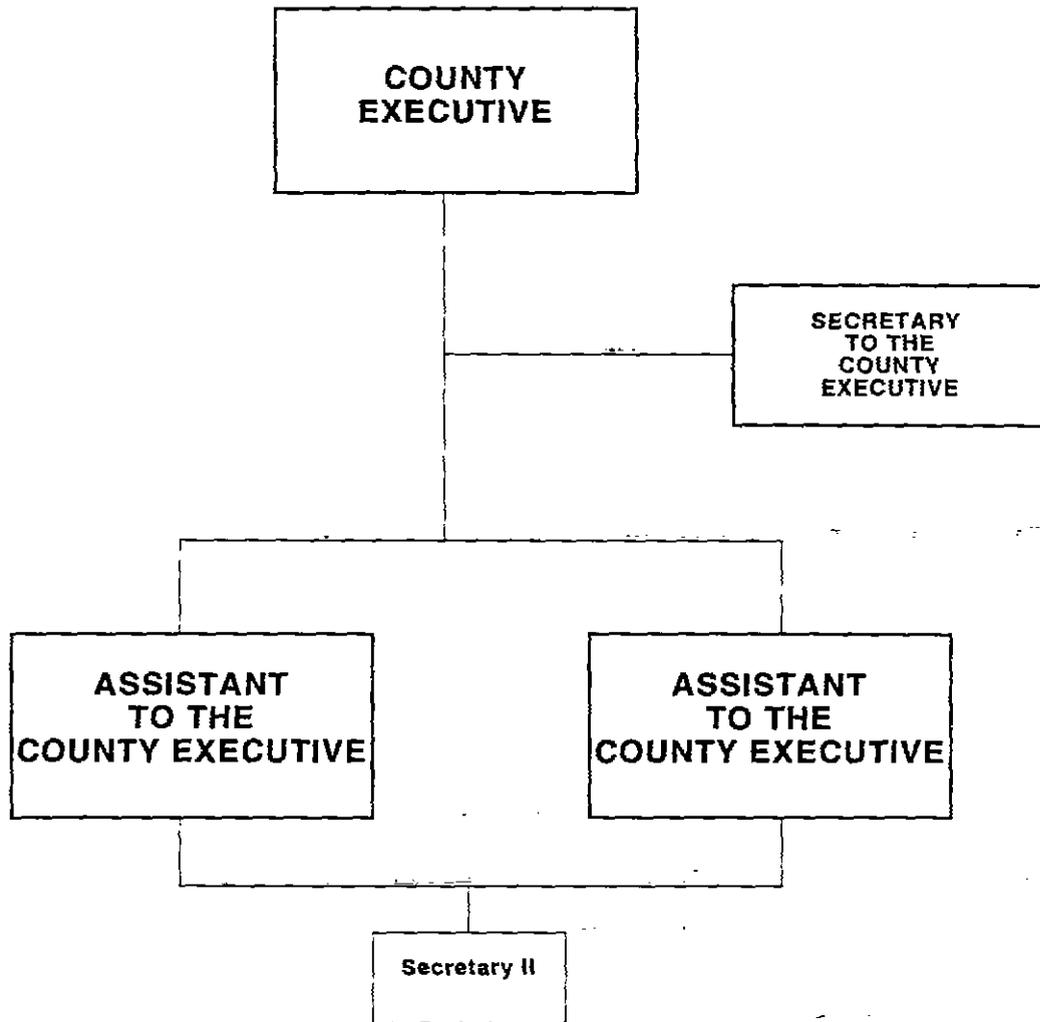
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Fiscal 1997

# General Government

OFFICE OF THE COUNTY EXECUTIVE

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Fiscal 1997

# 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 1,800 employees, and associated government resources.

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

## Outlook for '97

Continue to provide proper and efficient administration of county government.

## Personnel Summary

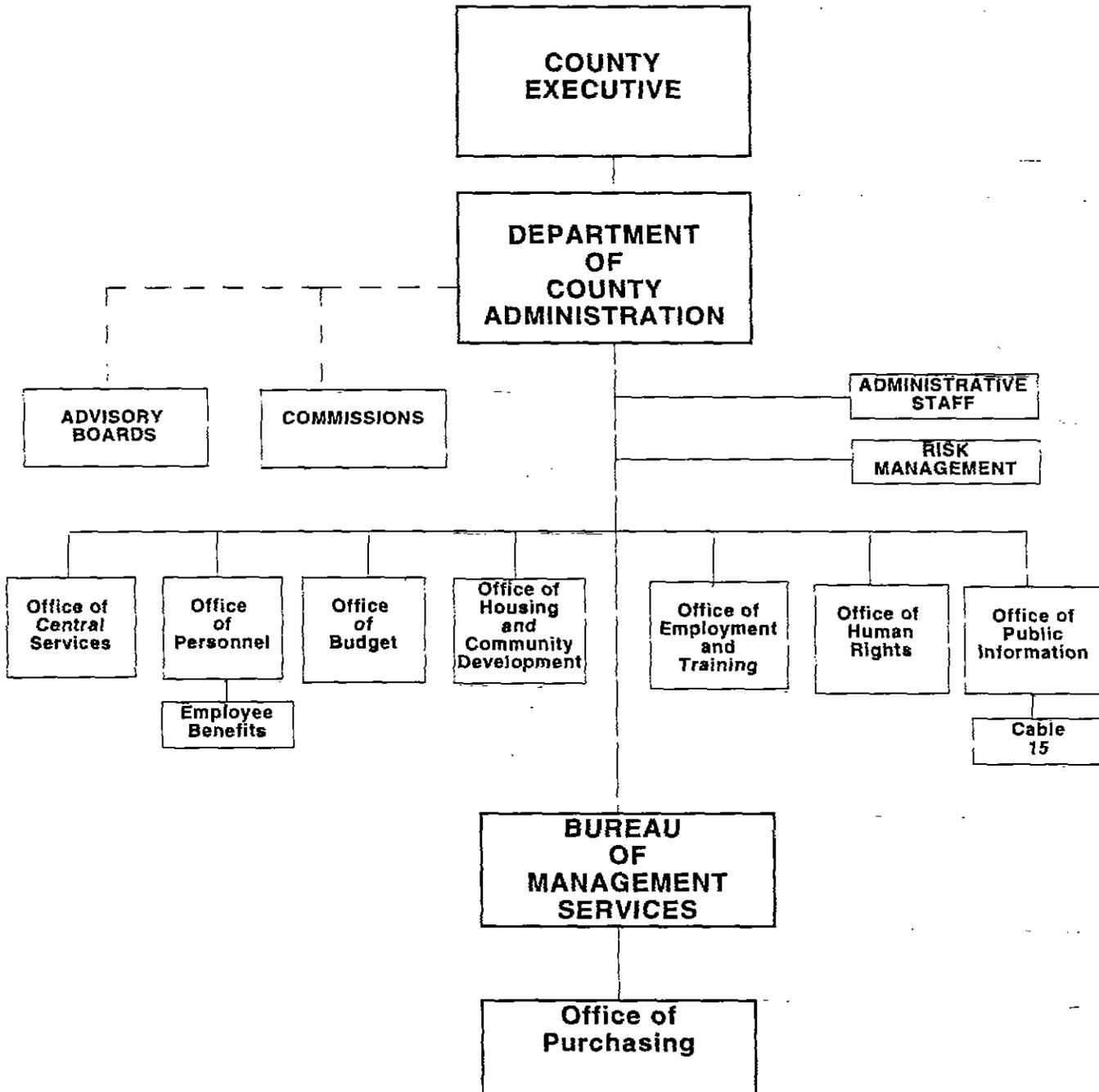
Authorized.....6FTE  
 Additional.....(1)  
 Executive Proposed.....5 FTE  
 Approved.....5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	345,322	359,760	359,760	338,090	338,090	338,090
Contractual Services	13,198	15,310	15,310	10,840	10,840	10,840
Supplies & Materials	8,804	7,000	7,000	9,000	9,000	9,000
Business & Education Expenses	23,903	18,740	18,740	18,430	18,430	18,430
Capital Outlay	2,271	0	0	0	0	0
Other Operating Expenses	3,788	10,050	10,050	14,660	14,660	14,660
<b>TOTAL</b>	<b>397,286</b>	<b>410,860</b>	<b>410,860</b>	<b>391,020</b>	<b>391,020</b>	<b>391,020</b>

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION



Fiscal 1997

# 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 and employee benefit 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 risk management, purchasing management, central services and fleet maintenance and the provision of general administrative support services.

## Highlights

Included are:

- The transfer of the risk management, employee benefits administration, central services and fleet operations functions from the Department of General Services.
- Additional funds for continuation of the Human Resources study.
- Funds for increased postage costs.
- The elimination of six full-time positions.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	4,538,322	4,681,498	4,498,510	4,675,200	4,675,200	4,675,200
Grants	6,757,780	12,413,840	12,413,840	12,550,450	12,550,450	12,550,450
Central Stores	5,027,195	6,466,430	6,466,430	6,360,170	6,360,170	6,360,170
Risk Management Fund	2,188,356	4,089,990	4,089,990	3,712,550	3,712,550	3,712,550
Employee Benefits	7,736,867	8,244,440	8,244,440	6,800,000	6,800,000	6,800,000
Historic Properties Fund	36,341	0	0	0	0	0
Community Renewal	1,640,631	3,309,300	3,309,300	3,268,230	3,268,230	3,268,230
Public Service Communications	424,583	444,150	444,150	375,280	375,280	375,280
Trust And Agency Multifarious	0	38,000	38,000	38,000	38,000	38,000
<b>TOTAL</b>	<b>28,350,075</b>	<b>39,687,648</b>	<b>39,504,660</b>	<b>37,779,880</b>	<b>37,779,880</b>	<b>37,779,880</b>

Fiscal 1997

# 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 '97

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.....7.53 FTE  
 Additional.....0  
 Executive Proposed .....7.53 FTE  
 Approved .....7.53 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	425,420	468,590	465,590	471,710	471,710	471,710
Contractual Services	51,999	85,525	85,530	83,030	83,030	83,030
Supplies & Materials	12,182	14,320	14,320	14,320	14,320	14,320
Business & Education Expenses	30,208	30,170	30,170	30,400	30,400	30,400
Capital Outlay	12,677	2,505	2,510	0	0	0
Other Operating Expenses	13,253	16,500	16,500	16,500	16,500	16,500
<b>TOTAL</b>	<b>545,739</b>	<b>617,610</b>	<b>614,620</b>	<b>615,960</b>	<b>615,960</b>	<b>615,960</b>

Fiscal 1997

# 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 '97

Continue to support various training initiatives and supplement grant programs.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	175,120	170,000	170,000	170,000	170,000	170,000
TOTAL	175,120	170,000	170,000	170,000	170,000	170,000

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized.....14 FTE  
 Additional.....(5)  
 Executive Proposed.....9 FTE  
 Approved.....9 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	184,145	237,340	237,340	129,090	129,090	129,090
Contractual Services	24,916	14,360	14,360	21,060	21,060	21,060
Supplies & Materials	10,212	17,800	17,800	11,890	11,890	11,890
Business & Education Expenses	20,752	21,310	21,310	17,770	17,770	17,770
Capital Outlay	9,681	0	0	500	500	500
<b>TOTAL</b>	<b>249,706</b>	<b>290,810</b>	<b>290,810</b>	<b>180,310</b>	<b>180,310</b>	<b>180,310</b>

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	30,000	30,000	30,000	30,000	30,000
Contractual Services	4,201	75,000	75,000	75,000	75,000	75,000
Capital Outlay	44,893	75,000	75,000	75,000	75,000	75,000
Other Operating Expenses	16,246	70,000	70,000	70,000	70,000	70,000
<b>TOTAL</b>	<b>65,340</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

Fiscal 1997

# General Government

DEPT. OF COUNTY ADMINISTRATION

GOVERNOR'S CRIME PREVENTION

011-002-5003

## Functions

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

## Outlook for '97

Continue to educate regarding alcohol, tobacco and other drugs.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	3,918	5,000	5,000	30,000	30,000	30,000
TOTAL	3,918	5,000	5,000	30,000	30,000	30,000

Fiscal 1997

# 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.

## Outlook for '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	35,700	35,700	75,500	75,500	75,500
Contractual Services	0	9,000	9,000	16,000	16,000	16,000
Supplies & Materials	0	11,060	11,060	25,000	25,000	25,000
Business & Education Expenses	0	6,100	6,100	13,500	13,500	13,500
Capital Outlay	0	10,000	10,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>0</b>	<b>71,860</b>	<b>71,860</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized .....5.51 FTE  
 Additional .....0  
 Executive Proposed .....5.51 FTE  
 Approved .....5.51 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	343,491	349,540	349,540	351,260	351,260	351,260
Contractual Services	22,583	35,300	35,300	25,300	25,300	25,300
Supplies & Materials	23,929	19,450	19,450	19,450	19,450	19,450
Business & Education Expenses	5,985	2,400	2,400	2,410	2,410	2,410
<b>TOTAL</b>	<b>395,988</b>	<b>406,690</b>	<b>406,690</b>	<b>398,420</b>	<b>398,420</b>	<b>398,420</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Charges of Discrimination	7	6
Positions Filled	230	200
Persons Trained	1,000	1,300
Workers' Comp. Claims	500	500
Payroll Actions	2,200	2,500
Benefits Enrollment	300	2,000*
Drug Tests	225	300

\* Achieve re-enrollment in health plan (insurance).

## Personnel Summary

Authorized .....	14 FTE
Additional .....	0
Executive Proposed .....	14 FTE
Approved .....	14 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	659,213	691,850	691,850	698,410	698,410	698,410
Contractual Services	126,585	153,050	153,050	228,050	228,050	228,050
Supplies & Materials	31,242	29,620	29,620	29,720	29,720	29,720
Business & Education Expenses	6,169	9,270	9,270	9,270	9,270	9,270
<b>TOTAL</b>	<b>823,209</b>	<b>883,790</b>	<b>883,790</b>	<b>965,450</b>	<b>965,450</b>	<b>965,450</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized.....0.5 FTE  
 Additional.....0  
 Executive Proposed.....0.5 FTE  
 Approved.....0.5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	17,191	18,310	18,310	18,300	18,300	18,300
Contractual Services	535	1,100	1,100	1,040	1,040	1,040
Supplies & Materials	592	820	820	820	820	820
Business & Education Expenses	399	400	400	400	400	400
<b>TOTAL</b>	<b>18,717</b>	<b>20,630</b>	<b>20,630</b>	<b>20,560</b>	<b>20,560</b>	<b>20,560</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized .....9 FTE  
 Additional ..... 0  
 Executive Proposed ..... 9 FTE  
 Approved .....9 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	420,187	426,140	426,140	422,890	422,890	422,890
Contractual Services	7,910	9,460	9,460	9,460	9,460	9,460
Supplies & Materials	9,140	14,150	14,150	14,150	14,150	14,150
Business & Education Expenses	2,475	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	2,924	5,000	5,000	9,850	9,850	9,850
<b>TOTAL</b>	<b>443,405</b>	<b>457,250</b>	<b>457,250</b>	<b>458,850</b>	<b>458,850</b>	<b>458,850</b>

# General Government

## 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 '97

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

## Personnel Summary

Authorized .....8 FTE  
 Additional .....0  
 Executive Proposed .....8 FTE  
 Approved .....8 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	369,864	364,300	364,300	292,490	292,490	<b>292,490</b>
Contractual Services	24,224	27,380	27,380	26,760	26,760	<b>26,760</b>
Supplies & Materials	18,509	19,560	19,560	19,560	19,560	<b>19,560</b>
Business & Education Expenses	10,486	10,760	10,760	11,240	11,240	<b>11,240</b>
Capital Outlay	1,500	21,550	21,550	21,550	21,550	<b>21,550</b>
Other Operating Expenses	0	600	600	3,680	3,680	<b>3,680</b>
<b>TOTAL</b>	<b>424,583</b>	<b>444,150</b>	<b>444,150</b>	<b>375,280</b>	<b>375,280</b>	<b>375,280</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized .....21.42 FTE  
 Additional .....0  
 Executive Proposed .....21.42 FTE  
 Approved .....21.42 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	847,887	1,016,800	1,016,800	997,050	997,050	997,050
Contractual Services	120,910	149,490	149,490	146,090	146,090	146,090
Supplies & Materials	24,104	42,400	42,400	49,400	49,400	49,400
Business & Education Expenses	13,106	31,300	31,300	30,840	30,840	30,840
Capital Outlay	13,370	24,000	24,000	24,300	24,300	24,300
Other Operating Expenses	4,880	1,103,910	1,103,910	1,299,640	1,299,640	1,299,640
<b>TOTAL</b>	<b>1,024,257</b>	<b>2,367,900</b>	<b>2,367,900</b>	<b>2,547,320</b>	<b>2,547,320</b>	<b>2,547,320</b>

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	500	500	500	500	500
Supplies & Materials	178	800	800	800	800	800
Business & Education Expenses	0	1,700	1,700	1,700	1,700	1,700
<b>TOTAL</b>	178	3,000	3,000	3,000	3,000	3,000

Fiscal 1997

# 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.

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	587,275	750,000	750,000	550,000	550,000	550,000
TOTAL	587,275	750,000	750,000	550,000	550,000	550,000

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	365,499	424,520	424,520	441,800	441,800	441,800
Supplies & Materials	14,707	21,700	21,700	20,700	20,700	20,700
Business & Education Expenses	8,141	12,800	12,800	11,870	11,870	11,870
Capital Outlay	10,457	13,300	13,300	13,300	13,300	13,300
Other Operating Expenses	3,629,976	6,769,350	6,769,350	7,269,280	7,269,280	7,269,280
<b>TOTAL</b>	<b>4,028,780</b>	<b>7,241,670</b>	<b>7,241,670</b>	<b>7,756,950</b>	<b>7,756,950</b>	<b>7,756,950</b>

Fiscal 1997

# 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 '97

Continue to provide short-term assistance to avoid homelessness.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Contractual Services	10,000	50,000	50,000	50,000	50,000
TOTAL	10,000	50,000	50,000	50,000	50,000	50,000

Fiscal 1997

# General Government

DEPT. OF COUNTY ADMINISTRATION

ENTITLEMENT GRANT

051-002-0441

## Functions

Federal grant program awarded by the U.S. Department of Housing and Community Development.

## Outlook for '97

Howard County has been awarded the status of an "Entitlement Community" through the U.S. Department of Housing and Community Development. As an "Entitlement Community," the County may be awarded between \$1 and \$1.5 million for housing and community development activities as well as administrative costs.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	32,003	0	0	1,500,000	1,500,000	1,500,000
TOTAL	32,003	0	0	1,500,000	1,500,000	1,500,000

Fiscal 1997

# 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 '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	28,921	32,000	32,000	37,000	37,000	37,000
Supplies & Materials	0	1,000	1,000	1,000	1,000	1,000
Business & Education Expenses	0	7,300	7,300	7,310	7,310	7,310
Capital Outlay	0	0	0	4,200	4,200	4,200
Other Operating Expenses	0	148,100	148,100	118,400	118,400	118,400
<b>TOTAL</b>	<b>28,921</b>	<b>188,400</b>	<b>188,400</b>	<b>167,910</b>	<b>167,910</b>	<b>167,910</b>

Fiscal 1997

# 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 '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	59,830	59,830	59,830
Contractual Services	0	80,520	80,520	18,880	18,880	18,880
<b>TOTAL</b>	0	80,520	80,520	78,710	78,710	78,710

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	73,163	275,000	275,000	181,200	181,200	181,200
TOTAL	73,163	275,000	275,000	181,200	181,200	181,200

Fiscal 1997

# 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 '97

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

Authorized .....4 FTE  
 Additional .....(1)  
 Executive Proposed .....3 FTE  
 Approved .....3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	226,586	227,550	227,550	191,050	191,050	191,050
Contractual Services	4,288	12,230	12,230	11,720	11,720	11,720
Supplies & Materials	8,448	9,430	9,430	9,450	9,450	9,450
Business & Education Expenses	5,948	4,510	4,510	4,720	4,720	4,720
Other Operating Expenses	278,009	219,350	219,350	215,420	215,420	215,420
<b>TOTAL</b>	<b>523,279</b>	<b>473,070</b>	<b>473,070</b>	<b>432,360</b>	<b>432,360</b>	<b>432,360</b>

Fiscal 1997

# 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 '97

Task	FY96 Estimated	FY97 Projected
Purchase Orders Issued	3,200	3,300

## Personnel Summary

Authorized .....13 FTE  
 Additional .....0  
 Executive Proposed .....13 FTE  
 Approved .....13 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	557,525	566,490	566,490	572,790	572,790	572,790
Contractual Services	12,170	16,680	16,680	16,680	16,680	16,680
Supplies & Materials	22,221	22,430	22,430	22,430	22,430	22,430
Business & Education Expenses	15,534	10,550	10,550	8,290	8,290	8,290
<b>TOTAL</b>	<b>607,450</b>	<b>616,150</b>	<b>616,150</b>	<b>620,190</b>	<b>620,190</b>	<b>620,190</b>

# General Government

## Functions

Serves as an arm of Howard County in directing its efforts and resources toward eliminating discriminatory practices. Reactively, OHR receives allegations of discrimination (in housing, employment, public accommodations and financing), attempts to conciliate investigations and make determinations. Proactively, OHR conducts community education and outreach activities, provides human rights training for internal staff, county government business groups and the public.

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
<b>Discrimination Complaints</b>		
Carryover Cases	88	91
New Cases	103	105
Total	191	196
Closures	(100)	(103)
Cases Carried Forward on July 1	91	93

## Personnel Summary

Authorized .....7.05 FTE  
 Additional .....0  
 Executive Proposed .....7.05 FTE  
 Approved .....7.05 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	284,581	309,940	309,940	313,390	313,390	313,390
Contractual Services	11,209	6,490	6,490	6,490	6,490	6,490
Supplies & Materials	5,122	3,710	3,710	3,710	3,710	3,710
Business & Education Expenses	2,808	2,200	2,200	2,200	2,200	2,200
Other Operating Expenses	2,684	2,030	2,030	2,030	2,030	2,030
<b>TOTAL</b>	<b>306,404</b>	<b>324,370</b>	<b>324,370</b>	<b>327,820</b>	<b>327,820</b>	<b>327,820</b>

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

HUMAN RIGHTS COMMISSION

011-002-0220

## Functions

Plan, recommend and implement human rights activities.

## Outlook for '97

Tasks	FY96 Estimated	FY97 Projected
Carryover Cases	4	3
New cases before the HRC	<u>16</u>	<u>18</u>
Total	20	21
Reasonable Cause	3	4
No Reasonable Cause	17	17

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	62	300	300	300	300	300
Supplies & Materials	2,096	2,120	2,120	2,120	2,120	2,120
Business & Education Expenses	959	850	850	850	850	850
Other Operating Expenses	860	900	900	5,900	5,900	5,900
<b>TOTAL</b>	<b>3,977</b>	<b>4,170</b>	<b>4,170</b>	<b>9,170</b>	<b>9,170</b>	<b>9,170</b>

Fiscal 1997

# 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	7,515	10,910	10,910	10,910	10,910	10,910
Supplies & Materials	1,359	1,600	1,600	1,600	1,600	1,600
Business & Education Expenses	2,271	11,240	11,240	11,240	11,240	11,240
Capital Outlay	2,000	2,000	2,000	2,000	2,000	2,000
<b>TOTAL</b>	<b>13,145</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

CENTRAL SERVICES STAFF

011-002-1603

## 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 '97

Continue to provide quality internal support services.

## Personnel Summary

Authorized .....12.52 FTE  
 Additional .....(1)  
 Executive Proposed .....11.52 FTE  
 Approved .....11.52 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	431,323	449,990	449,990	416,420	416,420	416,420
Supplies & Materials	246,711	180,000	0	240,000	240,000	240,000
<b>TOTAL</b>	678,034	629,990	449,990	656,420	656,420	656,420

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

CENTRAL SERVICES OPERATIONS 221-002-1600

## 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 '97

Continue to provide quality internal support services.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	365,379	534,060	534,060	529,590	529,590	529,590
Supplies & Materials	427,605	522,130	522,130	554,710	554,710	554,710
Business & Education Expenses	89,597	93,390	93,390	3,860	3,860	3,860
Capital Outlay	1,022	3,600	3,600	4,240	4,240	4,240
Other Operating Expenses	11,980	10,770	10,770	13,050	13,050	13,050
Other Expenses	51,805	31,290	31,290	19,380	19,380	19,380
<b>TOTAL</b>	<b>947,388</b>	<b>1,195,240</b>	<b>1,195,240</b>	<b>1,124,830</b>	<b>1,124,830</b>	<b>1,124,830</b>

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

FLEET OPERATIONS DIVISION

221-002-1800

## 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 '97

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

## Personnel Summary

Authorized.....34 FTE  
 Additional.....1  
 Executive Proposed.....35 FTE  
 Approved.....35 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,702,614	1,691,590	1,691,590	1,663,540	1,663,540	1,663,540
Contractual Services	274,110	278,300	278,300	270,500	270,500	270,500
Supplies & Materials	1,064,054	1,251,850	1,251,850	1,251,850	1,251,850	1,251,850
Business & Education Expenses	644,446	1,319,630	1,319,630	1,319,630	1,319,630	1,319,630
Other Expenses	394,583	729,820	729,820	729,820	729,820	729,820
<b>TOTAL</b>	<b>4,079,807</b>	<b>5,271,190</b>	<b>5,271,190</b>	<b>5,235,340</b>	<b>5,235,340</b>	<b>5,235,340</b>

Fiscal 1997

# General Government

DEPT. OF COUNTY ADMINISTRATION

RISK MANAGEMENT ADMINISTRATION

242-002-1708

## 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 '97

Continue to effectively manage the Howard County Risk Management program.

## Personnel Summary

Authorized .....4 FTE  
 Additional .....0  
 Executive Proposed .....4 FTE  
 Approved .....4 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	151,301	187,640	187,640	197,580	197,580	197,580
Contractual Services	30,510	124,170	124,170	74,170	74,170	74,170
Supplies & Materials	3,265	17,000	17,000	17,000	17,000	17,000
Business & Education Expenses	7,463	27,200	27,200	34,870	34,870	34,870
Other Operating Expenses	256,984	256,990	256,990	308,430	308,430	308,430
Other Expenses	2,095	6,000	6,000	5,000	5,000	5,000
Interfund Charges & Reimbursement	65,433	199,990	199,990	200,490	200,490	200,490
<b>TOTAL</b>	517,456	818,990	818,990	837,540	837,540	837,540

Fiscal 1997

# General Government

DEPT. OF COUNTY ADMINISTRATION

WORKERS' COMPENSATION EXPENSES

242-002-1701

## Functions

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

## Outlook for '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	66,062	85,000	85,000	85,000	85,000	85,000
Contractual Services	521,215	1,075,000	1,075,000	840,570	840,570	840,570
Other Operating Expenses	67,192	170,500	170,500	170,500	170,500	170,500
Other Expenses	616	2,000	2,000	1,500	1,500	1,500
<b>TOTAL</b>	<b>655,085</b>	<b>1,332,500</b>	<b>1,332,500</b>	<b>1,097,570</b>	<b>1,097,570</b>	<b>1,097,570</b>

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

GENERAL LIABILITY EXPENSES

242-002-1703

## Functions

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

## Outlook for '97

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 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	161,668	530,000	530,000	389,970	389,970	389,970
TOTAL	161,668	530,000	530,000	389,970	389,970	389,970

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

VEHICLE LIABILITY EXPENSES

242-002-1705

## 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	521,540	725,000	725,000	702,970	702,970	702,970
Other Operating Expenses	1,500	5,500	5,500	1,500	1,500	1,500
<b>TOTAL</b>	<b>523,040</b>	<b>730,500</b>	<b>730,500</b>	<b>704,470</b>	<b>704,470</b>	<b>704,470</b>

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

PROPERTY DAMAGE EXPENSES

242-002-1707

## Functions

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

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	180,118	348,000	348,000	358,000	358,000	358,000
Other Operating Expenses	0	5,000	5,000	0	0	0
<b>TOTAL</b>	180,118	353,000	353,000	358,000	358,000	358,000

Fiscal 1997

# General Government

DEPT. OF COUNTY ADMINISTRATION

ENVIRONMENTAL IMPAIRMENT LIABILITY

242-002-1709

## Functions

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

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	150,989	325,000	325,000	325,000	325,000	325,000
TOTAL	150,989	325,000	325,000	325,000	325,000	325,000

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

LONG TERM DISABILITY

248-002-3100

## 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 '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	166,349	165,000	165,000	189,000	189,000	189,000
TOTAL	166,349	165,000	165,000	189,000	189,000	189,000

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

HEALTH INSURANCE EXPENSES

248-002-3200

## Functions

Pay for health insurance costs for County employees through funds from each County agency that are transferred to the Employee Benefits Fund.

## Outlook for '97

Continue to meet the health insurance needs of county employees.

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	6,988,061	7,359,940	7,359,940	5,892,500	5,892,500	5,892,500
Contractual Services	50,362	60,000	60,000	60,000	60,000	60,000
Supplies & Materials	551	5,500	5,500	4,500	4,500	4,500
Business & Education Expenses	0	4,000	4,000	4,000	4,000	4,000
<b>TOTAL</b>	7,038,974	7,429,440	7,429,440	5,961,000	5,961,000	5,961,000

Fiscal 1997

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

FLEXIBLE BENEFIT REFUND

248-002-3300

## 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 '97

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

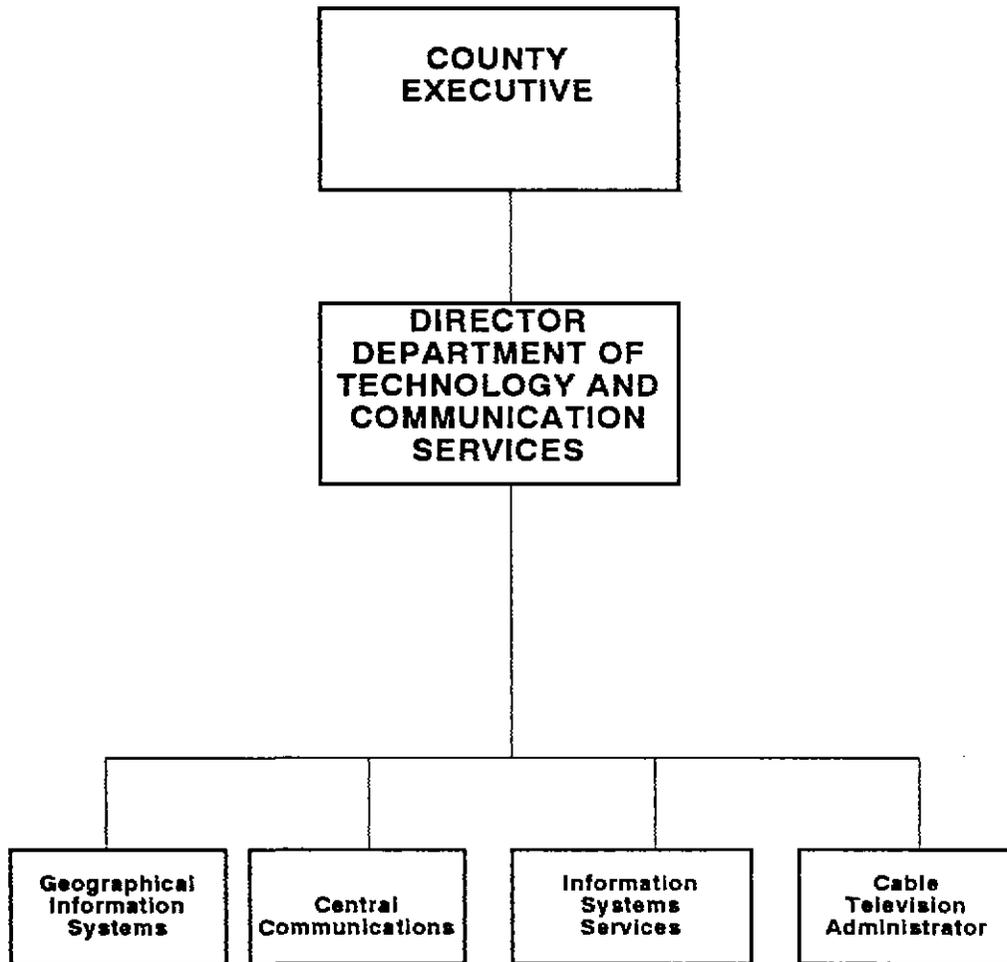
BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	531,544	650,000	650,000	650,000	650,000	650,000
TOTAL	531,544	650,000	650,000	650,000	650,000	650,000

**Fiscal 1997**

# **General Government**

DEPARTMENT OF TECHNOLOGY AND COMMUNICATION SERVICES

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Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMMUNICATION SERVICES

## Description

The Department of Technology and Communication Services provides support services used by all County agencies. The department consists of:

Office of the Director--manages the department.

Central Communications--operates County government radio and telephone systems, answers all 911 and non-emergency calls for service.

Information Systems Services--coordinates the establishment, development and outreach of office automation technical support.

Cable Television Administrator--manages performance evaluation of cable companies and advises the County Executive and County Council on cable matters.

Geographical Information Systems--coordinates the operation and use of the system which designs Countywide base and data maps.

## Highlights

Coordinate the various components that make up the County's communications and information systems infrastructure.

The budget includes the elimination of two vacant positions in the Information Systems Services Office.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,495,183	2,817,600	2,817,600	3,642,630	3,642,630	3,642,630
Radio Maintenance	564,986	698,490	698,490	687,880	687,880	687,880
Data Processing Fund	2,959,894	3,417,200	3,417,200	3,664,370	3,664,370	3,664,370
Public Service Communications	573,024	709,950	709,950	688,340	688,340	688,340
TOTAL	6,593,087	7,643,240	7,643,240	8,683,220	8,683,220	8,683,220

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

OFFICE OF THE DIRECTOR

011-015-0100

## Functions

Provide management and administrative assistance essential to accomplishing the various mandates of the organizations within the agency.

## Outlook for '97

Ensure the efficient and effective management and operation of all County communication systems.

## Personnel Summary

Authorized .....2 FTE  
 Additional .....1  
 Executive Proposed .....3 FTE  
 Approved .....3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	205,810	205,810	205,810
Contractual Services	0	0	0	10,140	10,140	10,140
Supplies & Materials	0	0	0	5,000	5,000	5,000
Business & Education Expenses	0	0	0	7,700	7,700	7,700
<b>TOTAL</b>	0	0	0	228,650	228,650	228,650

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

BUREAU OF COMMUNICATIONS

011-015-0340

## 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 '97

To continue the current level of service.

## Personnel Summary

Authorized .....59 FTE  
 Additional .....0  
 Executive Proposed .....59 FTE  
 Approved .....59 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,091,135	2,363,860	2,363,860	2,348,950	2,348,950	2,348,950
Contractual Services	379,554	404,990	404,990	390,370	390,370	390,370
Supplies & Materials	11,061	24,000	24,000	16,150	16,150	16,150
Business & Education Expenses	11,130	22,250	22,250	20,020	20,020	20,020
Capital Outlay	2,303	2,500	2,500	2,000	2,000	2,000
Other Operating Expenses	0	0	0	636,490	636,490	636,490
<b>TOTAL</b>	<b>2,495,183</b>	<b>2,817,600</b>	<b>2,817,600</b>	<b>3,413,980</b>	<b>3,413,980</b>	<b>3,413,980</b>

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

RADIO MAINTENANCE

040-015-0900

## Functions

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

## Outlook for '97

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

## Personnel Summary

Authorized .....3 FTE  
 Additional .....0  
 Executive Proposed .....3 FTE  
 Approved .....3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	149,527	150,510	150,510	144,860	144,860	144,860
Contractual Services	249,181	298,290	298,290	322,630	322,630	322,630
Supplies & Materials	32,194	38,930	38,930	52,930	52,930	52,930
Business & Education Expenses	6,915	12,260	12,260	9,460	9,460	9,460
Capital Outlay	6,795	40,000	40,000	48,000	48,000	48,000
Other Operating Expenses	5,108	18,500	18,500	20,000	20,000	20,000
Other Expenses	115,266	140,000	140,000	90,000	90,000	90,000
<b>TOTAL</b>	<b>564,986</b>	<b>698,490</b>	<b>698,490</b>	<b>687,880</b>	<b>687,880</b>	<b>687,880</b>

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES    GEOGRAPHICAL INFORMATION SYS.    225-015-0200

## Functions

Develop and coordinate a countywide geographical information system (GIS).

Coordinate countywide base maps and associated data maps for all county departments.

Manage and coordinate all GIS technology, including purchasing and maintenance of equipment, procedures and guidelines for the production of maps to ensure consistency and compatibility of maps in the system.

## Outlook for '97

Activities will include:

- Coordinating and developing all maps.
- Managing and coordinating all resources, including personnel, related to GIS.
- Coordinating the sale of digital data and maps to the public.

## Personnel Summary

Authorized .....2 FTE  
 Additional .....1  
 Executive Proposed .....3 FTE  
 Approved .....3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	143,960	143,960	143,960
Contractual Services	0	0	0	86,500	86,500	86,500
Supplies & Materials	0	0	0	6,000	6,000	6,000
Business & Education Expenses	0	0	0	6,000	6,000	6,000
<b>TOTAL</b>	0	0	0	242,460	242,460	242,460

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

INFORMATION SYSTEMS SERVICES

225-015-1400

## 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 '97

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

## Personnel Summary

Authorized .....37 FTE  
 Additional .....(2)  
 Executive Proposed .....35 FTE  
 Approved .....35 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,701,045	1,844,360	1,844,360	1,827,930	1,827,930	1,827,930
Contractual Services	1,033,386	1,149,500	1,149,500	1,147,350	1,147,350	1,147,350
Supplies & Materials	40,503	66,390	66,390	51,390	51,390	51,390
Business & Education Expenses	6,399	6,950	6,950	6,950	6,950	6,950
Capital Outlay	37,807	100,000	100,000	198,290	198,290	198,290
Other Expenses	140,754	250,000	250,000	190,000	190,000	190,000
<b>TOTAL</b>	<b>2,959,894</b>	<b>3,417,200</b>	<b>3,417,200</b>	<b>3,421,910</b>	<b>3,421,910</b>	<b>3,421,910</b>

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

CABLE TELEVISION BOARD

455-015-0103

## Functions

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

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	857	1,500	1,500	1,500	1,500	1,500
Supplies & Materials	148	500	500	350	350	350
Business & Education Expenses	559	2,250	2,250	1,700	1,700	1,700
TOTAL	1,564	4,250	4,250	3,550	3,550	3,550

Fiscal 1997

# General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES CABLE TELEVISION ADMINISTRATOR

455-015-0105

## 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 '97

Provide oversight of the cable system rebuilt by Comcast Cable.

Monitor rate regulation and implementation of the Telecommunications Act of 1996.

## Personnel Summary

Authorized .....2.57FTE

Additional .....0

Executive Proposed .....2.57 FTE

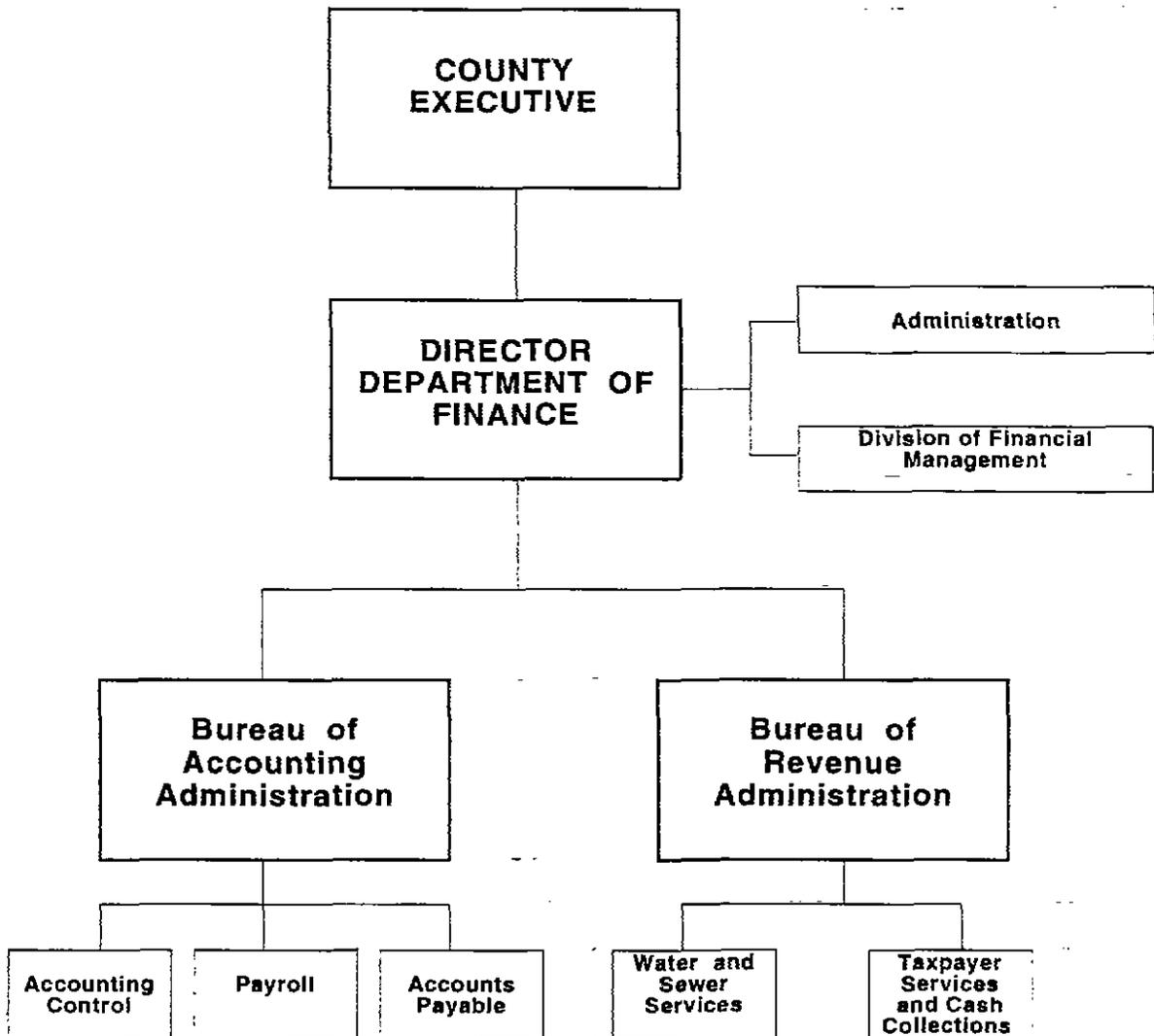
Approved .....2.57 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	101,080	119,700	119,700	118,540	118,540	118,540
Contractual Services	66,189	97,200	97,200	97,200	97,200	97,200
Supplies & Materials	2,455	3,500	3,500	3,500	3,500	3,500
Business & Education Expense	5,149	7,700	7,700	7,700	7,700	7,700
Capital Outlay	8,586	1,000	1,000	1,000	1,000	1,000
Other Operating Expenses	323,002	411,600	411,600	391,850	391,850	391,850
<b>TOTAL</b>	<b>506,461</b>	<b>640,700</b>	<b>640,700</b>	<b>619,790</b>	<b>619,790</b>	<b>619,790</b>

Fiscal 1997

# General Government

DEPARTMENT OF FINANCE



Fiscal 1997

# 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

Included are start-up costs associated with implementation of an Ellicott City Parking Enforcement Program. The number of parking tickets processed is expected to increase by two to three times the current volume.

The budget reflects the reduction of five vacant positions.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,880,340	3,967,090	3,967,090	3,957,970	3,957,970	3,957,970
Grants	0	0	0	87,070	87,070	87,070
BAN Anticipation Note Mgmt.	2,690,606	6,242,850	2,884,000	7,693,500	7,693,500	7,693,500
<b>TOTAL</b>	<b>6,570,946</b>	<b>10,209,940</b>	<b>6,851,090</b>	<b>11,738,540</b>	<b>11,738,540</b>	<b>11,738,540</b>

Fiscal 1997

# 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 '97

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

## Personnel Summary

Authorized .....8 FTE  
 Additional .....0  
 Executive Proposed .....8 FTE  
 Approved .....8 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	276,293	497,260	497,260	470,690	470,690	470,690
Contractual Services	29,142	60,450	60,450	54,450	54,450	54,450
Supplies & Materials	6,705	13,690	13,690	14,190	14,190	14,190
Business & Education Expenses	7,003	12,120	12,120	10,480	10,480	10,480
Capital Outlay	10,814	1,140	1,140	0	0	0
Other Operating Expenses	1,119,480	1,127,670	1,127,670	1,181,900	1,181,900	1,181,900
<b>TOTAL</b>	<b>1,449,437</b>	<b>1,712,330</b>	<b>1,712,330</b>	<b>1,731,710</b>	<b>1,731,710</b>	<b>1,731,710</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
# of invoices processed	100,500	107,500
# of developer contracts maintained	1,020	1,050
# of disbursement checks	40,800	42,000

## Personnel Summary

Authorized .....20 FTE  
 Additional .....(3)  
 Executive Proposed .....17 FTE  
 Approved .....17 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	842,753	868,090	868,090	738,870	738,870	738,870
Contractual Services	9,570	13,120	13,120	9,970	9,970	9,970
Supplies & Materials	19,817	17,330	17,330	17,130	17,130	17,130
Business & Education Expenses	4,098	5,260	5,260	5,070	5,070	5,070
Other Operating Expenses	158,409	156,530	156,530	142,500	142,500	142,500
<b>TOTAL</b>	<b>1,034,647</b>	<b>1,060,330</b>	<b>1,060,330</b>	<b>913,540</b>	<b>913,540</b>	<b>913,540</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Real and personal property tax accounts	84,750	86,300
Water & Sewer Accounts	51,000	53,000

Additional costs are included for processing of a larger number of parking tickets expected because of the Ellicott City Parking Enforcement Program.

## Personnel Summary

Authorized .....27 FTE  
 Additional .....(2)  
 Executive Proposed .....25 FTE  
 Approved .....25 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,012,169	1,043,350	1,043,350	971,770	971,770	971,770
Contractual Services	22,995	26,350	26,350	160,270	160,270	160,270
Supplies & Materials	39,390	35,807	35,810	42,630	42,630	42,630
Business & Education Expenses	3,971	3,480	3,480	3,050	3,050	3,050
Capital Outlay	2,151	443	440	0	0	0
<b>TOTAL</b>	<b>1,080,676</b>	<b>1,109,430</b>	<b>1,109,430</b>	<b>1,177,720</b>	<b>1,177,720</b>	<b>1,177,720</b>

Fiscal 1997

# 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 '97

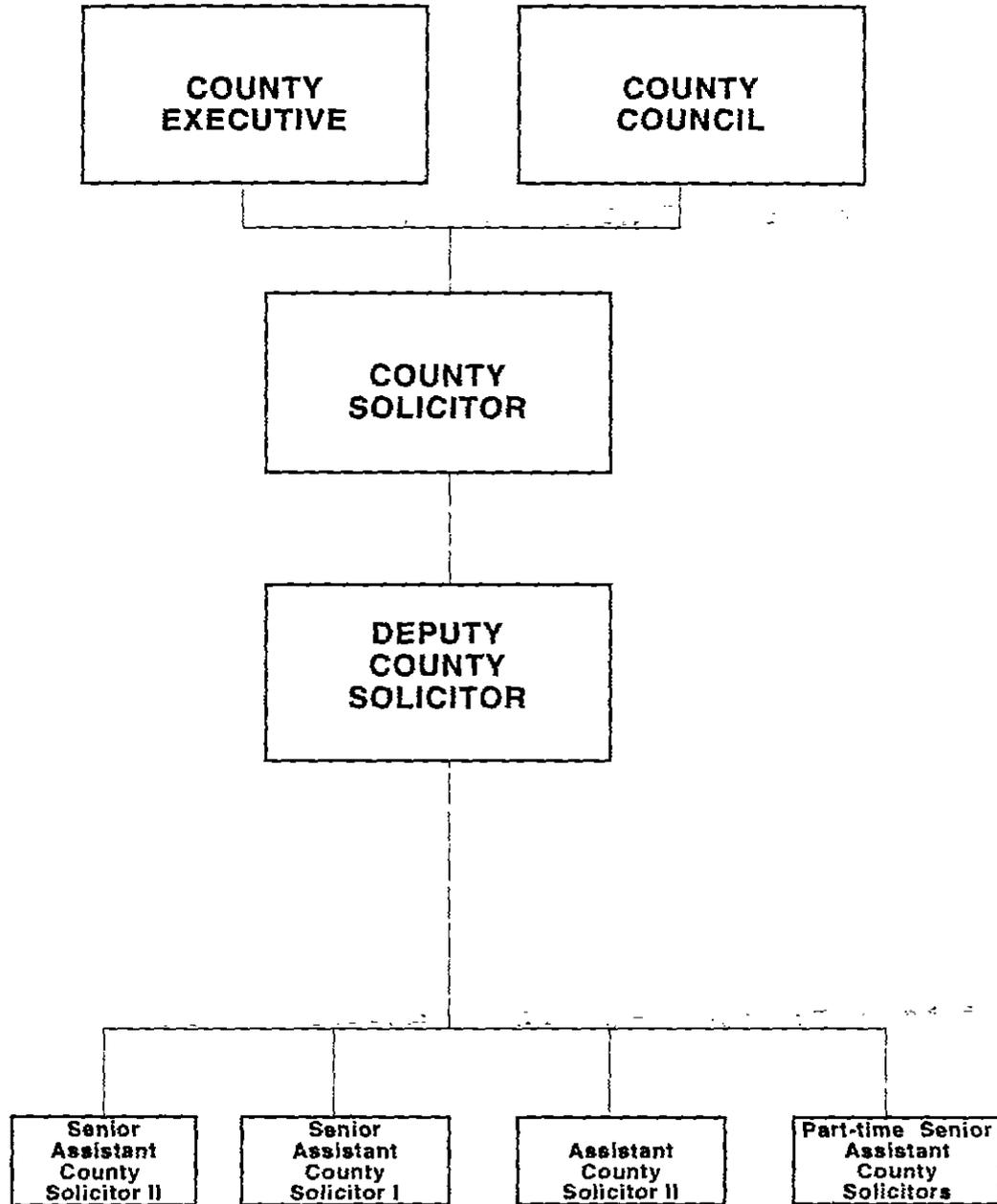
Continue to meet the financing and debt policy needs of Howard County government.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	61,096	85,000	85,000	135,000	135,000	135,000
TOTAL	61,096	85,000	85,000	135,000	135,000	135,000

Fiscal 1997

# General Government

OFFICE OF LAW



Fiscal 1997

# 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

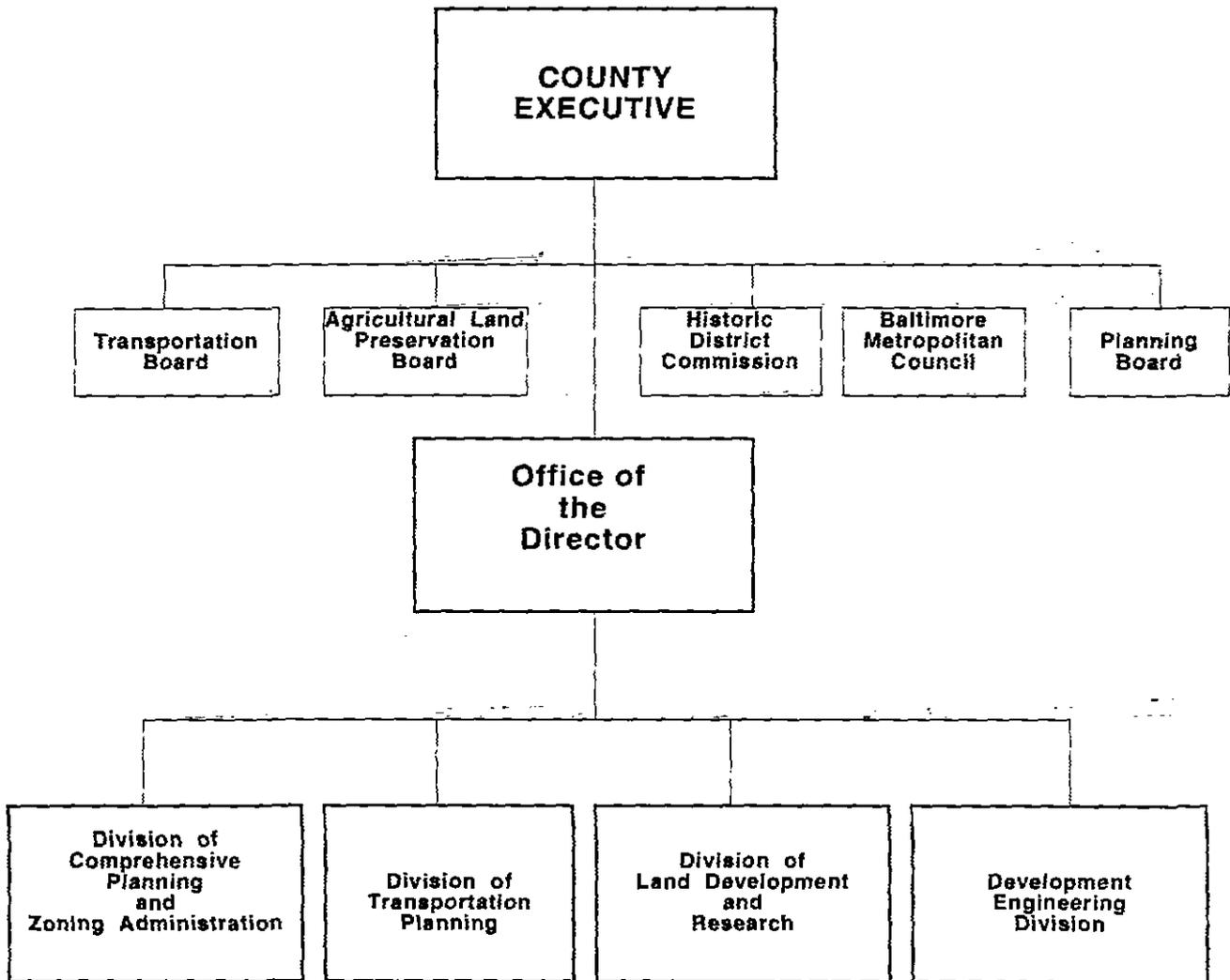
Authorized .....21.43 FTE  
 Additional .....0  
 Executive Proposed .....21.43 FTE  
 Approved .....21.43 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,294,525	1,360,360	1,360,360	1,377,880	1,377,880	1,377,880
Contractual Services	25,176	39,950	39,950	33,760	33,760	33,760
Supplies & Materials	39,404	31,000	31,000	32,500	32,500	32,500
Business & Education Expenses	5,888	9,700	9,700	9,500	9,500	9,500
Other Operating Expenses	7,905	7,640	7,640	6,240	6,240	6,240
<b>TOTAL</b>	<b>1,372,898</b>	<b>1,448,650</b>	<b>1,448,650</b>	<b>1,459,880</b>	<b>1,459,880</b>	<b>1,459,880</b>

Fiscal 1997

# General Government

DEPARTMENT OF PLANNING AND ZONING



Fiscal 1997

# 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 continues to administer existing programs and policies related to the planning and zoning regulations and procedures of the county. Regulatory streamlining and improved efficiency continue to be implemented.

Cost savings efforts include the elimination of two vacant positions in FY97.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,326,391	3,155,160	3,155,160	3,250,280	3,250,280	3,250,280
Grants	306,471	351,990	351,990	1,979,540	1,979,540	1,979,540
Agricultural Land Preservation	4,184,035	6,237,580	6,237,580	6,193,240	6,193,240	6,193,240
Trust And Agency Multifarious	0	2,500	2,500	0	0	0
<b>TOTAL</b>	<b>6,816,897</b>	<b>9,747,230</b>	<b>9,747,230</b>	<b>11,423,060</b>	<b>11,423,060</b>	<b>11,423,060</b>

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
Legislation Drafted/Reviewed	21	18
Planning Board Meetings Attended	26	26

## Personnel Summary

Authorized .....5 FTE  
 Additional .....0  
 Executive Proposed .....5 FTE  
 Approved .....5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	292,692	323,530	323,530	324,630	324,630	324,630
Contractual Services	35,602	37,770	37,770	31,710	31,710	31,710
Supplies & Materials	2,693	4,600	4,600	4,600	4,600	4,600
Business & Education Expenses	17,906	15,350	15,350	17,780	17,780	17,780
Capital Outlay	1,908	0	0	0	0	0
Other Operating Expenses	12,270	17,320	17,320	15,240	15,240	15,240
<b>TOTAL</b>	<b>363,071</b>	<b>398,570</b>	<b>398,570</b>	<b>393,960</b>	<b>393,960</b>	<b>393,960</b>

Fiscal 1997

# 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 '97

Continue to receive public input and make recommendations to the County Executive and County Council on land use issues.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	250	250	190	190	190
Supplies & Materials	2,823	5,800	5,800	5,800	5,800	5,800
Business & Education Expenses	3,900	5,100	5,100	5,100	5,100	5,100
<b>TOTAL</b>	<b>6,973</b>	<b>11,150</b>	<b>11,150</b>	<b>11,090</b>	<b>11,090</b>	<b>11,090</b>

Fiscal 1997

# 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 '97

Continue to function as the Baltimore Metropolitan regional planning and coordinating agency.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	23,590	34,780	34,780	42,250	42,250	42,250
TOTAL	23,590	34,780	34,780	42,250	42,250	42,250

Fiscal 1997

# 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 '97

Provide for the efficient administration of transportation programs and grants.

## Personnel Summary

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	316,665	326,420	326,420	327,020	327,020	327,020
Contractual Services	114,642	115,380	115,380	265,380	265,380	265,380
Supplies & Materials	7,720	11,150	11,150	11,150	11,150	11,150
Business & Education Expenses	621	1,080	1,080	1,090	1,090	1,090
Other Operating Expenses	25,500	25,500	25,500	25,500	25,500	25,500
<b>TOTAL</b>	<b>465,761</b>	<b>479,530</b>	<b>479,530</b>	<b>630,140</b>	<b>630,140</b>	<b>630,140</b>

Fiscal 1997

# 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 '97

Continue to support alternatives to single-occupant vehicle use and implement the County's State Employee Commute Options program (ECO).

## Personnel Summary

Authorized .....2 FTE  
 Additional .....0  
 Executive Proposed .....2 FTE  
 Approved .....2 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	62,885	68,400	68,400	66,880	66,880	66,880
Contractual Services	11,054	9,420	9,420	9,010	9,010	9,010
Supplies & Materials	743	1,500	1,500	1,300	1,300	1,300
Business & Education Expenses	1,535	2,100	2,100	2,000	2,000	2,000
<b>TOTAL</b>	<b>76,385</b>	<b>81,420</b>	<b>81,420</b>	<b>79,190</b>	<b>79,190</b>	<b>79,190</b>

Fiscal 1997

# 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 '97

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).

Funding included for a one-year pilot grant, Transportation Emission Reduction Pilot Program (TERPII).

## Personnel Summary

Authorized .....3 FTE

Additional .....0

Executive Proposed .....3 FTE

Approved .....3 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	102,382	110,280	110,280	114,020	114,020	114,020
Contractual Services	2,556	15,080	15,080	145,920	145,920	145,920
Supplies & Materials	3,353	7,260	7,260	7,260	7,260	7,260
Business & Education Expenses	2,534	5,450	5,450	5,450	5,450	5,450
<b>TOTAL</b>	<b>110,825</b>	<b>138,070</b>	<b>138,070</b>	<b>272,650</b>	<b>272,650</b>	<b>272,650</b>

Fiscal 1997

# 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 '97

Continue to advocate for a viable public transportation system in Howard County.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	465	450	450	390	390	390
Supplies & Materials	120	190	190	190	190	190
<b>TOTAL</b>	<b>585</b>	<b>640</b>	<b>640</b>	<b>580</b>	<b>580</b>	<b>580</b>

# General Government

## 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 '97

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.

Participate in the Patapsco and Patuxent River protection groups.

Tasks	FY96 Estimated	FY97 Projected
Board of Appeals Cases	64	65
Zoning Board Cases	8	8

## Personnel Summary

Authorized .....	13.5 FTE
Additional .....	(1)
Executive Proposed .....	12.5 FTE
Approved .....	12.5 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	605,853	652,240	652,240	592,480	592,480	592,480
Contractual Services	3,993	4,880	4,880	4,880	4,880	4,880
Supplies & Materials	9,134	11,330	11,330	11,330	11,330	11,330
Business & Education Expenses	3,259	1,110	1,110	1,140	1,140	1,140
<b>TOTAL</b>	<b>622,239</b>	<b>669,560</b>	<b>669,560</b>	<b>609,830</b>	<b>609,830</b>	<b>609,830</b>

Fiscal 1997

# 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 '97

Continue the effective administration of community planning activities.

Conduct research and provide data including population and employment forecasts utilizing census information.

Tasks	FY96 Estimated	FY97 Projected
Plans/Plats Revised	582	600
Lot Revisions Processed	270	280
Written Inquiries Processed	5,500	5,600

## Personnel Summary

Authorized .....18 FTE  
 Additional .....(1)  
 Executive Proposed .....17 FTE  
 Approved .....17 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	819,661	849,890	849,890	815,570	815,570	815,570
Contractual Services	4,720	4,920	4,920	4,920	4,920	4,920
Supplies & Materials	14,404	11,290	11,290	11,290	11,290	11,290
Business & Education Expenses	321	480	480	490	490	490
Other Operating Expenses	0	0	0	29,100	29,100	29,100
<b>TOTAL</b>	<b>839,297</b>	<b>866,580</b>	<b>866,580</b>	<b>861,370</b>	<b>861,370</b>	<b>861,370</b>

Fiscal 1997

# 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 '97

Continue to safeguard the heritage of Howard County by preserving its cultural, social, economic, political and architectural history.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	812	1,450	1,450	1,390	1,390	1,390
Supplies & Materials	997	1,320	1,320	1,320	1,320	1,320
Business & Education Expenses	176	400	400	400	400	400
Other Operating Expenses	2,890	0	0	0	0	0
<b>TOTAL</b>	<b>4,875</b>	<b>3,170</b>	<b>3,170</b>	<b>3,110</b>	<b>3,110</b>	<b>3,110</b>

Fiscal 1997

# General Government

DEPARTMENT OF PLANNING AND ZONING

TRANSIT OPERATION GRANT

051-005-0411

## Functions

Provide urban mass transit activities funded by Sections 9 and 18 of the Urban Mass Transportation Act of 1964.

## Outlook for '97

This is a new grant for FY97 funded entirely by Federal and State monies.

Activities will include the operation of an urban mass transit program, Americans with Disabilities (ADD) Complementary Paratransit Service and a rural transportation program for the County.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	1,265,000	1,265,000	1,265,000
TOTAL	0	0	0	1,265,000	1,265,000	1,265,000

Fiscal 1997

# 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 '97

Continuation of the study, including inventory, forecasts, facility requirements, site selection, environmental assessment report, master plan report and airport layout plan drawing.

Implement Phase II of federal grant including preparation of GIS drawings, review of documents and implementation of Phase I plans.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	101,622	132,500	132,500	362,700	362,700	362,700
TOTAL	101,622	132,500	132,500	362,700	362,700	362,700

Fiscal 1997

# 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 '97

Continue administration of purchase of development rights.

## Personnel Summary

Authorized .....2 FTE  
 Additional .....0  
 Executive Proposed .....2 FTE  
 Approved .....2 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	95,841	97,320	97,320	96,300	96,300	<b>96,300</b>
Contractual Services	103,153	157,090	157,090	149,320	149,320	<b>149,320</b>
Supplies & Materials	963	2,700	2,700	2,700	2,700	<b>2,700</b>
Business & Education Expenses	1,488	5,330	5,330	5,340	5,340	<b>5,340</b>
Capital Outlay	2,013	1,000	1,000	1,000	1,000	<b>1,000</b>
Other Operating Expenses	3,980,377	5,867,340	5,867,340	5,835,000	5,835,000	<b>5,835,000</b>
<b>TOTAL</b>	<b>4,183,835</b>	<b>6,130,780</b>	<b>6,130,780</b>	<b>6,089,660</b>	<b>6,089,660</b>	<b>6,089,660</b>

Fiscal 1997

# 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 '97

Continue to make sound recommendations on issues pertaining to agricultural districts in the County.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	200	250	250	190	190	190
Supplies & Materials	0	600	600	600	600	600
Business & Education Expenses	0	1,000	1,000	1,000	1,000	1,000
<b>TOTAL</b>	200	1,850	1,850	1,790	1,790	1,790

Fiscal 1997

# 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 '97

Tasks	FY96 Estimated	FY97 Projected
New Plan Subdivisions	553	600
Revised Plan Subdivisions	169	175
Red Line Submissions	599	610
Original Submissions	437	450
Misc. Reviews/Responses	971	990

## Personnel Summary

Authorized.....13 FTE  
 Additional.....0  
 Executive Proposed.....13 FTE  
 Approved.....13 FTE

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	675,110	675,110	681,880	681,880	681,880
Contractual Services	0	7,570	7,570	7,570	7,570	7,570
Supplies & Materials	0	8,000	8,000	8,000	8,000	8,000
Business & Education Expenses	0	500	500	500	500	500
<b>TOTAL</b>	0	691,180	691,180	697,950	697,950	697,950

Fiscal 1997

# General Government

ECONOMIC DEVELOPMENT AUTHORITY

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 '97

Continue to promote the expansion and growth of existing firms and encourage new businesses to locate in Howard County.

### Revenue Sources Include:

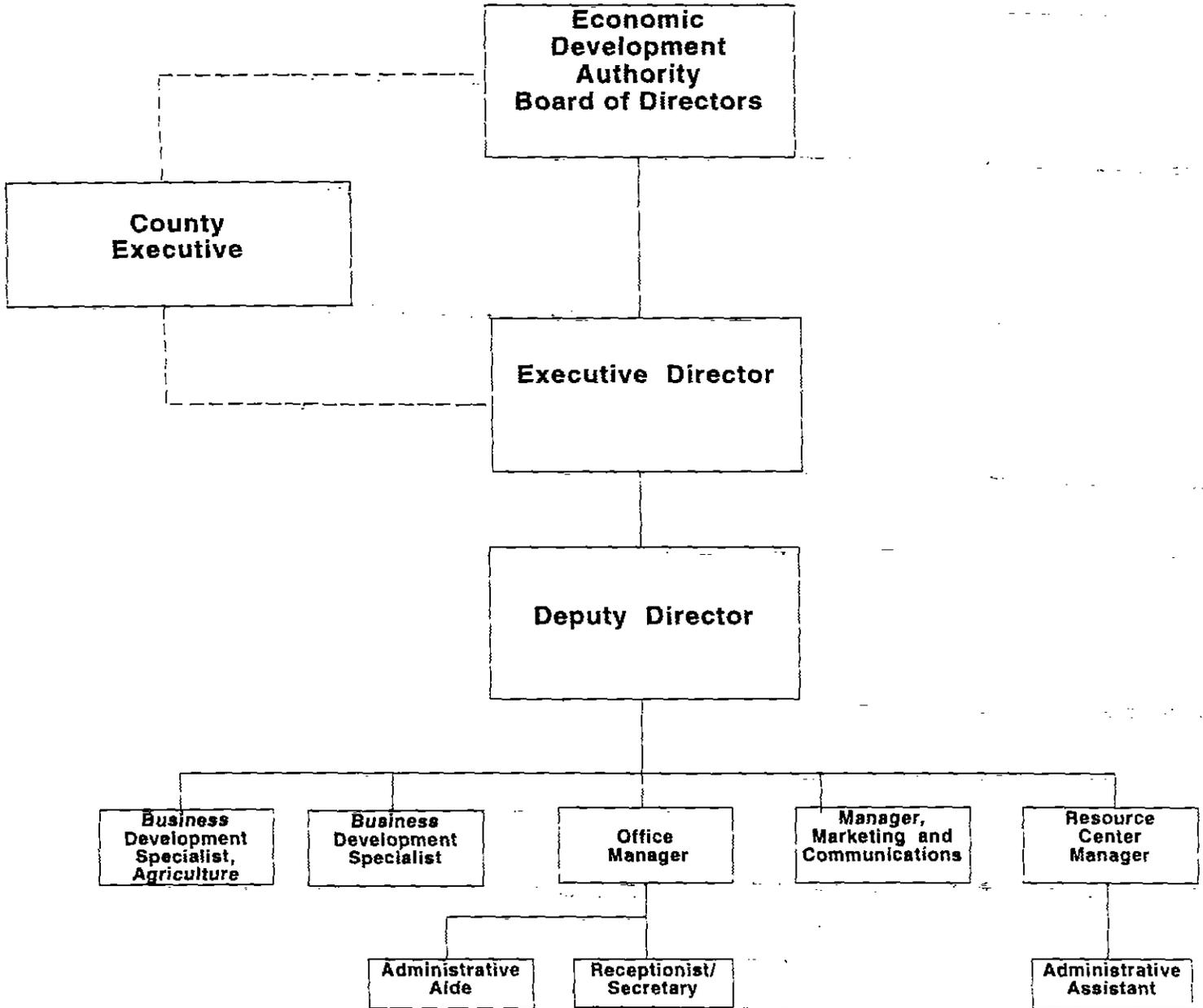
Howard County	\$525,700
Private Sector	200,000
Agriculture	50,000
Interest Income	<u>5,000</u>
<b>Total</b>	<b>\$780,700</b>

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	508,940	515,290	515,290	525,700	525,700	<b>525,700</b>
<b>TOTAL</b>	508,940	515,290	515,290	525,700	525,700	<b>525,700</b>

Fiscal 1997

# General Government

ECONOMIC DEVELOPMENT AUTHORITY



Fiscal 1997

# Legislative & Judicial

SECTION VII

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Fiscal 1997

# Debt Service, Capital & Reserves

SECTION VIII

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Fiscal 1997

# Debt / Other

DEBT SERVICE

011-470

## Description

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

## Outlook for '97

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

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Police Department	148,759	150,400	150,400	193,290	193,000	193,000
Schools	6,038,687	6,771,040	6,771,040	7,886,900	7,853,260	7,853,260
Community College	868,760	875,000	875,000	614,650	659,840	659,840
Fire Fund	285,008	273,450	273,450	325,030	309,500	309,500
General County Projects	8,306,526	8,837,380	8,837,380	9,140,780	9,122,890	9,122,890
Recreation And Parks	2,702,995	2,823,530	2,823,530	3,273,160	3,272,590	3,272,590
Community Renewal	558,054	577,780	577,780	710,070	729,980	729,980
Storm Drainage	411,206	451,530	451,530	531,170	533,950	533,950
Certificates Of Participation	65,433	199,990	199,990	201,720	201,720	201,720
Micrf Debt Service	32,261	64,710	64,710	0	0	0
Police	116,051	108,240	108,240	100,990	100,590	100,590
Schools	4,873,098	5,736,060	5,736,060	7,210,040	7,163,140	7,163,140
Community College	359,207	453,970	453,970	467,770	530,800	530,800
Fire Fund	168,679	175,450	175,450	237,690	216,040	216,040
General County Projects	6,217,918	6,608,590	6,608,590	6,931,580	6,906,700	6,906,700
Recreation & Parks	1,937,587	1,975,450	1,975,450	1,949,670	1,948,870	1,948,870
Community Renewal	460,489	467,800	467,800	548,780	576,550	576,550
Storm Drainage	306,322	283,300	283,300	285,380	289,250	289,250
Radio	0	0	0	0	0	0
Telephone Lease Costs	346,116	144,220	144,220	0	0	0
Kawanis Park Debt Service	69,250	65,750	65,750	62,250	62,250	62,250
<b>TOTAL General Fund</b>	<b>34,272,406</b>	<b>37,043,640</b>	<b>37,043,640</b>	<b>40,670,920</b>	<b>40,670,920</b>	<b>40,670,920</b>
Mid Patux Debt Service	518,364	666,470	666,470	626,630	0	0
<b>TOTAL Middle Patuxent Subdistrict</b>	<b>518,364</b>	<b>666,470</b>	<b>666,470</b>	<b>626,630</b>	<b>0</b>	<b>0</b>
Debt Service Pmt By Comm. Renw	858,560	1,045,580	1,045,580	1,258,850	0	0
<b>TOTAL Community Renewal</b>	<b>858,560</b>	<b>1,045,580</b>	<b>1,045,580</b>	<b>1,258,850</b>	<b>0</b>	<b>0</b>
Water & Sewer Spec Debt Serv	11,530,661	11,867,750	11,867,750	0	0	0
Md Watr Quality Revolving Loan	1,087,707	1,199,000	1,199,000	0	0	0
<b>TOTAL W&amp;S Special Benefit Charges Fd</b>	<b>12,618,368</b>	<b>13,066,750</b>	<b>13,066,750</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fire Debt Services	473,270	448,900	448,900	0	0	0
<b>TOTAL Fire Service</b>	<b>473,270</b>	<b>448,900</b>	<b>448,900</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>48,740,968</b>	<b>52,271,340</b>	<b>52,271,340</b>	<b>42,556,400</b>	<b>40,670,920</b>	<b>40,670,920</b>

Fiscal 1997

# Debt/Other

PAY AS YOU GO FUNDS

011-480-1120

## 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. Special payments that are not part of any department can also be included in this account.

## Outlook for '97

This year, the paygo account includes \$4,408,000 to be appropriated to the capital budget. Three million dollars will be used for road resurfacing. One million dollars will pay for the final phase of the Board of Education Technology Equalization project. In addition, \$592,000 has been included in this account to pay for water hookups for affected properties surrounding the Alpha Ridge Landfill.

BUDGET	FY 1994	FY 1995		FY 1996		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Pay As You Go Funds	695,000	0	0	5,000,000	5,000,000	5,000,000
TOTAL	695,000	0	0	5,000,000	5,000,000	5,000,000

Fiscal 1997

# Debt/Other

CONTINGENCY RESERVE

011-490-0100

## Description

The Contingency reserve is used to cover unanticipated expenditures. By law, the Contingency Reserve cannot be greater than 3% of the budget.

## Outlook for '97

Included this year is \$1,400,000 in the regular contingency reserve for unanticipated and/or emergency expenses.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	856,388	856,390	1,400,000	1,400,000	1,400,000
TOTAL	0	856,388	856,390	1,400,000	1,400,000	1,400,000

Fiscal 1997

# Debt/Other

EMPLOYEE TUITION REIMBURSEMENT

011-450-0100

## 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 '97

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. The increase in funding reflects actual costs of the program.

BUDGET	FY 1995	FY 1996		FY 1997		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Business & Education Expenses	42,785	50,000	50,000	75,000	75,000	75,000
TOTAL	42,785	50,000	50,000	75,000	75,000	75,000

Fiscal 1997

# Restricted Funds/Statements

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Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	604,142	1,134,390	(59,146)
Transfer Tax	1,319,391	1,200,000	1,200,000
Bonds Proceeds	479,885	0	0
Bonds Unissued	0	4,573,000	0
Bonds Requested in Budget	0	0	1,580,000
Pay-As-You-Go	0	0	0
Grants	168,000	168,000	0
Unrealized Grants	0	0	0
Other	0	0	0
Operating Transfer In	109,700	1,076,000	0
<b>TOTAL</b>	<b>2,681,118</b>	<b>8,151,390</b>	<b>2,720,854</b>
<b>Use of Funds</b>			
Construction Program	1,073,458	1,465,605	1,580,000
Equipment Program	0	0	1,100,000
Committed Appropriations	0	190,056	0
Unencumbered Appropriations	0	6,170,182	0
Operating Transfers Out (Debt)	473,270	384,693	562,710
<b>TOTAL</b>	<b>1,546,728</b>	<b>8,210,536</b>	<b>3,242,710</b>
<b>ENDING FUND BALANCE</b>	<b>1,134,390</b>	<b>(59,146)</b>	<b>(521,856)</b>

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Fiscal 1997

# Statements

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## 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 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	(11,288,454)	34,923,146	24,531,557
Bond Proceeds	150,204,504	0	0
Bonds Unissued	0	22,131,445	0
Bonds Requested in Budget	0	0	2,041,000
Federal/State Grant	4,579,524	201,488	259,000
Unrealized Grants	0	1,149,287	0
Transfer Tax	0	0	250,000
Pay As You Go	0	0	144,000
Other	102,271	0	(2,530,000)
Other Unrealized	0	5,129,946	0
Developer Contribution	0	28,296	0
Operating Transfer In	208,000	0	0
<b>TOTAL</b>	<b>143,805,845</b>	<b>63,563,608</b>	<b>24,695,557</b>
<b>Use of Funds</b>			
Capital Project Expenditures	7,465,335	2,018,902	164,000
Committed Appropriations	0	2,781,108	0
Unencumbered Appropriations	0	22,474,041	0
Operating Transfers Out	9,161	11,758,000	16,072,348
BANS Refunding	100,000,000	0	0
Bond Issue Expense	1,408,203	0	0
<b>TOTAL</b>	<b>108,882,699</b>	<b>39,032,051</b>	<b>16,236,348</b>
<b>ENDING FUND BALANCE</b>	<b>34,923,146</b>	<b>24,531,557</b>	<b>8,459,209</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	9,187,157	12,370,537	13,525,732
Bond Proceeds	5,240,545	0	0
Bonds Unissued	0	14,978,396	0
Bonds Requested in Budget	0	0	(2,126,000)
Federal/State Grants	102,268	124,482	1,947,000
Unrealized Grants	0	2,540,141	0
General Fund Unreserved Fund Balance	0	595,000	0
Building Excise Tax (Development Road Improvement Fund)	5,207,584	3,686,311	30,783,000
Developer Contributions	134,889	420,860	121,000
Unrealized Developer	0	1,333,580	0
Other	369,661	2,034,694	1,123,000
Other Unrealized	0	3,410,535	0
Operating Transfers In	431,000	8,232,000	0
Pay-As-You-Go	0	0	3,264,000
<b>TOTAL</b>	<b>20,673,104</b>	<b>49,726,536</b>	<b>48,637,732</b>
<b>Use of Funds</b>			
Capital Projects Expenditures	8,299,596	11,047,516	35,112,000
Committed Appropriations	0	8,893,409	0
Unencumbered Appropriations	0	16,259,879	0
Operating Transfers Out	2,977	0	0
<b>TOTAL</b>	<b>8,302,567</b>	<b>36,200,804</b>	<b>35,112,000</b>
<b>ENDING FUND BALANCE</b>	<b>12,370,537</b>	<b>13,525,732</b>	<b>13,525,732</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	(1,614,615)	(1,085,256)	15,000
Bond Proceeds	1,524,000	0	0
Bonds Unissued	0	960,620	0
Bonds Requested in Budget	0	0	150,000
Federal/State Grants	0	0	0
Unrealized Grants	570,000	0	0
Pay-As-You-Go	0	0	0
Operating Transfer In	0	483,000	0
<b>TOTAL</b>	<b>479,385</b>	<b>358,364</b>	<b>165,000</b>
<b>Use of Funds</b>			
Capital Projects Expenditures	1,564,641	(616,361)	150,000
Committed Appropriations	0	623,556	0
Unencumbered Appropriations	0	336,169	0
Operating Transfer Out	0	0	0
<b>TOTAL</b>	<b>1,564,641</b>	<b>343,364</b>	<b>150,000</b>
<b>ENDING FUND BALANCE</b>	<b>(1,085,256)</b>	<b>15,000</b>	<b>15,000</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Middle Patuxent Ad Valorem Charges	423,652	415,000	405,000
Middle Patuxent In-Aid-of Construction Charges	164,000	165,000	165,000
Interest on Investments	21,554	19,500	18,000
Appropriation from Fund Balance	0	0	0
<b>TOTAL REVENUES</b>	<b>609,206</b>	<b>599,500</b>	<b>588,000</b>
<b>Use of Funds</b>			
Bond Principal Payments	297,910	459,883	441,899
Bond Interest Payments	220,454	206,577	184,731
<b>TOTAL EXPENSES</b>	<b>518,364</b>	<b>666,460</b>	<b>626,630</b>
<b>NET INCOME (LOSS)</b>	<b>90,842</b>	<b>(66,960)</b>	<b>(38,630)</b>
<b>BEGINNING FUND BALANCE</b>	<b>271,746</b>	<b>362,588</b>	<b>295,628</b>
<b>ENDING FUND BALANCE</b>	<b>362,588</b>	<b>295,628</b>	<b>256,998</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	(2,555,780)	8,156,320	(2,772,848)
Transfer Tax	2,638,782	2,400,000	2,400,000
Bond Proceeds	15,428,880	0	0
Bonds Unissued	0	10,336,150	0
Bonds Requested in Budget	0	0	0
Federal/State Grants	4,020,610	1,212,422	3,634,000
Unrealized Grants	0	3,778,113	0
Pay-As-You-Go	0	0	0
Other	55,420	198,420	0
Developer Contribution	0	60,041	1,035,000
Developer Contribution Unrealized	0	738,030	0
Operating Transfers in	0	1,603,000	0
<b>TOTAL</b>	<b>19,587,912</b>	<b>28,482,496</b>	<b>4,296,152</b>
<b>Use of Funds</b>			
Capital Project Expenditures	8,331,294	7,597,936	4,719,000
Committed Appropriations	0	3,655,987	0
Unencumbered Appropriations	0	15,201,421	0
Golf Course Debt Service	0	2,200,000	0
Operating Transfers Out (Debt)	3,100,298	2,600,000	2,600,000
<b>TOTAL</b>	<b>11,431,592</b>	<b>31,255,344</b>	<b>7,319,000</b>
<b>ENDING FUND BALANCE</b>	<b>8,156,320</b>	<b>(2,772,848)</b>	<b>(3,022,848)</b>



Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	(1,121,816)	(94,011)	0
Bonds Issued	32,857,773	24,525,493	0
Unissued Bonds	0	38,026,918	0
Bonds Requested in Budget	0	0	20,783,000
Pay-as-You-Go	0	2,100,000	1,000,000
<b>TOTAL</b>	<b>31,735,957</b>	<b>64,558,400</b>	<b>21,783,000</b>
<b>Use of Funds</b>			
Bonds Spent	31,829,968	62,458,400	20,783,000
Budgeted Bonds	0	0	0
Pay-as-You-Go Spent	0	2,100,000	1,000,000
<b>TOTAL</b>	<b>31,829,968</b>	<b>64,558,400</b>	<b>21,783,000</b>
<b>ENDING FUND BALANCE</b>	<b>(94,011)</b>	<b>0</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	5,181,673	5,189,448	(1,121,356)
Transfer Tax Collections	2,649,367	2,400,000	2,400,000
Interest Income	195,590	195,000	188,000
Miscellaneous	0	0	0
<b>TOTAL</b>	<b>8,026,630</b>	<b>7,784,448</b>	<b>1,466,644</b>
<b>Use of Funds</b>			
1995 Expenditures	2,837,182	0	0
Unspent Balance (Prior Authorization)	0	5,805,804	0
Fiscal 96 Budget	0	3,100,000	0
Fiscal 97 Budget	0	0	3,100,000
<b>TOTAL</b>	<b>2,837,182</b>	<b>8,905,804</b>	<b>3,100,000</b>
<b>ENDING FUND BALANCE</b>	<b>5,189,448</b>	<b>(1,121,356)</b>	<b>(1,633,356)</b>

Fiscal 1997

# 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, developer contributions and the Stormwater Management fee funds.

Debt service to repay storm drainage bonds is paid primarily by a General Fund subsidy.

	Audit FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	432,089	823,949	1,187,124
Bond Proceeds	634,604	0	0
Bonds Unissued	0	5,028,398	0
Bonds Requested in Budget	0	0	450,000
Federal/State Grants	149,476	341,463	22,000
Unrealized Grants	0	118,767	0
Developer Contributions	489,409	0	0
Unrealized Developer	0	0	0
Pay-As-You-Go	0	0	0
Other	0	119,000	95,000
Operating Transfers In	56,000	334,000	0
Storm Drain Fund	0	543,383	715,000
<b>TOTAL</b>	<b>1,761,578</b>	<b>7,308,960</b>	<b>2,469,124</b>
<b>Use of Funds</b>			
Capital Projects Expenditures	937,629	326,556	1,282,000
Committed Appropriations	0	608,393	0
Unencumbered Appropriations	0	5,057,887	0
Operating Transfers Out (Debt)	0	129,000	816,540
<b>TOTAL</b>	<b>937,629</b>	<b>6,121,836</b>	<b>2,098,540</b>
<b>ENDING FUND BALANCE</b>	<b>823,949</b>	<b>1,187,124</b>	<b>370,584</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
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
<b>TOTAL</b>	<b>631,170</b>	<b>4,545,791</b>	<b>1,007,000</b>
<b>Use of Funds</b>			
Bond Expenditures	1,135,227	4,545,791	1,007,000
<b>TOTAL</b>	<b>1,135,227</b>	<b>4,545,791</b>	<b>1,007,000</b>
<b>ENDING FUND BALANCE</b>	<b>(504,057)</b>	<b>0</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Water In-Aid-Of-Construction Charges	1,277,430	1,300,000	1,400,000
Sewer In-Aid-Of-Construction Charges	1,232,450	1,300,000	1,400,000
Water and Sewer Property Taxes	10,352,871	10,875,000	11,345,000
Utility Pay-As-You-Go	0	0	0
Interest on Investments	2,356,013	2,600,000	2,300,000
Penalty & Interest	29,118	28,000	30,000
Bond Proceeds	6,350,000	3,250,000	3,848,000
Bonds Unissued	0	38,048,297	0
State Water Quality Loan Proceeds	2,385,421	2,721,640	0
Developer Contributions	876,668	728,387	800,000
User Connections	567,505	332,270	450,000
Unrecognized User Connections	0	152,730	0
Unrecognized Developer Contributions	0	10,148,418	0
Revenue from Other Government Agencies	462,265	973,980	0
Unrecognized Revenue other agencies	0	0	0
Miscellaneous	670,425	0	0
<b>TOTAL REVENUES</b>	<b>26,560,166</b>	<b>72,458,722</b>	<b>21,573,000</b>
<b>Use of Funds</b>			
Capital Project Expenditures	11,666,976	6,074,766	8,728,000
Committed Obligations	0	12,212,496	0
Unencumbered Funds	0	77,827,594	0
Bond Registration	13,523	15,000	16,000
Other Financial Matters	44,100	44,100	55,000
Bond Sale Expenses	154,923	100,000	100,000
Operating Transfers Out:			
Major Water IAC Charges (to 730 fund)	5,500	240,000	170,000
Major Sewer IAC Charges (to 730 fund)	55,700	180,000	180,000
Ad Valorem Charges (to 730 fund)	5,901,070	6,030,469	6,000,000
Ad Valorem Charges (to 710 fund)	0	0	0
Pay-As-You-Go (to Non W&S Capital Projects)	0	4,170,000	0
<b>TOTAL EXPENSES</b>	<b>17,841,797</b>	<b>106,894,425</b>	<b>15,249,000</b>
<b>NET INCOME</b>	<b>8,718,369</b>	<b>(34,435,703)</b>	<b>6,324,000</b>
<b>BEGINNING FUND BALANCE</b>	<b>17,759,463</b>	<b>26,477,832</b>	<b>(7,957,871)</b>
<b>ENDING FUND BALANCE</b>	<b>26,477,832</b>	<b>(7,957,871)</b>	<b>(1,633,871)</b>

Fiscal 1997

# 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 FY 1995	Estimated FY 1996	Budget FY 1997
<b>Source of Funds</b>			
Commercial Paper Bond Anticipation Notes Interest Income	3,354,359	3,692,000	8,593,500
<b>TOTAL</b>	<b>3,354,359</b>	<b>3,692,000</b>	<b>8,593,500</b>
<b>Use of Funds</b>			
Commercial Paper Bond Anticipation Notes Debt Service Expenses of Sale	2,339,577 351,029	2,699,000 185,000	7,500,000 193,500
<b>TOTAL</b>	<b>2,690,606</b>	<b>2,884,000</b>	<b>7,693,500</b>
<b>RETURN TO GENERAL FUND</b>	<b>663,753</b>	<b>808,000</b>	<b>900,000</b>

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Fiscal 1997

# Statements

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## 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 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	16,834,394	16,641,020	9,691,148
Transfer Tax	2,638,781	2,400,000	2,400,000
County Development Tax	309,360	220,000	200,000
Interest Income	1,014,497	959,000	911,000
Allocated Purchase Agreements	0	47,985,000	0
Unallocated Purchase Agreements	0	7,015,000	1,422,020
Accreted Value of Zero Coupons	0	(6,211,000)	(450,000)
<b>TOTAL</b>	<b>20,797,032</b>	<b>69,009,020</b>	<b>14,174,168</b>
<b>Use of Funds</b>			
Administrative Costs	287,596	261,340	306,450
Interfund Reimbursement	104,000	104,950	101,790
Tax Credits	0	50,000	50,000
Allocated Purchase Agreements	0	47,985,000	0
Unallocated Purchase Agreements	0	7,015,000	0
Debt Service			
Principal	462,312	224,000	325,000
Interest	3,302,104	3,677,582	4,910,000
Unallocated Debt Service	0	0	500,000
Contingency Reserve	0	0	7,980,928
<b>TOTAL</b>	<b>4,156,012</b>	<b>59,317,872</b>	<b>14,174,168</b>
<b>ENDING FUND BALANCE</b>	<b>16,641,020</b>	<b>9,691,148</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	(308,248)	(356,284)	(230,792)
Bond Proceeds	1,498,000	1,607,000	250,000
Unissued Bonds	0	1,175,056	0
Unrecognized Grants	0	353,508	0
<b>TOTAL</b>	<b>1,189,752</b>	<b>2,779,280</b>	<b>19,208</b>
<b>Use of Funds</b>			
Capital Expenditures	1,546,036	1,630,848	250,000
Unobligated Budget	0	1,379,224	0
<b>TOTAL</b>	<b>1,546,036</b>	<b>3,010,072</b>	<b>250,000</b>
<b>ENDING FUND BALANCE</b>	<b>(356,284)</b>	<b>(230,792)</b>	<b>(230,792)</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	4,299,591	4,814,526	4,639,526
Interest	24,460	25,000	25,000
Transfer from Operating Fund	565,475	0	0
<b>TOTAL</b>	<b>4,889,526</b>	<b>4,839,526</b>	<b>4,664,526</b>
<b>Use of Funds</b>			
Transfers to Operating Fund	75,000	200,000	138,000
<b>TOTAL</b>	<b>75,000</b>	<b>200,000</b>	<b>138,000</b>
<b>AVAILABLE FUNDS</b>	<b>4,814,526</b>	<b>4,639,526</b>	<b>4,526,526</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	1,009,426	1,113,885	576,245
Transfer Tax	1,319,591	1,200,000	1,200,000
Administrative Fee Repayments	298,828	385,000	369,400
Interest	9,688	14,500	14,000
Loan Payments	5,833	45,000	195,000
Guilford Gardens/Hilltop	441,725	687,950	759,800
Concessions	6,196	11,000	6,005
Rents	356,504	0	0
Transfer from Rehab Loan	75,000	200,000	138,000
Harmony Lane	0	134,400	141,500
Housing Commission Service Contract	0	93,810	166,000
<b>TOTAL</b>	<b>3,522,791</b>	<b>3,885,545</b>	<b>3,565,950</b>
<b>Use of Funds</b>			
Housing	933,969	1,322,320	1,288,470
Community Development Board	179	3,000	3,000
Housing Initiatives	21,800	750,000	555,000
Harmony Lane Administration	28,923	188,400	167,910
Debt Service	858,560	1,045,580	1,258,850
Transfer to Rehab Loan Fund	565,475	0	0
Contingency	0	0	297,720
<b>TOTAL</b>	<b>2,408,906</b>	<b>3,309,300</b>	<b>3,565,950</b>
<b>ENDING FUND BALANCE</b>	<b>1,113,885</b>	<b>576,245</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	309,739	324,098	269,998
CATV Franchise Fee	1,038,614	1,100,000	1,100,000
<b>TOTAL</b>	<b>1,348,353</b>	<b>1,424,098</b>	<b>1,369,998</b>
<b>Use of Funds</b>			
Cable Administrator	539,061	640,700	619,790
CATV Service Advisory Committee	1,565	4,250	3,550
Cable 15	418,629	444,150	375,280
General Fund Administrative Support	65,000	65,000	65,000
Contingency Reserve	0	0	306,378
<b>TOTAL</b>	<b>1,024,255</b>	<b>1,154,100</b>	<b>1,369,998</b>
<b>ENDING FUND BALANCE</b>	<b>324,098</b>	<b>269,998</b>	<b>0</b>

Fiscal 1997

# 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 FY97 is 24 cents.

	Audit FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	581,657	806,411	1,541,236
General Fund (Miscellaneous)	137,464	113,740	104,890
Fire Tax Collection	12,069,105	13,601,384	14,124,191
Chargeback from Rural to Metro	1,468,738	1,659,151	1,503,479
<b>TOTAL REVENUES</b>	<b>14,256,964</b>	<b>16,180,686</b>	<b>17,273,796</b>
<b>Use of Funds</b>			
Budgeted	13,450,553	14,639,450	16,152,080
Operating Transfer Out	0	0	0
<b>TOTAL</b>	<b>13,450,553</b>	<b>14,639,450</b>	<b>16,152,080</b>
<b>ENDING FUND BALANCE</b>	<b>806,411</b>	<b>1,541,236</b>	<b>1,121,716</b>

Fiscal 1997

# 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 FY97 is 19 cents.

	Audit FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	766,454	629,418	235,542
Fire Tax Collection	2,062,211	2,164,564	2,211,250
<b>TOTAL REVENUES</b>	<b>2,828,665</b>	<b>2,793,982</b>	<b>2,446,792</b>
<b>Use of Funds</b>			
Budgeted	730,509	899,289	917,961
Chargeback from Rural to Metro	1,468,738	1,659,151	1,503,479
<b>TOTAL</b>	<b>2,199,247</b>	<b>2,558,440</b>	<b>2,421,440</b>
<b>ENDING FUND BALANCE</b>	<b>629,418</b>	<b>235,542</b>	<b>25,352</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Water Use Charge (8111)	6,347,797	7,223,310	6,941,310
Sewer Use Charge (8121)	10,267,246	11,537,820	11,197,910
Fire Protection (8115)	276,281	282,750	285,000
Septic Tank/Chemical (8122)	1,251	1,429	1,500
Industrial Waste Surcharge (8126)	420,854	304,519	315,000
Water and Sewer Penalty (8128)	263,995	342,111	316,000
Special Charges (8130)	23,409	21,960	25,000
Developer Overhead Fees (4212)	475,382	221,005	225,000
Water Connections (8211)	213,157	112,520	125,000
Sewer Connections (8221)	137,768	64,134	75,000
Miscellaneous Sales (various)	27,156	41,114	50,000
Installment Interest (5211)	14	606	1,000
Outside County Sewage Usage (8836)	0	48,965	50,000
Interest on Investments (5210)	669,203	670,562	600,000
Recoveries for Interfund Services (5339)	39,068	23,786	30,000
Capital Water & Sewer Charges (5338)	373,648	496,524	450,000
Utility Construction Permits (2325)	39,150	28,800	30,000
Miscellaneous Revenue (6290)	296,854	904	0
Shared Septic Fees	0	0	16,500
OPERATING TRANSFERS IN			
Ad Valorem Charges (from 500 fund) (8700)	0	0	150,000
<b>TOTAL REVENUES AND OPERATING TRANSFERS IN</b>	<b>19,872,233</b>	<b>21,422,819</b>	<b>20,884,220</b>
<b>Use of Funds</b>			
<b>TOTAL EXPENSES</b>	<b>19,365,486</b>	<b>19,916,870</b>	<b>21,512,430</b>
<b>NET INCOME (LOSS)</b>	<b>506,747</b>	<b>1,505,949</b>	<b>(628,210)</b>
<b>BEGINNING FUND BALANCE</b>	<b>917,254</b>	<b>1,424,001</b>	<b>2,929,950</b>
<b>ENDING FUND BALANCE</b>	<b>1,424,001</b>	<b>2,929,950</b>	<b>2,301,740</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Water Front Foot Benefit Charges (8310)	2,508,972	2,529,837	2,550,000
Sewer Front Foot Benefit Charges (8320)	4,112,375	4,168,197	4,225,000
Interest on Investments (5210)	(111,099)	(32,000)	0
Penalty and Interest (8943)	20,608	15,000	20,000
Operating Transfers In			
Major Water in-aid-of Construction (8450)	5,500	240,000	170,000
Major Sewer in-aid-of Construction (8460)	55,700	180,000	180,000
Ad Valorem Charges (8700)	5,901,070	6,030,469	6,000,000
<b>TOTAL REVENUES AND OPERATING TRANSFERS IN</b>	<b>12,593,126</b>	<b>13,131,503</b>	<b>13,145,000</b>
<b>Use of Funds</b>			
Bond Principle Payments (0601)	6,007,090	6,360,120	6,468,102
Bond Interest Payments (0602)	5,300,929	5,157,630	4,996,951
Major Water & Sewer Loan Payments (0607)	222,644	434,506	495,102
State Loan Principal Payments (0645)	528,842	552,085	576,500
State Loan Interest Payments (0646)	558,866	627,162	608,345
<b>TOTAL EXPENSES</b>	<b>12,618,371</b>	<b>13,131,503</b>	<b>13,145,000</b>
<b>NET INCOME</b>	<b>(25,245)</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>	<b>25,245</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fiscal 1997

# Restricted Funds

ENVIRONMENTAL SERVICES FUND

FUND 640

## Description

This fund pays for the waste collection and disposal expenses including the county landfill operation, as well as various recycling programs. However, all recycling expenditures are paid by the general fund to this fund through interfund reimbursement. The main sources of revenues are generated by the new trash fees and the current landfill fees.

	Audit FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	0	0	0
Trash Fees	0	0	8,125,000
Landfill Fees	0	0	600,000
Interfund Reimbursement	0	0	2,699,020
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>11,424,020</b>
<b>Use of Funds</b>			
Bureau of Waste Management Operating Expenses	0	0	10,294,650
Contingency Reserve	0	0	1,129,370
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>11,424,020</b>
<b>ENDING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fiscal 1997

# 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						
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	7,756,950	0	0	0	7,756,950	HUD
Rental Allowance Program	0	50,000	0	0	50,000	HUD
Entitlement Grant	1,500,000	0	0	0	1,500,000	HUD
Resident Advocate Program	0	78,710	0	0	78,710	HUD
Small Cities CDBG	0	181,200	0	0	181,200	HUD
Employment & Training Center	1,901,358	319,482	170,000	0	2,390,840	D.E.E.D.
Drug Asset Forfeiture	0	0	0	250,000	250,000	Seized Funds
Governor's Crime Prevention	0	30,000	0	0	30,000	Gov. Office of Crime Control
Comprehensive Highway Safety	150,000	0	0	0	150,000	U.S. Dept. of Transportation
Department of Finance						
Bureau of Revenues & Customer Ser.	0	87,070	0	0	87,070	Dept. of Assessment & Taxation
Department Of Planning and Zoning						
Ridesharing Coordinator Program	79,190	0	0	0	79,190	MD Dept. of Transportation
Transportation Development Program	272,650	0	0	0	272,650	Dept. of Transportation
General Aviation Airport	362,700	0	0	0	362,700	Fed. Aviation Admin.
Transit Operation Grant	700,000	565,000	0	0	1,265,000	U.S./MD Deps. of Transportation
Department Of Police						
COPS Ahead	230,160	0	87,470	0	317,630	U.S. Dept. of Justice
Police & Citizens Together	0	8,570	46,690	0	55,260	Gov. Drug & Alcohol
Alcohol Enforcement Unit	47,350	0	15,780	0	63,130	Gov. Drug & Alcohol
Investigations w/Federal Agencies	1,000,000	0	0	0	1,000,000	DEA/FBI
Victim Assistance Program	22,180	0	15,160	0	37,340	MD DHR/Ho. Co.
Federal Task Force	51,500	0	0	0	51,500	DEA/FBI
Vehicle Theft Reduction Program	0	152,400	0	0	152,400	MD. Dept. of Public Safety
Department Of Public Works						
Noxious Weed Grant	0	5,160	5,170	0	10,330	State of MD
Automated Enforcement	0	60,000	0	65,000	125,000	MD Highway Admin./Other
Department Of Citizen Services						
Child Care Food Program	171,570	0	0	0	171,570	US Dept. of Education
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	35,000	0	0	35,000	MD Dept. of Human Resources
Homeless Services	436,000	0	160,000	0	596,000	MD Dept. of Human Res./Ho. Co.
Interagency Early Childhood Comm.	0	5,000	0	0	5,000	Gov. Office Child--Youth, Family
Programming	0	69,220	131,180	0	200,400	MD Office on Aging, Howard Co.
Operations	0	407,970	568,040	0	976,010	MD Office on Aging, Howard Co.
Long Term Care	0	814,180	269,240	0	1,083,420	MD Office on Aging, Howard Co.
Senior Center	0	197,400	133,580	0	330,980	MD Office on Aging, Howard Co.
Victim Support Liaison	0	0	0	10,000	10,000	Nat'l Network of Child.Advo.Ctr.
Children's Services, Local Planning	0	50,000	18,160	0	68,160	Gov. Office Child--Youth, Family/ Howard County
Circuit Court						
Child Support Enforcement	92,000	0	47,400	0	139,400	MD Dept. of Human Resources
State's Attorney						
Victim Assistance	0	24,340	0	0	24,340	Governor's Office Justice Admin.
Sheriff's Office						
Alternative Sentencing Program	0	178,100	0	0	178,100	Dept. of Public Safety
Unanticipated Grants Contingency	0	0	0	4,000,000	4,000,000	
<b>TOTAL</b>	<b>12,167,558</b>	<b>6,155,602</b>	<b>1,784,870</b>	<b>4,325,000</b>	<b>24,433,030</b>	

Fiscal 1997

# Restricted Funds

GRANTS FUND - EXPENDITURES

FUND 051

Grant Title	Salaries	Other	Total
DEPARTMENT OF COUNTY ADMINISTRATION			
Equal Opportunity	0	25,750	25,750
Carroll Baldwin Hall Renovation	0	137,000	137,000
Section Eight Rental Assistance		7,756,950	7,756,950
Rental Allowance Program		50,000	50,000
Resident Advocate Program	59,830	18,880	78,710
Small Cities CDBG	0	181,200	181,200
Employment & Training Center	439,230	1,951,610	2,390,840
Drug Asset Forfeiture	30,000	220,000	250,000
Governor's Crime Prevention	0	30,000	30,000
Comprehensive Highway Safety	75,500	74,500	150,000
Entitlement Grant	0	1,500,000	1,500,000
DEPARTMENT OF FINANCE			
Bureau of Revenue and Customer Services		87,070	87,070
DEPARTMENT OF PLANNING & ZONING			
Ridesharing Coordination Program	66,880	12,310	79,190
Transportation Development Program	114,020	158,630	272,650
General Aviation Airport	0	362,700	362,700
Transportation Operations Grant	0	1,265,000	1,265,000
DEPARTMENT OF POLICE			
COPS Ahead	317,630	0	317,630
Police & Citizens Together	54,130	1,130	55,260
Investigations w/Federal Agencies	0	1,000,000	1,000,000
Victim Assistance Program	35,420	1,920	37,340
Alcohol Reinforcement Unit	55,430	7,700	63,130
Federal Task Force	51,500	0	51,500
Vehicle Theft Reduction Program	84,400	68,000	152,400
DEPARTMENT OF PUBLIC WORKS			
Noxious Weed Grant	7,800	2,530	10,330
Automated Enforcement	0	125,000	125,000
DEPARTMENT OF CITIZEN SERVICES			
Child Care Food Program	171,570	0	171,570
Juvenile Delinquency Program	0	95,000	95,000
Handicapped Elderly Transportation	0	90,000	90,000
Child Services Headstart Parents	0	35,000	35,000
Homeless Services	5,610	590,390	596,000
Interagency Early Childhood Comm.	0	5,000	5,000
Programming	137,680	62,720	200,400
Operations	658,890	317,120	976,010
Long Term Care	338,180	745,240	1,083,420
Senior Center	227,130	103,850	330,980
Victim Support Liaison	0	10,000	10,000
Children's Services, Local Planning	40,740	27,420	68,160
CIRCUIT COURT			
Child Support Enforcement	120,560	18,840	139,400
SHERIFF'S OFFICE			
Alternative Sentencing Program	171,540	6,560	178,100
STATE'S ATTORNEY			
Victim Assistance	24,340	0	24,340
UNANTICIPATED GRANTS CONTINGENCY	0	4,000,000	4,000,000
<b>TOTAL</b>	<b>3,288,010</b>	<b>21,145,020</b>	<b>24,433,030</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Howard County	3,004,861	3,391,640	3,341,640
State of Maryland	5,331,072	6,199,227	6,597,760
Collections	1,728,483	1,784,847	1,507,450
<b>TOTAL</b>	<b>10,064,416</b>	<b>11,375,714</b>	<b>11,446,850</b>
<b>Use of Funds</b>			
Operating and Administrative Costs	10,064,416	11,375,714	11,446,850
<b>TOTAL</b>	<b>10,064,416</b>	<b>11,375,714</b>	<b>11,446,850</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	369,310	288,295	288,295
Program Fees from Budgeted Programs	4,636,307	5,285,820	5,750,650
Concession Revenues	0	210,910	208,580
Donations	0	0	0
Rentals & Fees/Waverly	12,965	65,590	267,760
General Fund Contribution/Waverly	17,000	0	0
<b>TOTAL</b>	<b>5,035,582</b>	<b>5,850,615</b>	<b>6,515,285</b>
<b>Use of Funds</b>			
Programs and Administration	4,747,287	3,026,160	1,320,400
Part-time Staff	0	2,152,850	2,329,620
Concession Operations	0	183,310	181,600
Operating & Administration Costs	0	0	1,925,370
Payment to General Fund O.H.	0	200,000	470,000
Contingency	0	0	288,295
<b>TOTAL</b>	<b>4,747,287</b>	<b>5,562,320</b>	<b>6,515,285</b>
<b>ENDING FUND BALANCE</b>	<b>288,295</b>	<b>288,295</b>	<b>0</b>

Fiscal 1997

# Restricted Funds

RECREATION SPECIAL FACILITIES FUND

FUND 780

## Description

This is an Enterprise fund created to show the receipts and expenses for the operation and management of the Timbers at Troy golf course. An enterprise fund is structured much like a private enterprise, reflecting all of the costs associated with the program. Timbers at Troy is the first County-owned golf course and is expected to open early in FY97.

	Audit FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	0	0	0
Greens Fees	0	0	888,279
Cart Fees	0	0	233,920
Driving Range	0	0	87,267
Merchandise Sales	0	0	132,842
Food and Beverage Sales	0	0	139,780
Other	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,482,088</b>
<b>Use of Funds</b>			
Golf Course Management/Operations Fees	0	0	1,402,088
Depreciation	0	0	80,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,482,088</b>
<b>ENDING FUND BALANCE</b>			<b>0</b>

Fiscal 1997

# Statements

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## 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 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Retained Earnings (Beginning of Year)	1,011,725	2,134,429	2,055,709
County Agency Charges (Central Stores)	818,966	1,196,450	1,122,230
Fleet Operations Chargebacks	5,249,992	5,191,260	4,855,770
Sales of Fixed Assets	85,811	0	0
<b>TOTAL</b>	<b>7,166,494</b>	<b>8,522,139</b>	<b>8,033,709</b>
<b>Use of Funds</b>			
Central Services Operations	5,032,065	1,195,240	1,124,830
Fleet Operations Division	0	5,271,190	5,235,340
Contingency Reserve	0	0	1,673,539
<b>TOTAL</b>	<b>5,032,065</b>	<b>6,466,430</b>	<b>8,033,709</b>
<b>ENDING FUND BALANCE</b>	<b>2,134,429</b>	<b>2,055,709</b>	<b>0</b>

Fiscal 1997

# Restricted Funds

INFORMATION SYSTEMS SERVICES (DATA PROCESSING) FUND

FUND 225

## Description

This fund charges the cost of central data processing operations and geographical information systems services to County agencies.

	Audit FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	1,048,544	1,725,332	1,772,344
Appropriations from Users	3,530,440	3,464,212	3,417,430
GIS Charge Backs	0	0	237,630
<b>TOTAL</b>	<b>4,578,984</b>	<b>5,189,544</b>	<b>5,427,404</b>
<b>Use of Funds</b>			
Data Processing Operations	2,712,897	3,167,200	3,331,910
Geographic Information System	0	0	242,460
Depreciation	140,755	250,000	190,000
Contingency Reserve	0	0	1,763,034
<b>TOTAL</b>	<b>2,853,652</b>	<b>3,417,200</b>	<b>5,427,404</b>
<b>ENDING FUND BALANCE</b>	<b>1,725,332</b>	<b>1,772,344</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	2,272,219	2,715,958	2,223,178
Appropriations from Users	7,819,334	6,915,220	5,946,330
Interest Income	359,705	292,000	292,000
Other	1,340	0	0
Appropriations from Allied Agencies:			
Howard Community College	0	0	766,000
Libraries	0	0	357,000
<b>TOTAL</b>	<b>10,452,598</b>	<b>9,923,178</b>	<b>9,584,508</b>
<b>Use of Funds</b>			
Administrative Costs	7,685,726	287,440	122,290
Payment of Claims	50,914	7,412,560	6,677,710
Claims Reserve	0	0	2,784,508
<b>TOTAL</b>	<b>7,736,640</b>	<b>7,700,000</b>	<b>9,584,508</b>
<b>ENDING FUND BALANCE</b>	<b>2,715,958</b>	<b>2,223,178</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	1,081,424	1,024,660	915,580
Appropriations from User Agencies	556,833	550,660	548,470
Tower Rental	0	38,750	53,000
<b>TOTAL</b>	<b>1,638,257</b>	<b>1,614,070</b>	<b>1,517,050</b>
<b>Use of Funds</b>			
Radio Repair & Maintenance	442,768	558,490	597,830
Depreciation	115,267	140,000	90,000
Other	55,562	0	0
Contingency	0	0	829,170
<b>TOTAL</b>	<b>613,597</b>	<b>698,490</b>	<b>1,517,050</b>
<b>ENDING FUND BALANCE</b>	<b>1,024,660</b>	<b>915,580</b>	<b>0</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Beginning Fund Balance	6,792,816	7,333,519	6,269,619
Appropriations from Users	2,182,337	2,471,000	1,854,160
Appropriations from Allied Agencies	0	0	301,289
Interest Income	499,696	520,000	550,000
Insurance Recoveries	31,718	35,000	35,000
<b>TOTAL</b>	<b>9,506,567</b>	<b>10,359,519</b>	<b>9,010,068</b>
<b>Use of Funds</b>			
Operating Claims Cost	1,234,561	2,190,000	1,977,600
Administrative Costs	616,069	1,643,000	1,426,520
Interfund Transfer to General Fund	322,418	256,900	308,430
Claims Reserve	0	0	5,297,518
<b>TOTAL</b>	<b>2,173,048</b>	<b>4,089,900</b>	<b>9,010,068</b>
<b>ENDING FUND BALANCE</b>	<b>7,333,519</b>	<b>6,269,619</b>	<b>0</b>

**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 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Howard County	162,339,870	170,839,870	177,425,140
Debt Service	10,906,320	12,507,100	15,096,940
Federal/State/Other	56,080,125	59,326,820	62,616,000
<b>TOTAL</b>	<b>229,326,315</b>	<b>242,673,790</b>	<b>255,138,080</b>
<b>Use of Funds</b>			
Operating/Administrative Costs	229,326,315	242,673,790	255,138,080
<b>TOTAL</b>	<b>229,326,315</b>	<b>242,673,790</b>	<b>255,138,080</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds (Unrestricted)</b>			
Howard County	8,896,000	9,484,250	9,709,250
County Debt Service Share	1,253,080	1,328,970	1,082,420
State/Tuition/Other	14,599,068	16,046,650	17,120,468
<b>TOTAL</b>	<b>24,748,148</b>	<b>26,859,870</b>	<b>27,912,138</b>
<b>Use of Funds (Unrestricted)</b>			
Operating/Administrative Costs	23,242,197	25,530,900	26,829,718
County Debt Service	1,253,080	1,328,970	1,082,420
<b>TOTAL</b>	<b>24,495,277</b>	<b>26,859,870</b>	<b>27,912,138</b>

Fiscal 1997

# Restricted Funds

DEPARTMENT OF LIBRARIES

## Description

The Department of Libraries' mission is to select, make available, and promote 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Howard County	7,013,080	7,302,270	7,090,660
State/Other	1,380,102	1,247,855	1,539,145
<b>TOTAL</b>	<b>8,393,182</b>	<b>8,550,125</b>	<b>8,629,805</b>
<b>Use of Funds</b>			
Administrative/Operating Costs	8,393,182	8,550,125	8,629,805
<b>TOTAL</b>	<b>8,393,182</b>	<b>8,550,125</b>	<b>8,629,805</b>

Fiscal 1997

# 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 FY1995	Estimated FY1996	Budget FY1997
<b>Source of Funds</b>			
Contributions	183,546	300,000	545,740
<b>TOTAL</b>	183,546	300,000	545,740
<b>Use of Funds</b>			
Operating Expenses	64,259	300,000	545,740
<b>TOTAL</b>	64,259	300,000	545,740

Fiscal 1997

# Statements

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## 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 1997

# Statements

Howard County, Maryland  
Statement of Long Term Debt Outstanding  
June 30, 1996

	Principal	Interest	Total
School Construction:			
Bonds	147,136,610	77,524,258	224,660,868
Total school Construction	147,136,610	77,524,258	224,660,868
General County Bonds			
Community College	9,392,057	4,855,792	14,247,849
Community Renewal	11,145,235	5,432,336	16,577,571
Fire Department	4,966,138	2,513,520	7,479,658
General County	140,894,566	67,408,839	208,303,405
Police Department	2,119,533	822,256	2,941,789
Recreation & Parks	40,751,139	17,331,275	58,082,414
Storm Drains	6,074,323	2,474,771	8,549,094
Total General County	215,342,991	100,838,789	316,181,780
General Commercial Paper	75,000,000	7,500,000	82,500,000
Total School and General County Bonds	437,479,601	185,863,047	623,342,648
Special Assessment Debt			
Water & Sewer Bonds	104,979,678	64,293,489	169,273,167
Special Facility Revenue Bond	10,675,000	10,270,283	20,945,283
Total Howard County Bonds	\$553,134,279	\$260,426,819	\$813,561,098

Fiscal 1997

# Statements

Howard County, Maryland  
All Howard County Bonds--Debt Service Requirements  
Fiscal Year 1997

	Principal	Interest	Total
School Construction:			
Bonds	7,886,896	7,210,032	15,096,928
Total School Construction	7,886,896	7,210,032	15,096,928
General County Bonds			
Community College	614,641	467,761	1,082,402
Community Renewal	710,063	548,772	1,258,835
Fire Department	325,024	237,686	562,710
General County	9,140,771	6,931,578	16,072,349
Police Department	193,283	100,982	294,265
Recreation & Parks	3,273,155	1,949,666	5,222,821
Storm Drains	531,166	285,375	816,541
Total General County	14,788,103	10,521,820	25,309,923
Commercial Paper BANS	75,000,000	7,500,000	82,500,000
Total School and General County Bonds	97,674,999	25,231,852	122,906,851
Special Assessment Debt			
Water & Sewer Bonds	6,910,000	5,181,682	12,091,682
Special Facility Revenue Bonds*	10,000	620,868	630,868
Total Howard County Bonds	\$104,594,999	\$31,034,402	\$135,629,401

\*Revenue bond debt service is to be paid by trustee from capitalized interest account.

Fiscal 1997

# Statements

## Projected Revenue Estimates Fiscal Years 1998 Through 2002

	Projected Budget FY 1998	Projected Budget FY 1999	Projected Budget FY 2000	Projected Budget FY 2001	Projected Budget FY 2002
Prior Year's Funds	220,000	242,000	266,000	293,000	322,000
Property Taxes	188,617,000	196,162,000	204,008,000	212,168,000	220,655,000
Income Taxes	113,826,000	117,241,000	120,758,000	124,381,000	128,112,000
Other Local Taxes	10,453,000	10,976,000	11,525,000	12,101,000	12,706,000
State Shared Taxes	7,898,000	7,977,000	8,057,000	8,138,000	8,219,000
Licenses & Permits	3,669,000	3,779,000	3,892,000	4,009,000	4,129,000
Revenue from Other Agencies	3,513,000	3,618,000	3,727,000	3,839,000	3,954,000
Charges for Services	5,362,000	5,630,000	5,912,000	6,208,000	6,518,000
Investment Income	2,099,000	2,162,000	2,227,000	2,294,000	2,363,000
Use of Money/Fines	807,000	823,000	839,000	856,000	873,000
Interfund Reimbursements	12,056,000	12,418,000	12,791,000	13,175,000	13,570,000
Subtotal	348,520,000	361,028,000	374,002,000	387,462,000	401,421,000
Amount required to fund projected future budgets. The difference must be covered from increased taxes, other revenues or expense cuts	16,508,325	25,765,490	38,414,220	51,515,220	65,964,661
TOTAL	365,028,325	386,793,490	412,416,220	438,977,220	467,385,661

Fiscal 1997

# Statements

Projected Budget  
Fiscal Years 1998 Through 2002

	Projected Budget FY 1998	Projected Budget FY 1999	Projected Budget FY 2000	Projected Budget FY 2001	Projected Budget FY 2002
County Executive	371,177	371,177	371,177	371,177	371,177
Dept. of County Administration	3,824,800	3,824,800	3,824,800	3,824,800	3,824,800
Dept. of Finance	3,525,993	3,525,993	3,525,993	3,525,993	3,525,993
Office of Law	1,465,430	1,465,430	1,465,430	1,465,430	1,465,430
Dept. of Planning & Zoning	3,005,160	3,100,000	3,200,000	3,300,000	3,300,000
Dept. of Police	24,800,000	25,345,000	25,905,000	26,475,000	27,055,000
Dept. of Recreation & Parks	4,986,174	4,717,058	4,952,911	5,200,556	5,460,584
Dept. of Public Works	20,000,000	21,000,000	22,000,000	23,000,000	24,000,000
Dept. of Citizen Services	1,997,730	1,997,330	1,997,330	1,997,330	1,997,330
Dept. of Corrections	6,100,000	6,063,000	6,063,000	6,063,000	6,063,000
Dept. of Insp./Licenses/Permits	3,368,620	3,368,620	3,368,620	3,368,620	3,368,620
Dept. of General Services	22,035,000	22,748,000	23,540,000	24,460,000	25,190,000
Dept. of Fire & Rescue Services	103,810	103,810	103,810	103,810	103,810
Legislative	1,649,000	1,649,000	1,649,000	1,649,000	1,649,000
Circuit Court	1,900,000	1,950,000	2,200,000	2,200,000	2,250,000
Orphans' Court	35,090	35,090	35,090	35,090	35,090
State's Attorney	2,701,230	2,763,230	2,829,730	2,839,730	2,910,230
Sheriff's Office	1,889,068	1,926,849	1,965,385	2,004,692	2,044,785
Libraries	8,680,000	9,170,000	9,690,000	10,050,000	10,400,000
Elections	619,353	1,028,120	786,266	843,082	698,412
Health Department	3,341,640	3,066,640	3,128,000	3,190,000	3,250,000
Dept. of Social Services	440,000	455,000	470,000	485,000	500,000
Cooperative Extension	221,150	241,150	341,500	351,000	351,000
Soil Conservation	415,330	415,330	415,330	415,330	415,330
Debt Service	43,216,900	44,483,175	47,391,930	49,633,090	52,233,860
Education	193,393,400	210,798,806	229,770,700	250,450,063	272,990,570
Community College	9,942,270	10,180,880	10,425,220	10,675,430	10,931,640
Contingencies	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL</b>	<b>365,028,325</b>	<b>386,793,490</b>	<b>412,416,220</b>	<b>438,977,220</b>	<b>467,385,661</b>

Fiscal 1997

# Statements

Howard County, Maryland  
Statement of Estimated Surplus  
June 30, 1996

	Total
Unappropriated Balance, July 1, 1995	
Add:	0
Estimated revenues	313,557,672
Interfund Reimbursement	10,435,448
Deduct:	
Estimated Expenditures Year Ending June 30, 1996	323,993,120
Estimated Balance June 30, 1996	0
Less:	
Appropriated for 1997 Budget	0
Additional funds appropriated to the Rainy Day Fund	0
Estimated Surplus	0

Fiscal 1997

# 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.

Total FY 1995 Audited General Fund	\$315,384,836
Rainy Day Fund Percentage	7%
Optimal Size of Fund for FY 1997:	<u>\$22,076,939</u>
Amount in the Fund from Prior Years	\$21,480,152
FY 1995 General Fund Projected Surplus	0
General Fund Surplus that should be appropriated to the Fund in FY 1997	<u>\$596,787</u>
Subtotal Rainy Day Fund	<u>\$22,076,939</u>
Excess Surplus or (Funds Needed) to maintain the Rainy Day Fund at the Optimal level:	(596,787)
Anticipated FY 1996 General Fund Expenditures:	\$327,015,000
Rainy Day Fund Percentage	7%
Projected size of the Rainy Day Fund for FY 1998:	<u>\$22,891,050</u>
Anticipated FY 1996 General Fund Surplus:	0
Amount needed to maintain Rainy Day Fund at Optimal level for FY 1998.	\$814,111
This is the additional amount of the General Fund anticipated surplus to be appropriated to the Rainy Day Fund in FY 1997.	0
Total Excess Surplus available to be appropriated to the FY 1997 Capital Budget:	
Excess Surplus from FY 1995:	0
Anticipated Excess Surplus from FY 1996:	<u>0</u>
TOTAL AVAILABLE FOR THE FY 1997 CAPITAL BUDGET	0

Fiscal 1997

# Statements

Howard County, Maryland  
Legal Debt Limits  
Fiscal Year 1997

	Audit FY 1995	Estimated FY 1996	Budget FY 1997
Assessable Base	\$6,605,155,760	\$6,862,784,000	\$7,107,001,000
Debt Limitation	12.00%	12.00%	12.00%
Legal Limit of Borrowing	792,618,691	823,534,080	852,840,120
Amount of General Obligation Bonds Applicable to the Limit	322,239,600	364,460,508	400,000,000
Percent of Assessed Value	4.88%	5.31%	5.63%
Legal Debt Margin	470,379,091	459,073,572	452,840,120

Note: The Howard County Charter limits the County's General Obligation bond debt to no more than 12% of the County's Assessable Base.

Fiscal 1997

# Statements

Howard County, Maryland  
Statement of Assessable Base and Estimated Collections  
Real and Property Taxes

(Thousands of Dollars)

	Fiscal 1995		Fiscal 1996		Fiscal 1997	
	Audited Assessable Base	Audited Revenues	Estimated Assessable Base	Estimated Revenues	Projected Assessable Base	Budgeted Revenues
Real Property (Gross)	5,797,086	148.7	6,012,772	154.6	6,248,559	160.8
Personal Property						
Operating Property	205,350	5.3	231,238	6.0	211,511	5.5
Ordinary Business Corporation	578,340	15.0	594,001	15.4	621,820	16.1
Merchants & Personal Property	24,380	.6	27,773	.7	25,111	.7
Subtotal Personal Property	808,070	20.9	850,012	22.1	858,442	22.3
Total Net Real & Personal Property	6,605,156	169.6	6,862,784	176.7	7,107,001	183.1
County Property Tax Rate per \$100 Assessed Valuation		2.59		2.59		2.59

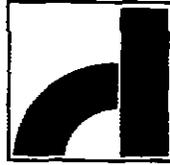
Note: Revenues do not reflect reductions for tax credits.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO  
Howard County,  
Maryland

For the Fiscal Year Beginning  
July 1, 1995

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, 1995.

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.



**Fiscal Year 1997  
Approved  
Budget**

*Submitted by  
County Executive, Charles I. Ecker*

Approved by  
The County Council  
Darrel Drown, Chairman  
Dennis Schrader, Vice Chairman  
Charles Feaga,  
C. Vernon Gray  
Mary Lorsung

# FISCAL 1997 BUDGET SUMMARY

*This budget prepared by the:*

**Department of County Administration**  
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**Budget Office**

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*This book printed on recycled paper*





# 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

# From the Executive

To: The Citizens of Howard County

I am pleased to present to you the operating Budget for FY 1997. The budget totals \$336,460,120, an increase of \$7,945,430 (2.4%) over the approved FY 96 Budget. While revenues have grown, the rate of growth has continued to decline. Despite this decline in revenue growth we have managed to once again produce a fiscally responsible budget that maintains the level of services citizens have come to expect. This budget is a thrifty, sensible budget with no frills and one that uses every tax dollar efficiently.

As I began the budget process last fall, I did so with a challenge to all county agencies and departments to find a better way to operate. It is clear to me that the era of rapidly increasing revenues is over. The revenue growth of the past will not be repeated, but at the same time the demand for the services government provides continues to expand. The challenge we in government face is to provide those services without unduly increasing the tax burden we all have to pay. If we are to succeed, we must find more efficient and less costly ways of delivering existing services so that dollars will be available to accommodate those new demands. This is what I have attempted to do.

I challenged county employees to find a better way to do things and set a goal of reducing the non-education and non-debt service portion of the FY 96 budget by 12% over the next three years. I am not sure that we can reach that goal, but we have made substantial progress. County department heads and employees working together were able to find savings of \$5.5 million dollars in the current budget. Through a combination of attrition and an early retirement program we were able to eliminate 53.3 positions from the FY 97 budget

and avoid the layoff of any county employee funded with local tax dollars. Teams of employees at all levels working together found both large and small savings that will enable us to work smarter and more efficiently. These savings ranged from ways to avoid duplicative typing; initiation of a program where purchase orders are replaced with a credit card for small purchases; to the replacement of uniformed police officers in desk jobs with civilians to cut costs without reducing the number of police officers on the street. The employees have done a wonderful job in identifying cost savings, and I look forward to their continued efforts to change the structure of government in order to have a more efficient and effective operation. What they have enabled us to do is to reallocate these savings to fund critically needed programs. With these savings, the increase in revenue, and the transfer of the cost of collection and disposal of solid waste from the operating budget, we have been able to fund:

- The 'maintenance of effort' for the school system. This means the school budget as requested by the Board of Education will be funded.
- Needed infrastructure maintenance and improvements to the county's roads, buildings, bridges and schools.
- The final year of the Board of Education's Technology Improvement Program.
- The unavoidable increased cost of garbage collection and export with a fixed fee.
- The same level of service in public safety, human services, public works and general government at less cost than last year, and without layoffs for employees funded with local tax dollars.
- The beginning of water hookups for affected properties surrounding the Alpha Ridge Landfill.
- Operating budget money instead of bonds (pay-go) to pay for an expanded road resurfacing program
- An increase in preventive maintenance to county buildings.

## FISCAL 1997 BUDGET SUMMARY

- A one-step merit increase for all non-union county employees. We are still involved in collective bargaining with our county unions and have not yet reached agreement with them.

In many ways this has been the "year of trash collection." From the day I took office in 1990 it has been clear to me that we have not been facing up to the true cost of solid waste and disposal, and that some day we would have to deal with that cost. No matter which alternative we follow, the cost is going to rise. In an effort to address trash collection, I appointed a citizens' task force to make recommendations on how trash collection should be funded. Upon receipt of the report, I held a series of public hearings to receive input on how to fund trash collection. We have spent much of the past year in a public debate on the best way to pay for that increase. As I have stated earlier, I believe that at this time a fixed fee is the best way to go.

As part of this budget I am proposing a fixed fee on all residential property of \$125 which will permit up to four containers a week to be collected. Special arrangements will be made for Historic Ellicott City, and apartments will be responsible for their own collection. I realize that no matter "how you cut it," we need additional revenue to support this function of government. Where costs are controllable I have attempted to control them. However, it is clear that trash collection costs are going to continue to increase. I have chosen to impose a fixed fee rather than increasing the property tax rate because I see this fixed fee as a first step in a process toward a more equitable means of paying for garbage collection. Ultimately, we need a system that encourages recycling and source reduction. Simply raising the tax rate would have been a step in the wrong direction. In this budget I have taken two steps in the right direction. First, I have created a special fund for trash collection so that we can isolate the revenues and costs. Second, I have included money in that special fund for a pilot project to test the ability of the county to implement a weight-based trash collection system, which I believe is the best way to go.

As I am sure you are aware, as part of my announcement of the fixed fee I indicated that as part of the package, I hoped I would be able to reduce the property tax rate by up to four cents. I did this because I realize that for many people the trash fee represents a substantial increase in taxes. However, in this budget I was not able to reduce the property tax rate. The FY 97 Budget maintains the current property tax rate of \$2.59, and the current piggyback income tax rate of 50%. In making this decision I had to balance conflicting demands. If I had made the 4-cent reduction in the property tax, I would not have been able to fund the maintenance of effort for the Board of Education and other critically needed programs. In order to help the truly needy property owners to pay for this increase in fees I have included funds in the budget to create a Trash Fee Assistance Fund.

These uncertain economic times call for bold, innovative changes in the way we do business. Good government is doing more with less these days. There simply is no choice given the slow growth in established revenues that persists not only in our area, but in other counties across the state.

Our government will continue to search for effective, efficient, and innovative ways of delivering basic services at an affordable price. Whether it's becoming the first jurisdiction in the state to implement a new purchasing method that slices through red tape, or becoming one of the first counties to deliver information through a home page on the Internet, we are proving that county government can get the job done with limited resources.

This budget, through innovative cost savings, funds those services deemed necessary to meet the year ahead and stabilize our future. My goals have not changed over the years. These efforts were begun over five years ago and although the effort has not been without pain, we have made substantial gains. We will continue to maintain the quality of life in Howard County so important to citizens, reach for the proper balance of economic and residential growth, and stay in touch with the citizens to help us in these efforts. Each budget year becomes more difficult as we face limited

# FISCAL 1997 BUDGET SUMMARY

revenue increases and reductions in state aid. But it is now more important than ever to take responsibility for our future so that our children and grandchildren can live and prosper in the same manner to which we have become accustomed.

In conclusion, this FY '97 budget is a sensible spending plan, a plan that reflects the economic realities of the 90's, and a plan resulting from increased efficiencies and savings in County Government operations.. I want to thank all employees who have helped in the effort of compiling this budget.

Sincerely,

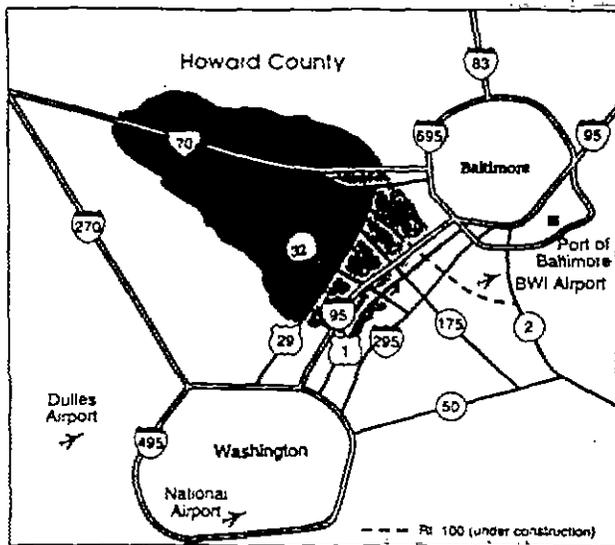


Charles I. Ecker  
County Executive

# 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 222,314 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.

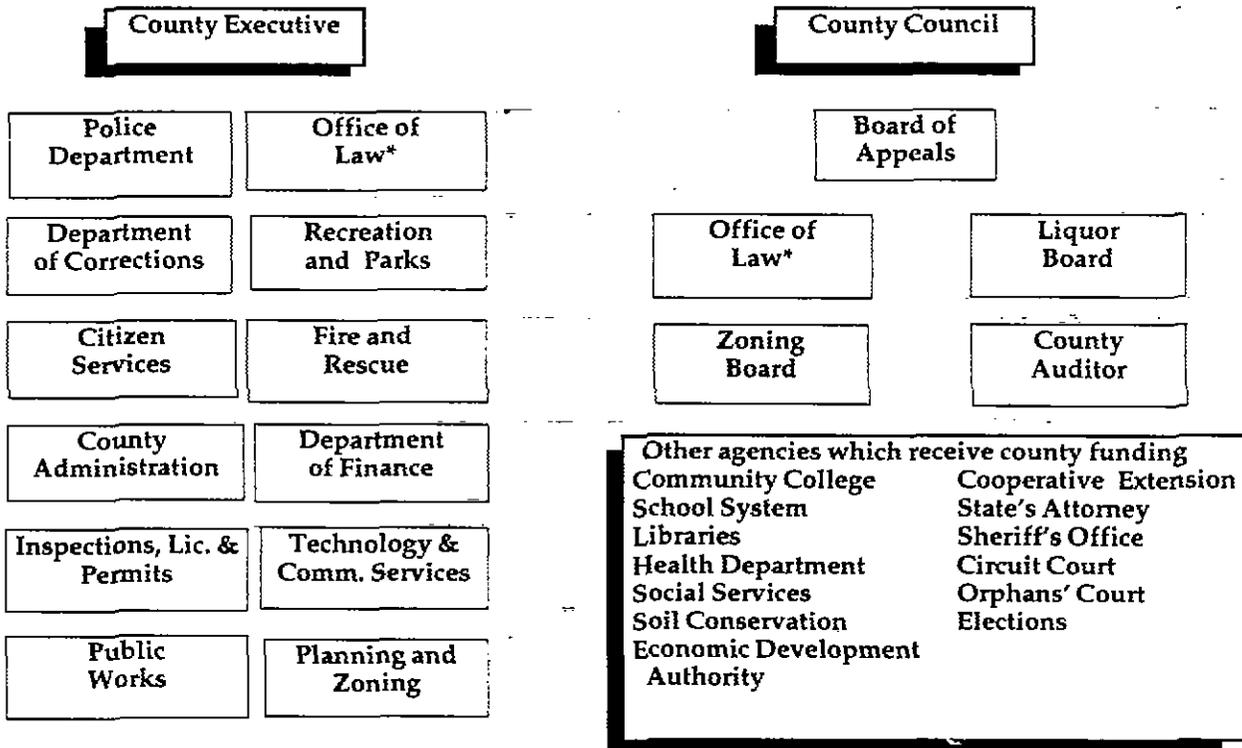
The county is a major commercial/industrial center for the Washington-Baltimore region, with 254 buildings offering over 20 million square feet of space to over 5,000 businesses. Seven of the 20 largest office and business/industrial parks in the Washington-Baltimore region are located in the county, 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.

# 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 nearly 39,000 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

### County Executive

Charles I. Ecker

### County Council

Darrel Drown, Chairman

Dennis Schrader, Vice Chairman

Charles Feaga

C. Vernon Gray

Mary Lorsung

## 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

Norma Hill, Director, Libraries

## General Government

Raquel Sanudo, Chief Administrative Officer,

Dept. of County Administration

Barbara Cook, Solicitor, Office of Law

Dale B. Neubert, Director, Dept. of Finance

Joseph W. Rutter, Jr., Director, Dept. of Planning and Zoning

Richard V. Biggs, Jr., Director, Technology and Communication 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*)

## 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 90's 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 for the local economy is optimistic. Business continues to experience slow growth, although improvements have been noted in the residential real estate and new home construction sectors. 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. Long term, the feeling is growth will be modest. Unemployment will remain low and expansion of employment will be due to new jobs rather than increases in government or business hiring. 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. How-

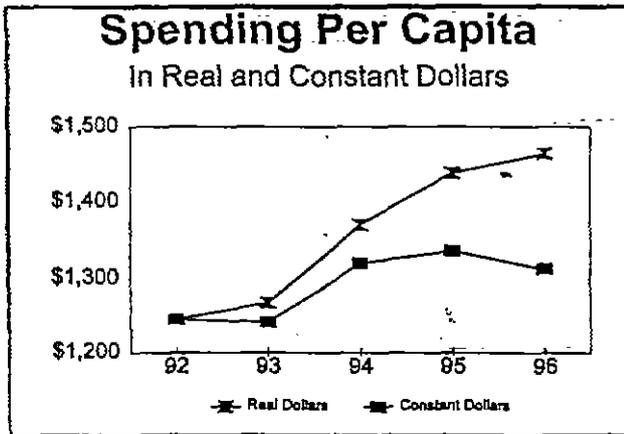
ever, with the onset of the recession in the early 90's financial performance, like that of most other Maryland counties weakened. The county ended Fiscal Year 1990 with a surplus of \$21.5 million, all of which was designated to fund the Fiscal Year 1991 budget. The county ended Fiscal Year 1991 with 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 1996 and continue to this day. All non-essential spending was eliminated or postponed. Over 200 positions were eliminated from the 1992 budget and the property tax rate was increased. At the same time over 25 fees were increased. For Fiscal Years 1993, through 1996, general property tax and income tax rates were not increased while the county focused spending priorities on education and public safety. As a result, the deficit was eliminated and a "rainy day fund" of near \$22 million was funded.

Again for Fiscal Year 1997 the proposed budget does not increase any tax rates while the general focus remains on education and the delivery of effective basic services at the lowest possible cost to the taxpayer. The school system will receive the majority of the r - w dollars in the budget. The bulk of the increase goes to funding pay-as-you-go capital expenses to fund infrastructure repair. This was accomplished by thoroughly reviewing all administrative processes to improve efficiency and eliminate waste. As part of this process substantial cuts in operating expenses were made and 53.7 positions were eliminated from the budget without layoffs of any locally tax funded positions or a cut in service.

# FISCAL 1997 BUDGET SUMMARY

Following is a chart of county general fund spending on a per capita basis in both real and constant dollars since 1992. As a result of spending adjustments made as a response to the recession, spending per capita in inflation adjusted dollars continues nearly level.

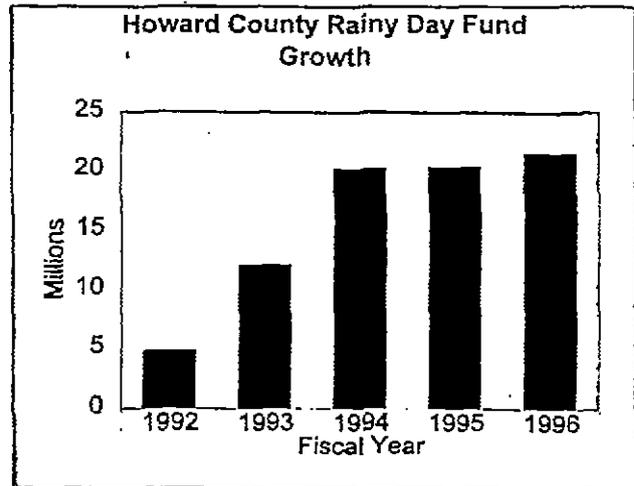


## Implementing the Rainy Day Fund

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 FY 1996. For FY 1997 the fund is at 97% of the optimal level. 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.



# FISCAL 1997 BUDGET SUMMARY

## Financial Indicators

### Property Tax Rate

Fiscal Year	Rate
1990	\$2.49
1991	\$2.45
1992	\$2.59
1993	\$2.59
1994†	\$2.59
1995	\$2.59
1996	\$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	\$6,605,155,760
1996*	\$6,865,813,300

\*Estimated

### Personal Income Per Capita

Fiscal Year	
1990	\$26,799
1991	\$26,832
1992	\$27,439
1993	\$27,762
1994*	\$28,115
1995*	\$29,594

\*Estimated

### County Population

1990	186,464
1991	194,030
1992	203,190
1993	209,345
1994*	211,517
1995*	219,286
1996*	221,232

\*Estimated

# 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

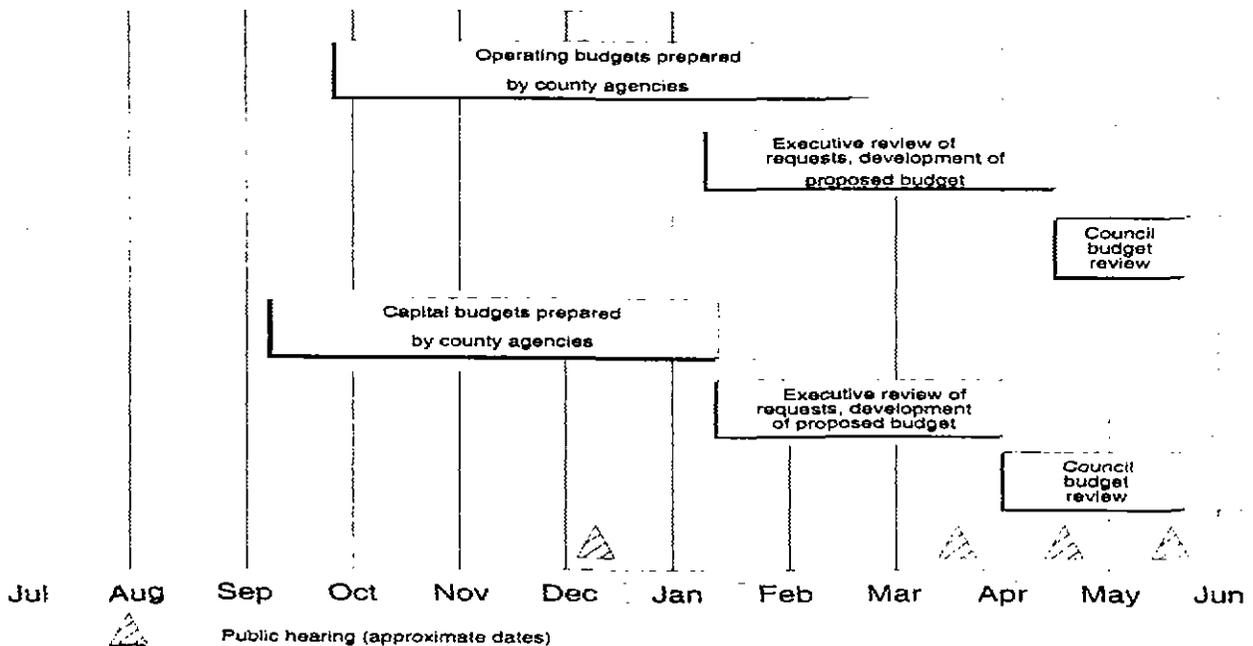
the economic and fiscal data which are indicators of the economic condition in the county and to report on its findings which shall be used as guidelines in setting revenue and spending levels for the upcoming budget.

## 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



THE BUDGET PROCESS

action. The County Council can 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 1997 BUDGET SUMMARY

## Fiscal 1997 Operating Budget Calendar

Dates	Items
December 5, 1995	CITIZENS' BUDGET MEETING
January 12, 1996	Initial review of departmental capital budget requests. (Decide which projects go to Planning Board)
January 29, 1996	Deadline for departmental operating budget requests
February 14-16, 1996	Initial review of departmental operating budget requests. (Decide how to present at citizens' budget meeting)
March 1-29, 1996	Make final decisions on the capital budget
March 4-8 1996	Meet with Dept. Directors to review budget requests
March 7, 1996	CITIZENS' BUDGET MEETING
March 18-20, 1996	Make final decisions on the operating budget
April 22, 1996	Deadline (70 days prior to end of fiscal year) to submit operating budget to County Council
April-May 1996	Council hearings and work sessions on capital and operating budget
June 1, 1996	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year)

## Fiscal 1997 Capital Budget Calendar

Dates	Items
October 27, 1995	County agencies submit descriptive forms for new capital projects to Public Works, Bureau of Admin., for costing and coordination
November 3, 1995	Agencies submit changes to existing projects to Public Works, Bureau of Administration
December 5, 1995	Executive holds initial Citizens' Budget Meeting
December 11-15, 1995	Project forms complete, Public Works reviews projects with user agencies
January 5, 1996	Public Works submits capital budget requests to Chief Administrative Officer (Budget Office)
January 26, 1996	Executive transmits departmental budget requests to Planning Board (By law, Feb. 1 is the deadline)
February 14, 1996	Planning Board hearing on capital budget requests
February 28, 1996	Planning board recommendations to Executive
March 1-29, 1996	Make final decisions on capital budget
March 7, 1996	Executive holds Citizens' Budget Meeting to review operating and capital budget requests
April 1, 1996	Deadline (90 days prior to end of Fiscal Year) for Executive to submit Proposed Capital Budget to County Council
April-May 1996	Council hearings and work sessions on capital and operating budget
May 31, 1996	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year)

# 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
- Technology and Communication Services
- Finance
- Office of Law
- Planning and Zoning
- Economic Development Authority

## 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

- County Debt Service
- Capital & Expenses  
(Pay As You Go)
- Contingency Reserve
- Employee Tuition Reimbursement

## RESTRICTED FUNDS/STATEMENTS

- Capital
- Special Revenue
- Internal Service and Enterprise
- Other Funds Expended by County  
Agencies  
Statements

# FISCAL 1997 BUDGET SUMMARY

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# 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 recreational special facilities fund (golf course), environmental services fund (solid waste disposal) and utilities fund are examples of enterprise funds 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

# FISCAL 1997 BUDGET SUMMARY

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 1997 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 typical operating budget page for the Department of Finance, Office of the Director, with budget account number 011-405-0100. The page is divided into several sections:

- Header:** Fiscal 1995, General Government, DEPARTMENT OF FINANCE, OFFICE OF THE DIRECTOR, 011-405-0100.
- Functions:** Describes the activities of this organization. Example text: "Responsible for custody and safekeeping of all county funds and securities, the preparation of bond rates, advising on debt management, and the preparation of financial reports on a quarterly basis. Measure and direct all departmental activities. Administer the duties and responsibilities of the Department of Finance."
- Outlook for '95:** 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 Authorized, Additional, Excesses Proposed, and Approved.
- BUDGET Table:** Shows the budget of this organization by type of expense (such as salaries, supplies, and materials, etc.).

BUDGET	FY 1994		FY 1995		FY 1996	
	Actual	Estimated Budget	Estimated Budget	Departmental Budget	Executive Proposed	Current Approved
Salaries, Wages & Fringe Ben.	248,079	275,470	275,470	259,910	253,990	253,990
Contractual Services	13,124	16,450	16,450	16,900	17,900	12,000
Supplies & Materials	3,765	6,010	6,010	6,110	6,110	6,110
Business & Education Exp. Inv.	9,817	5,885	5,885	6,100	6,100	6,100
Travel (County Operating Budget)	170	4,290	4,290	4,810	0	0
Other Operating Expenses	1,127,310	1,323,920	1,323,920	1,323,250	1,119,480	1,119,480
<b>TOTAL</b>	<b>1,900,064</b>	<b>1,652,000</b>	<b>1,652,000</b>	<b>1,811,270</b>	<b>1,997,580</b>	<b>1,399,580</b>

Annotations and arrows point to various parts of the page:

- The name of this organization:** OFFICE OF THE DIRECTOR
- The budget account number:** 011-405-0100
- The name of the Agency or Department:** DEPARTMENT OF FINANCE
- Describes the activities of this organization:** Functions section
- Highlights important aspects of the next budget year:** Outlook for '95 section
- A summary of employees in this organization: Current number and any changes in the next budget year:** Personnel Summary section
- Shows the budget of this organization by type of expense (such as salaries, supplies, and materials, etc.):** BUDGET table
- Last year's actual expense:** FY 1994 Actual column
- The current year's budget:** FY 1995 Estimated Budget column
- Estimate of what will be spent in current year:** FY 1995 Estimated Budget column
- Amount requested for next year by the Department:** FY 1996 Departmental Budget column
- Amount the County Executive proposes for next year:** FY 1996 Executive Proposed column
- Approved budget for next year:** FY 1996 Current Approved column

# FISCAL 1997 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**

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## **Revenue**

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# 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 FY97 each cent of property tax generates \$701,586 in revenues for the general fund.

**Q.** *What changes have been made in the total number of County, Education, Health and Libraries employees?*

**A.** For FY97 there is an increase of 193.8 positions requested by the Public School System and an increase of 4.08 Community College positions. The County workforce includes three new positions in the Department of Citizen Services and two new positions in the Department of Technology and Communications. Overall, there is a net decrease of 53.7 County positions. The elimination of these positions is the direct result of attrition and an early retirement program. For more details on positions see pages 33, 34, 35, of this summary.

**Q.** *What changes have been made in trash collection for this budget?*

**A.** Effective July 1, a new fee of \$125 per household will be imposed on all residential properties. This fee will be included on the annual property tax bill. There is a special fee for Main Street Ellicott City properties. Apartments will be responsible for contracting for their own collection and dis-

posal. As part of this fee each household will be permitted to put out up to four bags or cans of trash per week. This fee will pay for the collection of garbage and the increased cost of exporting the waste out of the County beginning January 1997 when the County's Alpha Ridge landfill is closed. The cost of collecting and processing recyclables for resale will not be paid by the fee, but will continue to come from general fund revenues. To insure that these garbage collection fees are properly accounted for and that they are not diverted to other uses, the county has removed all costs of trash collection from the General Fund, and has established an Environmental Services Fund. All receipts from and expenditures for garbage collection will be made from this fund.

**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 FY96 at a rate of \$2.59 and for FY97 with the same rate. On average residential assessments increased by 2.2% this year. That reassessment is reflected in the taxes paid for FY97.

Home Value	Taxes FY96	Taxes FY97	Diff.
\$150,000	\$1,554	\$1,588	\$34
\$180,000	\$1,864	\$1,906	\$42
\$200,000	\$2,072	\$2,118	\$46

**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. For the FY 1997 budget, the amount needed for the Rain Day Fund is based on the audited

# FISCAL 1997 BUDGET SUMMARY

expenditures for FY 1995. Seven percent of that amount is \$22,076,939. To date the county has accumulated \$21,480,152 in the fund, or 97.3% of the optimal amount.

**Q. What are the county tax rates for FY97?**

- A. The Property Tax Rate is \$ 2.59 for each \$100 of assessed value, the same as last year. Semi annual payment optional with additional service charge. This service charge for FY97 equals 125% times the six month U.S.Treasury bond rate on the last business day in May.

**Fire District Taxes :**

**Metropolitan District - 24 cents**

(same rate as FY96)

**Rural District - 19 cents**

(same rate as FY96)

**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 changes in fees and charges in FY97?**

**County Landfill Fees:** \$60/ton  
(same rate as FY96)

**Refuse Collection Charges (New Fee)**

**Residential Property:** \$125 per year, 1 collection/week

**Ellicott City Property:** \$125 per year for each collection, up to 4 collections per week with \$25 surcharge per collection

**Front Foot Benefit Charges**

\$0.81 for water and \$1.13 for sewer  
(same rates as FY96)

Rates shown are first 150 feet residential properties

**In Aid of Construction Charges**

Water: \$600; Sewer: \$600  
(same rates as FY96)

**Water Use Charges**

\$0.76/ 100 cu. ft. of water used  
(same rate as FY96)

**Sewer Use Charges**

\$1.31/100 cu.ft.  
(same rate as FY96)

**Water & Sewer Connection Charges**

\$1,530 for 5/8" water meter  
(same rate as FY96)

\$1,550 for 3/4" water meter  
(same rate as FY96)

\$1,950 for 4" or 6" sewer  
(same rate as FY96)

**Fee-In-Lieu of Storm Water Management**

\$72,000 /acre foot  
(same rate as FY96)

**Residential Walk-thru "red line"**

**Revisions (New Fee)**  
\$150 per lot

**House Model Revisions**

\$100 per unit single family detached  
(FY96 rate was \$300)

**Subsequent Hearings for DPZ Administrative Adjustments (New Fee)**  
\$25

**Preliminary Development Plan & Criteria (New Fee)**

\$400 submission  
\$15 if granted, per acre

**AdValorem Charges**

**Middle Patuxent** \$0.06 per \$100 assessment  
(FY96 rate was \$0.08)

**Building Reinspection Fee**

First reinspection \$35  
(FY96 rate was \$25)

**Fire Protection Permit Fees (New Fee)**

Engineer Technical Services \$60/hr.  
Design Review \$100

# FISCAL 1997 BUDGET SUMMARY

**Application Fees for Electrical Work (New Fee)**

Residential Permit \$15

Commercial Permit:

Less than \$50: \$15

\$50 or greater: \$25

**Electrical Permit Fees**

Rough wiring 1 to 25 outlets: \$25

Fixtures 1 to 25 fixtures: \$25

(FY96 rate was \$15)

**Residential Flat Rate Schedule (New Construction)**

Multi-family Dwelling: \$50/unit

(FY96 rate was \$25)

**Rental Housing License Fees**

Late payment fee (New Fee)

\$15 after 30 days

\$25 after 60 days

**Massage Licensing Transfer Fees (New Fee)**

Establishment Transfer \$200

Establishment Manager Transfer \$100

**Animal License Fees**

Non-neutered animal \$24

Dog fancier (3 or more dogs) \$50

(FY96 rates were \$12 and \$24 respectively)

**Animal Control Fees**

Impoundment

First occurrence \$25

(FY96 rate was \$10)

Subsequent occurrence \$50 (New Fee)

**Daily Board**

Small animals \$10

Medium animals \$12

Large animals \$15

(FY96 standard rate was \$5)

**Distemper Vaccination \$8**

(FY96 rate was \$3)

**Health Department Fees**

Environment Inspection/survey \$0

(FY96 rate was \$40)

**Solicitor & Peddler**

Annual ID \$100

ID with "Code of Ethics Exemption" \$50

(FY96 rate was \$50 and \$25, respectively)

**Registration Fee for Towing Companies**

Annual fee \$150

(FY96 rate was \$50)

**Q. What organizational changes have been made in county agencies for FY97?**

**A.** Several organizational changes have been incorporated in this budget. First, a new department was created. As a result of a reorganization plan presented by the County Executive to the County Council in December 1995, the Department of Technology and Communication Services was created, effective July 1. This department includes the 911 Communications Center, the Radio Communications Fund and Telephone Management budget center from the Department of General Services, and the Information Services System Office and Cable TV Administration Office from the Department of County Administration. In addition, all computer mapping functions previously in county agencies have been consolidated in the new department as the Geographical Information Systems Division. At the same time Risk Management and Insurance Management was transferred from the Department of General Services to the Department of County Administration. In April 1996 the County Council voted to disband the Department of General Services effective July 1. The central service and fleet management functions of this department were transferred to the Department of County Administration and the property management and buildings and grounds maintenance areas were transferred to the Department of Public Works. In all cases audit and current budget figures have been transferred to the new departments so that valid comparisons between budget years can be made.

# FISCAL 1997 BUDGET SUMMARY

## How the budget is funded



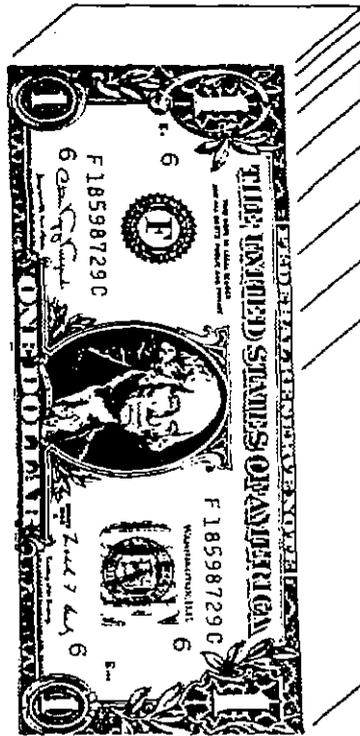
- 1.1% Licenses and Permits
- 1.0% Revenue from Other Agencies
- .9% Interest Income  
Use of Money
- 3.0% Other Local Taxes
- 3.5% Interfund Reimbursements
- 1.5% Charges for Services
- 2.3% State Shared Taxes
- 32.8% Income Taxes
  
- 53.9% Property Taxes

### REVENUE SUMMARY

	Audit Fiscal 1995	% Increase (Decrease)	Budget Fiscal 1996	% Increase (Decrease)	BUDGET 1997
Prior Years Funds	1,201,182	100%	0	100%	0
Property Taxes	166,599,045	6%	176,526,779	2.7%	181,362,649
Income Taxes	99,641,071	7.2%	106,800,000	3.5%	110,510,340
Other Local Taxes	10,106,314	9.1%	11,030,000	(9.7%)	9,955,000
State Shared Taxes	7,914,257	(3.9%)	7,608,546	2.8%	7,820,000
Licenses & Permits	3,391,002	(6.7%)	3,162,800	12.6%	3,561,770
Revenue from Other Agencies	3,502,714	(2.0%)	3,443,810	(1.0%)	3,410,330
Charges for Services	8,813,686	(26%)	6,532,500	(21.8%)	5,106,300
Interest, Use of Money / Fines	3,171,456	14%	3,606,807	(16.03%)	3,028,473
Interfund Reimbursements	7,839,245	25%	9,803,448	19.4%	11,705,258
<b>TOTAL</b>	<b>312,179,972</b>	<b>5.2%</b>	<b>328,514,690</b>	<b>2.4%</b>	<b>336,460,120</b>

# FISCAL 1997 BUDGET SUMMARY

How  
the  
budget  
is spent



1.6% Recreation & Parks  
2.6% Legislative/Judicial  
3.2% Community College  
5.0% Human Services  
8.9% Debt, Reserves, etc.  
5.3% General Government  
6.9% Public Works/Inspections,  
Licenses & Permits  
9.0% Public Safety

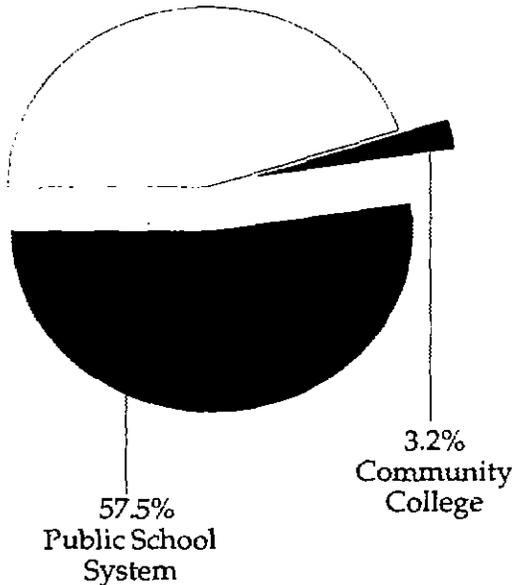
57.5% Public School System

## APPROPRIATION SUMMARY

	Audit Fiscal 1995	% Increase (Decrease)	Approved Fiscal 1996	% Increase (Decrease)	BUDGET 1997
Public School System	173,251,655	5.8%	183,346,970	5.5%	193,522,080
Community College	10,123,894	6.8%	10,813,220	(.2%)	10,791,670
Public Safety	29,037,315	5.7%	30,697,300	(1.0%)	30,380,600
Public Works/Inspections	24,484,029	22.5%	30,002,740	(22.9%)	23,116,900
Human Services	16,650,277	4.3%	17,363,420	(3.6%)	16,740,010
Recreation & Parks	5,167,486	4.2%	5,386,300	(2.8%)	5,233,780
General Government	15,519,360	13.1%	17,555,158	2%	17,902,680
Legislative/Judicial	8,784,196	5.1%	9,235,624	(4.6%)	8,805,840
Capital Expense, Debt Service & Reserves	25,840,439	(6.7%)	24,113,958	24.3%	29,966,560
<b>TOTAL</b>	<b>305,888,724</b>	<b>7.4%</b>	<b>328,514,690</b>	<b>2.4%</b>	<b>336,460,120</b>

## Education

60.7% of the County's operating budget is dedicated to providing quality education for its residents.



## Outlook for '97

### Public School System

The budget fully funds the request of the Board of Education and meets the maintenance of effort requirement.

#### Funding included for...

- additional teachers and support staff for three new schools scheduled to open in FY97
- opening of three new schools in FY98
- implementation of the Technology Magnet and School Careers programs
- employee pay raises

### Community College

#### Funding included for...

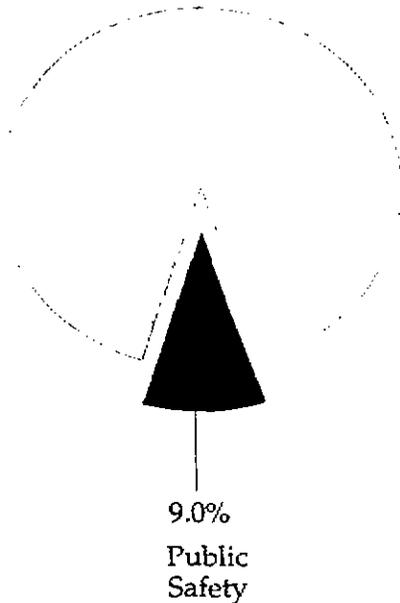
- a two and one-half percent merit increase
- additional faculty and staff positions

	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
Howard County Public School System	170,839,870	177,425,140	3.8%
Debt Service	12,507,100	15,096,940	20.7%
Pay-as-you-Go		1,000,000	100%
<b>Sub-Total</b>	<b>183,346,970</b>	<b>193,522,080</b>	<b>5.5%</b>
Community College	9,484,250	9,709,250	2.4%
Debt Service	1,328,970	1,082,420	<18.6>%
<b>Sub-Total</b>	<b>10,813,220</b>	<b>10,791,670</b>	<b>&lt;0.2&gt;%</b>
<b>TOTAL</b>	<b>194,160,190</b>	<b>204,313,750</b>	<b>5.2%</b>

# FISCAL 1997 BUDGET HIGHLIGHTS

## Public Safety

The second largest portion of the budget, 9.0%, is reserved for protecting the lives and property of county residents.



	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
Police Department	24,320,560	24,123,630	(.81%)
Fire Administration	113,740	104,890	(7.8%)
Fire Districts*	17,655,390*	18,602,020*	5.4%*
Corrections	6,263,000	6,152,080	(1.8%)
<b>TOTAL</b>	<b>30,697,300</b>	<b>30,380,600</b>	<b>(1%)</b>

\* Indicated for comparison purposes and not included in the general fund totals.

## Outlook for '97

### Police

Funding included for...

- Uniforms and equipment for 15 additional auxillary police
- 15 additional police vehicles
- Purchase of a document imaging system

### Fire

Funding included for...

- Upgrades to breathing apparatus
- Improvements to the Emergency Operations Center
- Maintenance costs for County stations
- Full-year funding for the 23 fire fighter positions approved in last year's budget

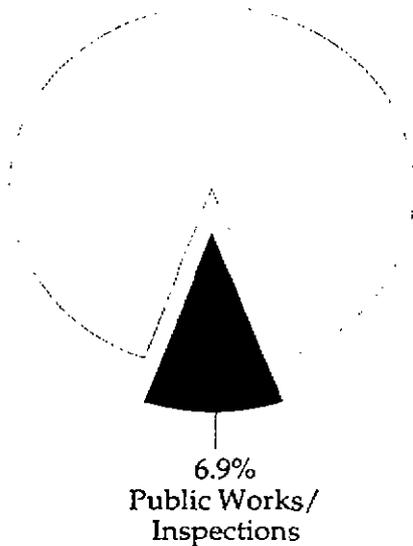
### Corrections

Funding included for...

- Continuation of the current level of operation with the elimination of the County's portion of support for a liaison position with the Office of the Public Offender

## Public Works/Inspections

Public facilities and services such as recycling, road maintenance, water and sewer service and building inspections constitute 6.9% of the budget.



	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
<b>Public Works</b>			
General Fund	20,555,830	19,583,100	(4.73%)
Water & Sewer Fund*	21,309,730*	21,512,430*	(0.9%)*
Environ. Svcs Fund*	8,183,560*	10,294,650*	(4.73%)*
<b>Sub-Total</b>	<b>20,555,830</b>	<b>19,583,100</b>	<b>(4.73%)</b>
Licenses & Permits	3,676,020	3,533,800	(3.9%)
<b>TOTAL</b>	<b>24,231,850</b>	<b>23,116,900</b>	<b>(4.6%)</b>

\*Indicated for comparison purposes and not included in general fund total.

## Outlook for '97

### Public Works

#### Funding included for...

- Maintenance of 875 miles of roadway, 4,000 street lights, 98 traffic signals and school flashers, 101 bridges and 350 storm water management facilities
- Establishment of the Environmental Services Fund to perform all solid waste collections, recycling and disposal
- Out-of-County residential waste export beginning January 1997
- The Bureau of Buildings and Grounds formerly in the Department of General Services
- Expansion of the buildings and grounds preventative maintenance plan
- Contractual services for leasing, installing and maintaining meters, signs and shelters.
- Continuation of the current level of operation of the Bureau of Utilities

This budget reflects the elimination of 24 full-time positions

### Inspections, Licenses & Permits

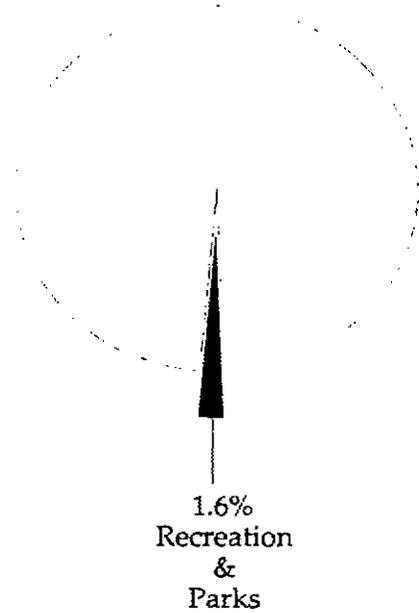
#### Funding included for...

- Continuation of the current level of services

This budget reflects the elimination of 2 full-time positions

## 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 1996	Fiscal Year 1997	% Increase (Decrease)
General Fund	5,386,300	5,233,780	(2.8%)
Self-Sustaining Fund*	5,562,320*	6,226,990*	12%*
Recreation Special Facilities*	0	1,482,090*	N/A
<b>TOTAL</b>	<b>5,386,300</b>	<b>5,233,780</b>	<b>(2.8%)</b>

\*Indicated for comparison purposes and not included in general fund total.

## Outlook for '97

### Recreation and Parks

Funding included for...

- Continued operation of quality recreational programs for the citizens of Howard County
- Administration, management, supervision and programming of all County parks and open space land
- Maintenance of athletic fields, pavillions and other active recreation areas
- Delivery of County-wide athletic, outdoors and special event programs

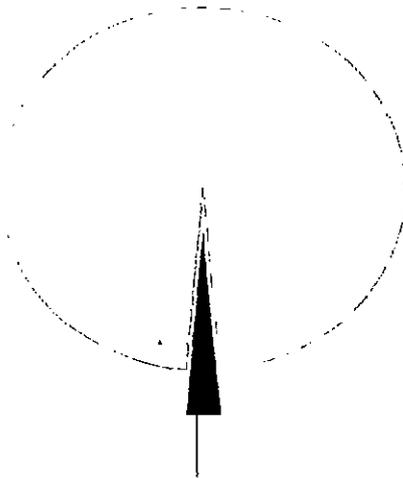
### Recreation Special Facilities

Funding included for...

- Operation and management of the Timbers at Troy golf course

## Legislative & Judicial

Making laws, maintaining justice, and operation of the county court system accounts for 2.6% of the total budget.



2.6%  
Legislative  
&  
Judicial

	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
Legislative	1,873,920	1,753,000	(6.4%)
Circuit Court	1,704,770	1,605,770	(5.8%)
Orphan's Court	34,460	32,780	(4.9%)
State's Attorney	2,869,320	2,729,140	(4.9%)
Sheriff's Office	1,984,330	1,942,050	(2.1%)
Board of Elections	768,820	743,100	(3.3%)
<b>TOTAL</b>	<b>9,235,620</b>	<b>8,805,840</b>	<b>(4.6%)</b>

## Outlook for '97

### Legislative

#### Funding included for...

- The Board of Appeals which is now an organization in the County Council

This budget reflects the elimination of 2 full-time positions

### Circuit Court

#### Funding included for...

- Contractual services for court reporting in lieu of the two vacant Court Reporter positions that have been eliminated

This budget reflects the elimination of 2 full-time positions

### Orphan's Court

#### Funding included for...

- Increase in compensation for Orphan's Court judges as provided by House Bill 776

### State's Attorney

#### Funding included for...

- Full-year cost for 2 part-time Clerk Typists that were added during Fiscal Year 1996

This budget reflects the elimination of 2 full-time positions

### Sheriff

#### Funding included for...

This budget reflects the elimination of one vacant Security Officer position

### Board of Elections

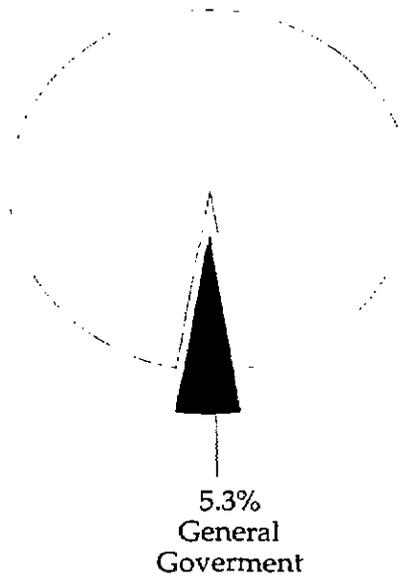
#### Funding included for...

- Conduct of the Presidential general election which will be held on November 5, 1996

# FISCAL 1997 BUDGET HIGHLIGHTS

## General Government

5.3% of the overall budget goes toward the daily operation of county government which is shared by a number of different departments.



## Outlook for '97

### County Administration

Funding included for...

- Continuation of the Human Resources study
- Increased postage costs

### Law

Funding included for...

- Continuation of sound and professional legal services for Howard County Government

### Planning & Zoning

Funding included for...

- Continuation of the current level of services
- County share of management and operation of the Tipton Airfield facility

### Technology & Communication Services

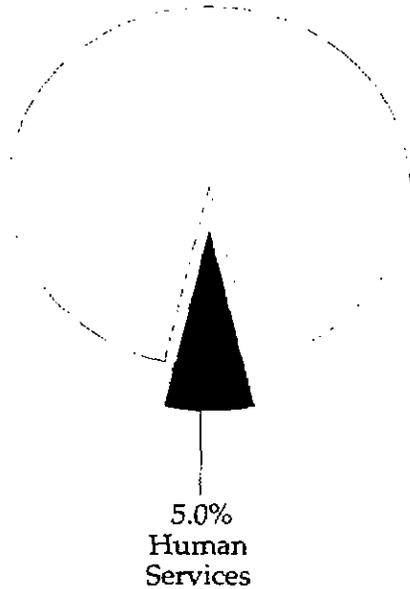
Funding included for...

- A new director
- A GIS Coordinator position

	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
County Executive	410,860	391,020	(4.8%)
County Administration	4,681,498	4,675,200	(0.1%)
Finance	3,967,090	3,957,970	(0.2%)
Office of Law	1,448,650	1,459,880	0.8%
Planning & Zoning	3,155,160	3,250,280	3.0%
Technology & Communication Services	2,817,600	3,642,630	29.3%
Economic Development Authority	515,290	525,700	2.0%
General Services	559,010	0	(100%)
<b>TOTAL</b>	<b>17,555,158</b>	<b>17,902,680</b>	<b>2.0%</b>

## Human Services

*The special needs of county citizens are addressed by a 5.0% portion of the budget which is used to provide services that help improve the quality of life for all.*



	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
Citizen Services	2,299,730	2,120,650	(7.7%)
Health & Mental Hygiene	3,491,640	3,341,640	(4.3%)
Social Services	379,370	318,560	(16%)
Cooperative Extension	221,150	220,520	(0.3%)
Soil Conservation	416,830	393,550	(5.6%)
Libraries	7,302,270	7,090,660	(2.9%)
Grants-In-Aid	3,254,430	3,254,430	0%
<b>TOTAL</b>	<b>17,363,420</b>	<b>16,740,010</b>	<b>(3.6%)</b>

## Outlook for '97

### Citizen Services

#### Funding included for...

- Continued administration and management of comprehensive human service programs throughout the county
- Operation of the Consumer Affairs Office
- Operation of the Office on Aging and support of associated programs

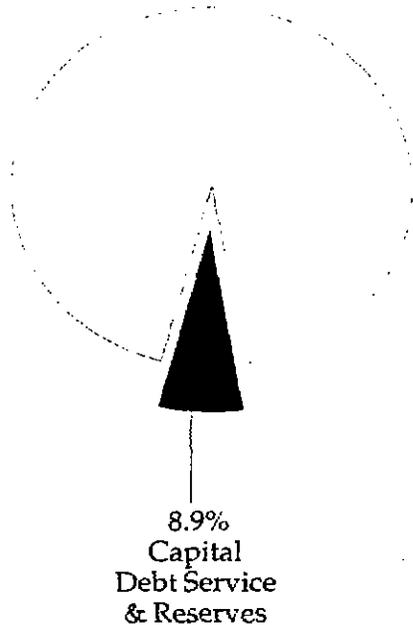
### Grants-In-Aid

#### Funding included for...

- Continuation of support for local human service agencies
- Continuation of support for county and regional arts institutions

## Capital, Debt Service & Reserves

*Included in this area are funds for debt payments, pay/go funding for the capital budget, tuition reimbursement and contingency reserve.*



	Fiscal Year 1996	Fiscal Year 1997	% Increase (Decrease)
Capital Expenses (Pay-as-you-go)	0	4,000,000	100%
County Debt Service*	23,207,750	24,491,560	5.5%
Contingency Reserve	856,208	1,400,000	63.5%
Employee Tuition Reimbursement	50,000	75,000	50.5%
<b>TOTAL</b>	<b>24,113,958</b>	<b>29,966,560</b>	<b>24.3%</b>

\* This amount does not include debt service for schools and Howard Community College. This has been shown on the education budget page.

## Outlook for '97

### Debt Service

Funding included for...

- Debt payment on non-education bonds

### Pay-as-you go Funds

Funding included for...

- \$3,308,000 for capital projects including \$3,000,000 for road resurfacing. An additional \$1,000,000 in paygo funds have been budgeted for the Technology Equalization Project in County schools and is shown in the Education Section of this summary

### Contingency Reserve

Funding included for...

- Unforeseen events or emergencies. Also included is \$400,000 to begin a pilot employee gainsharing program

# Employee Information

## Summary of Employees by Department/Agency

Department/ Agency	Actual Fiscal 1995	Budgeted Fiscal 1996	Proposed Fiscal 1997	Change Fiscal 1996/ 1997
Board of Education (Requested)	4,189.20	4,356.50	4,550.30	193.80
Howard Community College	<u>255.14</u>	<u>270.08</u>	<u>274.16</u>	<u>4.08</u>
<b>Sub-total Education</b>	<b>4,444.34</b>	<b>4,626.58</b>	<b>4,824.46</b>	<b>197.88</b>
Libraries	190.50	187.00	181.50	(5.50)
Health Deptment	<u>148.00</u>	<u>180.80</u>	<u>175.70</u>	<u>(5.10)</u>
<b>Sub-total Other Agencies</b>	<b>338.50</b>	<b>367.80</b>	<b>357.20</b>	<b>(10.60)</b>
County Executive	6	6	5	(1)
County Administration	139	155.53	149.53	(6)
Dept. of Finance	55	55	50	(5)
Office of Law	17	21.43	21.43	0
Dept. of Planning & Zoning	50	62.5	60.5	(2)
Dept. of Police	394	418.2	417.2	(1)
Sheriff's Dept.	48	48	47	(1)
Dept. of Fire & Rescue Services	211	251	251	0
Dept. of Corrections	118	118	118	0
Dept. of Recreation & Parks	114	273	272	(1)
Dept. of Public Works	372	404.17	379.97	(24.20)
Soil Conservation	7	7	7	0
Cooperative Extension	1	1.86	1.86	0
Dept. of Citizen Services	47	63.8	59.3	(4.50)
County Council	30	30.57	28.50	(2.07)
Circuit Court	27	28	26.07	(1.93)
State's Attorney	55	57.97	55.97	(2)
Dept. of Inspections, Licenses and Permits	65	65	63	(2)
Dept. of General Services	151	0	0	0
Dept. of Social Services	1	1	1	0
Dept. of Technology and Communication Services	0	105.57	105.57	0
<b>Sub-total County Government Employees</b>	<b><u>1,908.00</u></b>	<b><u>2,173.6</u></b>	<b><u>2,119.9</u></b>	<b><u>(53.7)</u></b>
<b>TOTAL</b>	<b>6,690.84</b>	<b>7,167.98</b>	<b>7,301.56</b>	<b>133.58</b>

**New Positions**

Department	Position
Citizen Services Office on Aging	Community Worker I Community Worker III (part-time)
Recreation and Parks	Utility Worker I Parks Maintenance Worker (2)
Technology and Communication Services	Director GIS Coordinator

# FISCAL 1997 BUDGET SUMMARY

## New Positions/Other Agencies

Department	Position	
<b>Board of Education (Requested) *</b>	Accountant	1.0
	Classroom Teachers	67.5
	Resource Teachers	2.0
	Special Education Teachers	17.0
	Media Specialist	5.0
	Principals	3.0
	Assistant Principals	5.0
	Guidance Counselors	4.9
	Media Assistants	2.0
	Instructional Assistants	12.6
	Pool Positions	13.2
	Psychologist	3.0
	Guidance Secretaries	2.0
	Principals' Secretaries	3.0
	Teachers' Secretaries	6.5
	Secretaries	2.1
	Accounting Clerk	1.0
	Schedule Clerk	1.0
	Registrars	2.0
	Pupil Personnel Worker	1.0
	Health Assistants	2.0
	Custodians	27.0
	Maintenance Worker	1.0
	Occupational Therapist	0.5
	Physical Therapist	0.5
	Speech Pathologist	3.0
	Psychologist	1.0
	Instructional Assistants	17.0
Food Service	15.8	
<b>Howard Community College</b>	Faculty (3)	
	Health Sciences Laboratory Assistant (Part-time)	
	Outcome Assessment Assistant (Part-time)	

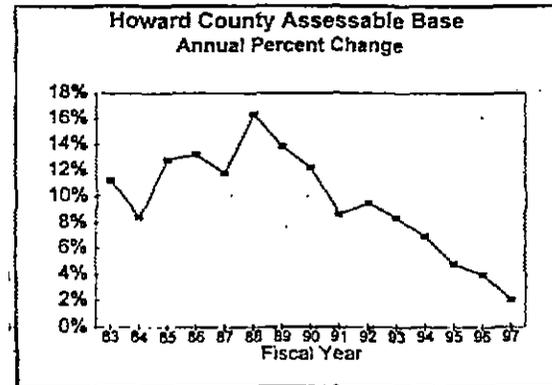
\* This does not reflect the reduction of 28.8 positions.

# 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 87% of the total. The performance of these two revenues in large measure determines the health of the budget.

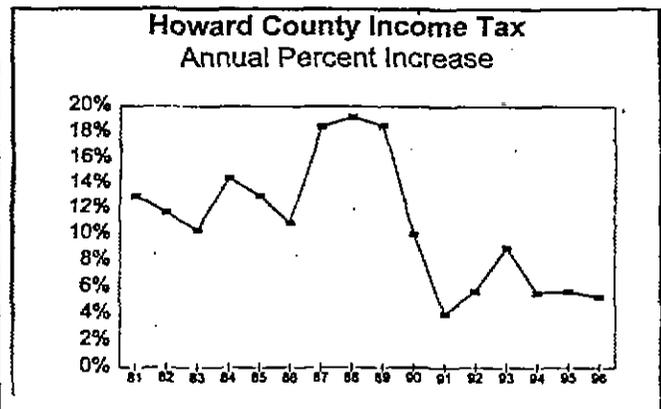
## Property Tax

The property tax makes up about 54% 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 1997 the assessable base is projected to grow by only 2%. As the following chart shows, percentage increases in the assessable base peaked in Fiscal Year 1988 and have fallen since then. 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 33% 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 5% increase in income tax revenue for Fiscal Year 1997.



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## 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.

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## 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.

Fiscal 1997

# Revenues

FUNDS FROM PRIOR YEARS

## Description

This page is an opening balance of funds for the budget. This is money received during the prior fiscal year 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Board of Education Prior Year Funds	1,000,210	0	325,000	0
Other	200,972	0	132,000	0
<b>TOTAL</b>	<b>1,201,182</b>	<b>0</b>	<b>457,000</b>	<b>0</b>

Fiscal 1997

# 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 1997. 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Real, Personal and Corporate	170,318,077	178,600,437	176,677,917	183,083,076
Payment in Lieu of Taxes--Hopkins	321,680	300,000	328,132	341,257
Payment in Lieu of Taxes--Housing	(237,804)	(151,658)	(294,493)	(157,724)
Additions and Abatements	(723,415)	(320,000)	(255,000)	(332,800)
Interest on Taxes	751,108	750,000	750,000	780,000
Tax Sale Revenue	21,836	0	137,600	0
<b>TOTAL</b>	<b>170,451,482</b>	<b>179,178,779</b>	<b>177,344,156</b>	<b>183,668,809</b>



Fiscal 1997

# 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Local Income Tax Surcharge	99,641,071	106,800,000	104,948,090	110,510,340
Admissions & Amusement Tax	1,280,216	1,400,000	1,100,000	1,100,000
Local Recordation Tax	6,946,000	7,600,000	6,800,000	6,800,000
Mobile Home Tax	533,252	530,000	530,000	540,000
Hotel/Motel Tax	1,346,646	1,500,000	1,450,000	1,515,000
<b>TOTAL</b>	<b>109,747,385</b>	<b>117,830,000</b>	<b>114,828,090</b>	<b>120,465,340</b>

Fiscal 1997

# 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Franchise Tax	835	0	0	0
Highway Users Tax	7,816,351	7,508,546	7,700,000	7,700,000
Auto Filing Fees	0	60,000	60,000	60,000
Recordation Tax (State)	42,221	20,000	57,000	30,000
State Transfer Tax	54,850	20,000	50,000	30,000
<b>TOTAL</b>	<b>7,914,257</b>	<b>7,608,546</b>	<b>7,867,000</b>	<b>7,820,000</b>

Fiscal 1997

# 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Beer and Wine License Fee	12,790	130,000	130,000	136,000
Distilled Spirits License Fee	138,861	5,000	6,000	6,500
Traders' License	381,399	360,000	360,000	375,500
Building Permits	1,525,723	1,500,000	1,700,000	1,700,000
Electrical Licenses	47,585	25,000	94,000	24,000
Electrical Permits	338,538	300,000	300,000	425,000
Plumbing Permits	786,305	650,000	730,000	730,000
Plumbing/Gas Registration	6,663	4,200	4,200	4,200
Mobile Home Permits	8,750	8,000	8,500	8,870
Sign Permits	21,443	34,600	20,000	20,000
Animal Licenses	57,278	80,000	60,000	62,580
Marriage Licenses	8,390	8,000	8,000	8,500
Marriage Lic., Domestic Violence Surcharge	41,950	40,000	40,000	41,720
Peddlers' & Solicitors' Licenses	7,121	8,000	8,000	8,400
Other	2,365	0	2,000	5,500
Building Reinspection	2,466	2,500	2,500	2,500
Building Extensions	3,375	7,500	3,500	2,500
<b>TOTAL</b>	<b>3,391,002</b>	<b>3,162,800</b>	<b>3,476,700</b>	<b>3,561,770</b>

Fiscal 1997

# 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Civil Defense Reimbursement	28,374	25,000	25,000	25,000
Dept. of Human Resources (State's Attorney)	435,033	300,000	300,000	312,900
State Aid for Police Protection	2,215,500	2,249,100	2,249,100	2,312,000
Soil Conservation	31,132	30,000	30,000	30,000
911 Reimbursement	587,746	625,000	600,000	620,000
Howard County Social Services	40,638	50,600	50,600	50,600
Community College Debt Service	59,911	59,730	59,730	59,730
Board of Education Telephone Debt Service	104,380	104,380	104,380	0
<b>TOTAL</b>	<b>3,502,714</b>	<b>3,443,810</b>	<b>3,418,810</b>	<b>3,410,330</b>

Fiscal 1997

# 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 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Finance Payroll Services	19,400	37,300	37,300	37,300
Sale of Maps and Publications	16,873	10,100	12,500	15,000
Civil Marriages	6,100	6,000	6,000	6,000
Tax Lien Certifications	171,724	230,000	200,000	230,000
Planning and Zoning Fees	755,581	825,000	745,000	700,000
House Type Revision Fees	44,820	53,000	53,000	53,000
IRB and MIDFA Application Fees	3,000	3,000	3,000	3,000
Rental Housing Inspection Fee	410,895	320,000	650,000	380,000
Development Review Fees	1,465,317	1,600,000	1,100,000	1,100,000
Development Specification Fees	12,600	55,000	13,000	20,000
Development Overhead Fees: Water & Sewer	498,329	395,000	450,000	450,000
Private Water & Sewer Inspection Fees	11,824	12,000	9,000	11,000
Topographic Maps	8,287	1,500	8,500	8,500
Police Record Check	53,611	51,000	51,000	51,000
Police Vehicle Storage	4,750	10,500	5,000	5,000
Master in Chancery Fees	24,101	22,000	22,000	22,000
Sheriff Fees	250,837	267,000	267,000	270,000
Boarding of Prisoners	662,036	701,900	1,085,000	1,345,000
Other	130,690	40,500	71,500	32,500
Recreation and Parks Program Fees	91,222	120,000	120,000	200,000
Use of County Landfill	4,012,290	1,600,000	1,700,000	0
Parking Meter Revenue	7,766	7,000	8,500	8,000
Private Roads Reimbursement	17,428	29,000	29,000	29,000
Snow Removal Fees	105,000	100,000	100,000	100,000
Subdivision Process Fees	29,205	35,700	30,000	30,000
<b>TOTAL</b>	<b>8,813,686</b>	<b>6,532,500</b>	<b>6,776,300</b>	<b>5,106,300</b>

Fiscal 1997

# 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.

	Audit FY 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Interest on Investments	2,769,648	2,545,000	1,900,000	1,600,000
Installment Interest	12,846	15,800	15,800	15,800
Clerk of the Court Interest	67,713	30,000	30,000	30,000
Golf Course Interest	(39,384)	0	0	0
Rental of Property	11,550	0	10,000	10,000
Sale of Property and Equipment	14,364	100,000	85,000	50,000
Other	12,133	595,907	200,000	499,473
Concessions	30,863	20,000	26,000	32,000
Savage Mill Interest Payment	72,589	0	0	0
<b>TOTAL</b>	<b>2,807,144</b>	<b>3,306,707</b>	<b>2,266,800</b>	<b>2,237,273</b>

Fiscal 1997

# Revenues

FINES AND FORFEITURES

## Description

These revenues are fines for neglecting to obtain certain licenses, parking tickets, administrative court costs, violations of the animal control laws, and false alarm fees.

	Audit FY 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Parking Violation Citations	184,187	141,000	172,800	352,800
Animal Control Civil Penalties	56,505	60,000	55,000	55,000
Court Fines	93,425	50,000	80,000	82,000
Fines/Forfeitures	17,355	45,000	45,000	45,000
Other Fines	4,455	1,000	1,300	1,300
Civil Offenses	8,385	3,100	5,100	255,100
<b>TOTAL</b>	<b>364,312</b>	<b>300,100</b>	<b>359,200</b>	<b>791,200</b>

Fiscal 1997

# 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.

Solid Waste Fund Pro Rata Share--Cost incurred by the General Fund in support of this fund are recovered in this account.

	Audit FY 1995	Budget FY 1996	Estimated FY 1996	Budget FY 1997
Public Service Communications Fund	65,000	72,850	72,850	79,108
Agricultural Land Preservation Fund	104,000	134,000	134,000	101,790
Fire Department Utilities	0	20,000	20,000	0
Street Light District Fund	74,795	40,000	40,000	40,000
Self-Insurance Funds	213,976	225,000	215,000	271,900
Water & Sewer Pro Rata Shares	1,793,792	2,208,561	2,208,561	2,857,840
DPW Developer Projects Pro Rata Share	89,728	110,000	95,000	92,000
General Capital Projects Pro Rata Share	1,000,392	1,200,000	1,000,000	950,000
Community Renewal Debt Interfund	858,560	1,045,670	1,045,670	1,082,410
Fire Debt Service Interfund	473,270	448,900	448,900	562,710
Recreation & Parks Debt Service Interfund	3,100,298	2,600,000	2,600,000	2,600,000
Return from BAN Management Fund	0	600,000	800,000	900,000
LGIT Debt Service Interfund	65,434	265,600	265,600	265,600
Return from Health Fund	0	426,867	426,867	818,000
Rec. Fund Self-Sustaining Fund Pro Rata Share	0	406,000	406,000	470,000
Solid Waste Fund Pro Rata Share	0	0	0	613,900
<b>TOTAL</b>	<b>7,839,245</b>	<b>9,803,448</b>	<b>9,778,448</b>	<b>11,705,258</b>

# 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 the general fund, capital funds, special revenue funds, internal service funds and the enterprise fund.

- **General Fund** - the General Fund is the general operating fund of Howard County. This fund accounts for all financial resources except for those required to be accounted for in other funds.
- **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.

# FISCAL 1997 BUDGET SUMMARY

## All Funds Summary

Fund Category	FY1995 Actual	FY1996 Estimated	FY1997 Budget
<b>I. General Fund</b>			
<i>Beginning Fund Balance</i>	22,681,456	23,003,332	23,003,332
Revenues	315,706,712	323,993,120	336,460,120
Expenditures	315,384,836	323,993,120	336,460,120
<i>Ending Fund Balance</i>	23,003,332	23,003,332	23,003,332
Reserved for Rainy Day Fund	20,114,774	0	0
Reserved for Encumbrances	1,523,180	0	0
Designated for Subsequent Year	1,365,378	0	0
Undesignated	0	0	0
<b>II. Capital Funds</b>			
<b>a. General County Projects</b>			
<i>Beginning Fund Balance</i>	(5,235,461)	56,323,086	36,427,419
Revenues	194,224,403	101,268,268	46,557,000
Expenditures	132,665,856	121,163,935	64,158,598
<i>Ending Fund Balance</i>	56,323,086	36,427,419	18,825,821
<b>b. Education/Howard Community College Projects</b>			
<i>Beginning Fund Balance</i>	4,043,027	4,591,380	(1,121,356)
Revenues	36,350,730	72,295,259	25,378,000
Expenditures	35,802,377	78,009,995	25,890,000
<i>Ending Fund Balance</i>	4,591,380	(1,123,356)	(1,633,356)
<b>TOTAL CAPITAL PROJECTS FUNDS</b>			
<i>Beginning Fund Balance</i>	(1,192,434)	60,914,466	35,304,063
Revenues	230,575,133	173,563,527	71,935,000
Expenditures	168,468,233	199,173,930	90,048,598
<i>Ending Fund Balance</i>	60,914,466	35,304,063	17,190,465
<b>III. Enterprise Fund</b>			
<b>a. Water &amp; Sewer Operating</b>			
<i>Beginning Fund Balance</i>	917,254	1,424,001	2,929,950
Revenues	19,872,233	21,422,819	20,884,220
Expenditures	19,365,486	19,916,870	21,512,430
<i>Ending Fund Balance</i>	1,424,001	2,929,950	2,301,740
<b>b. Capital Projects/Special Benefit Charges/Middle Patuxent</b>			
<i>Beginning Fund Balance</i>	18,056,454	26,840,420	(7,662,243)
Revenues	39,762,498	86,189,725	35,306,000
Expenditures	30,978,532	120,692,388	29,020,630
<i>Ending Fund Balance</i>	26,840,420	(7,662,243)	(1,376,873)
<b>TOTAL ENTERPRISE FUND</b>			
<i>Beginning Fund Balance</i>	18,973,708	28,264,421	(4,732,293)
Revenues	59,634,731	107,612,544	56,190,220
Expenditures	50,344,018	140,609,258	50,533,060
<i>Ending Fund Balance</i>	28,264,421	(4,732,293)	924,867
<b>IV. Special Revenue</b>			
<i>Beginning Fund Balance</i>	25,092,086	24,049,716	16,799,545
Revenues	39,103,770	101,252,573	70,357,663
Expenditures	40,146,140	108,502,744	81,926,059
<i>Ending Fund Balance</i>	24,049,716	16,799,545	5,231,149

# FISCAL 1997 BUDGET SUMMARY

## All Funds Summary

Fund Category	FY1995 Actual	FY1996 Estimated	FY1997 Budget
<b>V. Internal Service Funds</b>			
<i>Beginning Fund Balance</i>	12,207,728	14,834,898	13,137,430
<i>Revenues</i>	21,036,172	20,674,552	15,966,309
<i>Expenditures</i>	18,409,002	22,372,020	33,572,739
<i>Ending Fund Balance</i>	14,834,898	13,137,430	(4,469,000)
<b>TOTAL ALL FUNDS</b>			
<b>BEGINNING FUND BALANCE</b>	77,762,544	151,066,833	83,512,077
<b>REVENUES</b>	666,056,518	727,096,316	550,909,312
<b>EXPENDITURES</b>	592,752,229	794,651,072	592,540,576
<b>ENDING FUND BALANCE</b>	151,066,833	83,512,077	41,880,813

# 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 1997 the county has budgeted debt service payments of \$40,670,920 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 \$26.06 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, a summary and highlights follows.*

# FISCAL 1997 BUDGET SUMMARY

April 1, 1996

Darrel Drown, Chairman  
Howard County Council  
George Howard Building  
3430 Courthouse Dr.  
Ellicott City, Maryland 21043

Dear Mr. Drown:

I am pleased to submit my proposed Capital Budget for Fiscal Year 1997 and Capital Program to the County Council. We all are aware that the bonds we issue are having a greater impact on the cost of government. There is a price to be paid in the operating budget for the funds the county borrows, and that price is growing. However, the cost of not building the facilities the bonds pay for is also high. This budget proposal is a balance between the financial realities we face and the need to preserve our quality of life in the county while, at the same time, attempting to balance spending requests with spending affordability.

The *Spending Affordability Advisory Committee*, in their report to me this year, made it very clear we must watch our debt per capita levels and debt service as a percent of the budget ratio. They made it clear that a failure to do so would result in higher taxes, higher borrowing costs and a decline in the fiscal health of the county. Last month, Moody's Investors Service upgraded the county to Aaa status--its highest rating. That upgrade was a testament to the quality of life in the county, its planning and economic development, and the way the fiscal affairs of the county have been managed. However, in doing so, officials at Moody's made it clear they expect Howard County to keep its debt levels under control. That is my goal. I have structured this budget so we move forward with the facilities we critically need, while at the same time maintaining the debt burden on our citizens at close to the current level.

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. In all of the capital budgets that I have submitted, education has received the majority of the funds, and this year is no exception. In this proposed budget, education will receive more than 80% of the available bond funding financed from general revenues. This funds all of the Board of Education's requested classroom seats to maintain our current pupil teacher ratio. Education is the highest priority of the county at this time, and my proposed budget reflects that priority.

Over the past several years, we have allocated much of our available debt capacity to schools. Consequently, we have been unable to expand our roads to accommodate increased traffic levels. We can no longer get away with that. If we do not start now to build critically needed road projects, our ability to maintain reasonable traffic levels in the county will break down. A consequence would be not only a decline in our quality of life in the county but a slowing in economic development as adequate facility regulations begin to affect commercial and industrial properties. A failure to maintain progress will mean not only fewer jobs for the residents of the county, but most likely reduced services or higher taxes. Without a reasonable balance of both residential and commercial/industrial growth the tax base will not support the cost of services needed.

The challenge facing us then, was to find a way to build and pay for these critically needed projects without limiting our ability to build the schools we so badly need. At the time the Adequate Facilities Legislation was enacted, an excise tax on all development was also created and dedicated to road capacity expansion projects. However, in order to use those funds, the county was required to match them on a two-to-one basis. Because of slow revenue growth and an emphasis on school construction over the past several years, the county has not had the ability to pay for that match without increasing tax and debt levels beyond what I believe are unreasonable levels. The county will have \$21 million in excise tax dollars to spend during FY 1997. But, under current law, Howard County has to match it with \$42 million in other funds.

To confront this problem, I reconvened the adequate facilities task force I formed to deal with the problems of development. They recommended that in order to take the greatest advantage of these excise tax funds some way must be found to "leverage" them to the maximum advantage of the county. They suggested instead of using these funds on a pay-as-you-go basis and just building one or two projects, the funds could be used to pay debt service on a special series of road construction bonds that would be dedicated to road expansion projects. My staff and financial advisors have created fiscal models that demonstrate the county can issue between \$60 and \$65 million dollars of five-years bonds over the next five fiscal years and pay for them with the proceeds of the excise taxes. I congratulate the adequate facility task force for their "great idea." Using the excise tax in this

## FISCAL 1997 BUDGET SUMMARY

manner will allow the county to build all of the high and medium priority projects in its highway master plan. At the same time we will be able to allocate our debt capacity from general revenues for schools and other needed facilities.

In order to implement this idea, I have requested the Howard County Delegation to the Maryland General Assembly to introduce state legislation to remove the matching requirement. This will enable us to use the excise tax as debt service payments. They have supported this request and have introduced legislation to this goal. I thank them for their support. At the same time I have also introduced local legislation to the County Council to change the local implementing law. I request your support for this legislation.

For Fiscal Year 1997, I am proposing a Capital Budget of \$75,247,000. New general obligation bonds funded with general revenue make up \$26,057,000 of the total. Education projects will receive \$21,019,000 of that amount. This budget authorizes funding for new middle schools in the Fulton and Ilchester areas and additions to Mt. Hebron High School, Deep Run Elementary School and Waterloo and Worthington Elementary Schools. In addition, I have funded the last year of the Technology Equalization Project for older schools with pay-as-you-go funds.

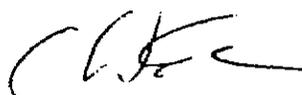
The Budget also includes \$19,848,000 in new Road Construction Bonds. As I described above, these bonds will be structured as five-year bonds and debt service on them will be paid from the excise tax dedicated to road construction projects. This is the opening year on a five year program, to fund the high and medium priority road construction projects in our master plan.

The bulk of the remaining general revenue supported bond funds are used for landfill remediation projects and for two important public safety projects--a renovation of the Ellicott City Police Headquarters, and the relocation of the Clarksville Fire Station.

The capital projects included in this proposed budget are critical to our future and to our quality of life. In my review of budget requests I have had to defer or scale back many requested projects. As always, it would be tempting to fully fund these projects. But these challenging economic times have forced us to reassess our priorities. Once again, we must concentrate our limited resources on what is needed instead of what is wanted.

In summary, I have proposed a \$75,247,000 capital budget for FY 1997, including \$26,057,000 in General Obligation Bonds, \$19,848,000 in excise tax funded Highway Construction Bonds, \$8,728,000 in Water and Sewer projects, and \$20,614,000 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.

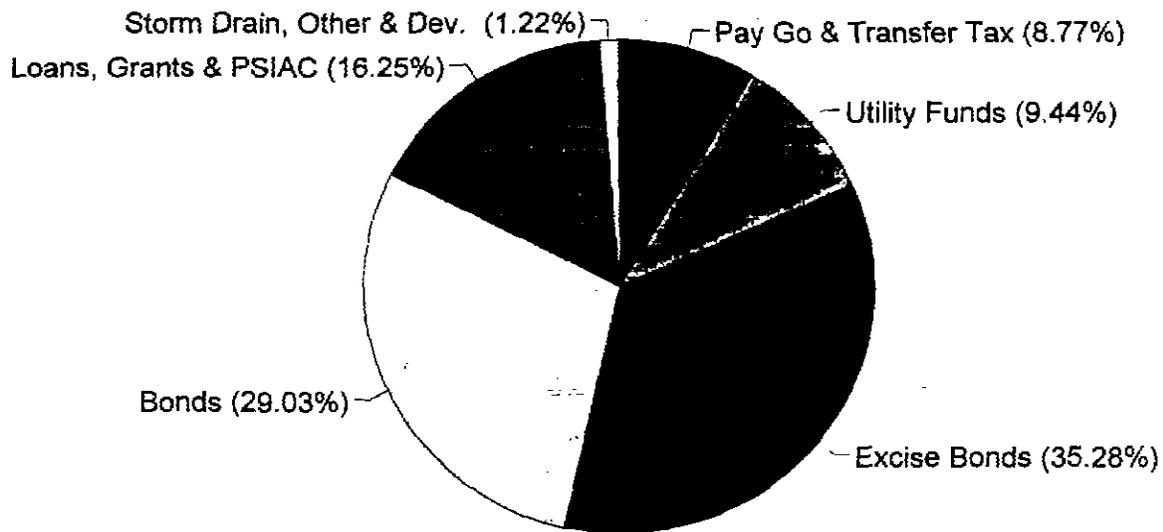
Sincerely,



Charles I. Ecker  
County Executive

# FISCAL 1997 BUDGET SUMMARY

## Revenue Summary Council Approved Capital Budget



### REVENUE SUMMARY

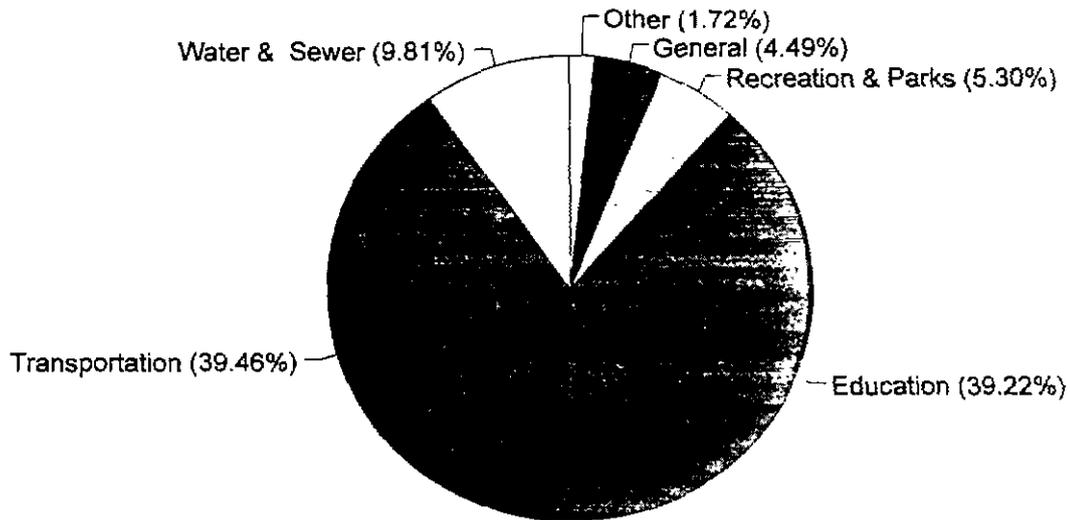
\$ in Thousands

	Council Approved	Pay Go & Transfer Tax	Excise Bonds	Loans, Grants & PSIAC	Bonds	Storm Drain, Other & Develop	Utility Fund
Education	34,907	4,100	615	8,600	21,392	200	0
Transportation	35,112	3,264	30,783	1,947	(2,126)	1,244	0
Water & Sewer	8,728	0	0	0	0	330	8,398
General	3,994	394	0	259	5,871	(2,530)	0
Recreation & Par	4,719	50	0	3,634	0	1,035	0
Other	1,532	0	0	22	700	810	0
<b>TOTAL</b>	<b>88,992</b>	<b>7,808</b>	<b>31,398</b>	<b>14,462</b>	<b>25,837</b>	<b>1,089</b>	<b>8,398</b>

# FISCAL 1997 BUDGET SUMMARY

## Expenditure Summary By Program

Council Approved Capital Budget



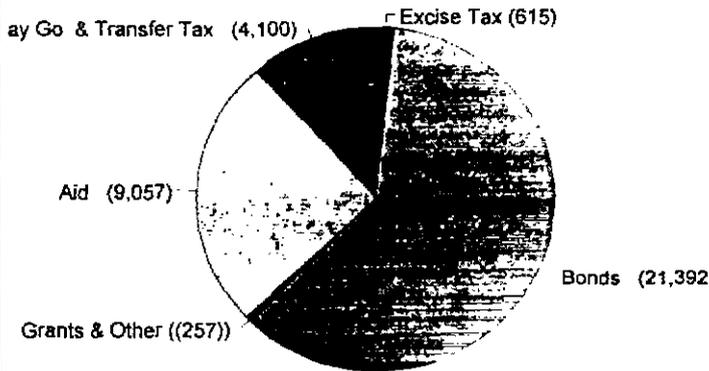
### APPROPRIATION SUMMARY

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 98	FY 99	FY 00	FY01	FY02	TOTAL
Education	193,571	34,907	228,478	42,702	28,571	30,113	38,791	30,447	399,102
Transportation	49,081	35,112	84,193	28,525	25,668	12,510	9,032	8,885	168,813
Water & Sewer	161,612	8,728	170,340	10,408	3,437	3,716	1,471	2,353	191,725
General	66,598	3,994	70,593	28,536	8,093	19,972	4,621	246	132,061
Recreation & Par	58,271	4,719	62,990	9,766	3,744	6,069	4,041	8,602	95,213
Other	84,755	1,532	86,287	3,920	4,511	2,848	1,659	1,254	100,479
<b>TOTAL</b>	<b>613,889</b>	<b>88,992</b>	<b>702,881</b>	<b>123,857</b>	<b>74,024</b>	<b>75,228</b>	<b>59,615</b>	<b>51,787</b>	<b>1,087,393</b>

# Education

## Capital Projects



## Outlook for '97

### Public School System

#### Funding included for...

- new middle schools in Fulton and Ilchester areas
- additions to Mt. Hebron High School, Deep Run Elementary School, Waterloo and Worthington Elementary Schools
- final year of the Technology Equalization Project for older schools using pay as you go funds

### Community College

#### Funding included for...

- improvements to the college road system
- physical plant expansion
- systemic renovations and campus parking

Future operating expenses associated with education projects will require payment of approximately \$12.4 million in annual debt service when the bonds are sold and other operating expenses of \$34.7 million per year.

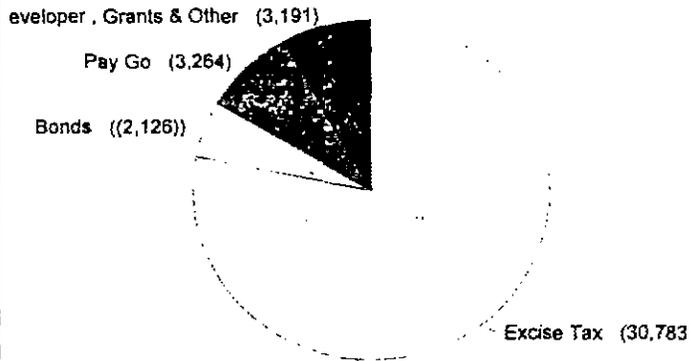
\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 98	FY 99	FY 00	FY 01	FY 02	Total
Board of Education	189,073	34,555	223,628	39,247	21,894	25,270	37,336	29,397	376,772
Community College	4,498	352	4,850	3,455	6,677	4,843	1,455	1,050	22,330
<b>TOTAL</b>	<b>193,571</b>	<b>34,907</b>	<b>228,478</b>	<b>42,702</b>	<b>28,571</b>	<b>30,113</b>	<b>38,791</b>	<b>30,447</b>	<b>399,102</b>

# FISCAL 1997 BUDGET HIGHLIGHTS

## Transportation

Capital Projects



## Outlook for '97

### Transportation

Funding included for...

- \$30.8 million in new 5 year road construction bonds.
- resurfacing 40 miles of roads
- design and construction of two new bridges
- ongoing program of sidewalk and roadside repair
- street lighting, safety, intersection & signalization improvements

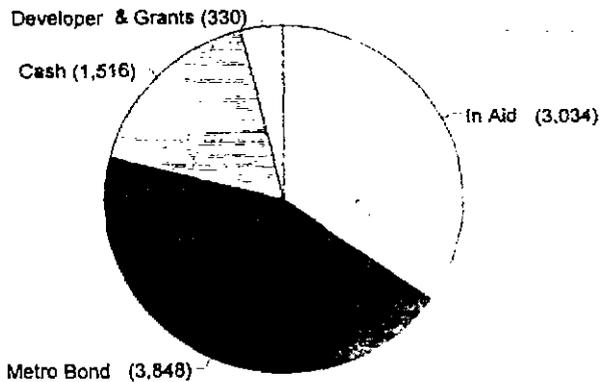
Annual debt service for transportation projects will be approximately \$4.1 million per year when the bonds are sold.

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 98	FY 99	FY 00	FY 01	FY 02	Total
Bridge Improvement	4,482	2,665	7,147	3,996	1,064	769	759	782	14,517
Road Resurfacing	5,308	3,090	8,398	3,100	2,000	3,000	3,000	3,000	22,498
Road Construction	31,153	27,217	58,370	16,956	19,317	6,187	2,850	3,270	106,950
Sidewalks & Curbs	2,717	76	2,793	1,679	972	550	354	355	6,704
Intersection Improv.	5,421	2,064	7,485	2,794	2,315	2,004	2,069	1,478	18,145
<b>TOTAL</b>	<b>49,081</b>	<b>35,112</b>	<b>84,193</b>	<b>28,525</b>	<b>25,668</b>	<b>12,510</b>	<b>9,032</b>	<b>8,885</b>	<b>168,813</b>

# Water & Sewer

## Capital Projects



## Outlook for '97

### Water & Sewer Funding included for...

- upgrade of pump station motors
- water meter replacement program
- extension of Little Patuxent Interceptors to the Alpha Ridge area
- four water and ten sewer extension projects to provide service to homeowners

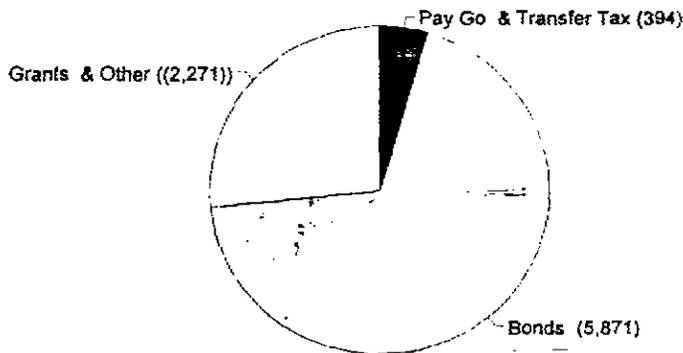
Future operating expenses will include approximately \$3.4 million in bond redemption costs following the sale of the bonds. An additional \$1.1 million in annual maintenance and other operating costs are also planned. These costs are paid by the Water & Sewer Capital Project Fund.

\$ in Thousands			Subtotal	FY 98	FY 99	FY 00	FY 01	FY 02	Total
	Prior Authorization	Council Approved							
Water	79,663	4,571	84,234	7,612	975	535	728	2,145	96,229
Sewer	81,949	4,157	86,106	2,796	2,462	3,181	743	208	95,496
<b>TOTAL</b>	<b>161,612</b>	<b>8,728</b>	<b>170,340</b>	<b>10,408</b>	<b>3,437</b>	<b>3,716</b>	<b>1,471</b>	<b>2,353</b>	<b>191,725</b>

# FISCAL 1997 BUDGET HIGHLIGHTS

## General

Capital Projects



## Outlook for '97

### General

Funding included for...

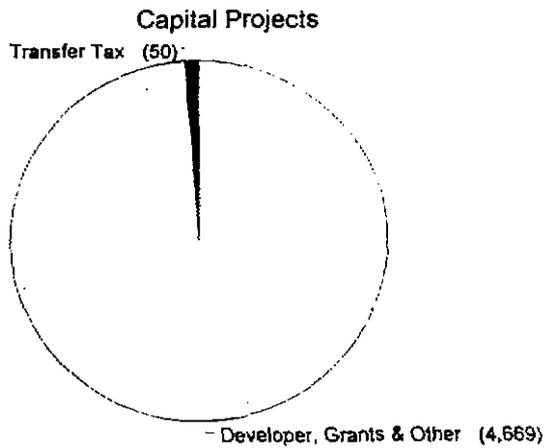
- construction and renovation of public safety complexes
- environmental remediations
- road & transit system additions & upgrades
- enhancements for the existing data communications and Global Positioning System (GPS)
- upgrading of libraries and museums

The fifteen general projects funded will account for approximately \$5.2 million in future debt service costs when the bonds are sold and \$13.7 million in other operating expenses annually.

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 98	FY 99	FY 00	FY 01	FY 02	Total
General County	46,790	164	46,955	25,600	8,093	19,972	4,621	89	105,330
Fire	5,740	1,580	7,320						7,320
Police	336	2,100	2,436	1,268					3,704
Library	13,732	150	13,882	1,668				157	15,707
<b>TOTAL</b>	<b>66,598</b>	<b>3,994</b>	<b>70,593</b>	<b>28,536</b>	<b>8,093</b>	<b>19,972</b>	<b>4,621</b>	<b>246</b>	<b>132,061</b>

# Recreation & Parks



## Outlook for '97

### Recreation & Parks

#### Funding included for...

- the site master plan and course routing for a new public golf course
- updating the Comprehensive Land Acquisition Contingency Fund
- resurfacing game courts
- establishing the Forest Mitigation Program
- the Historic Sites Preservation Program

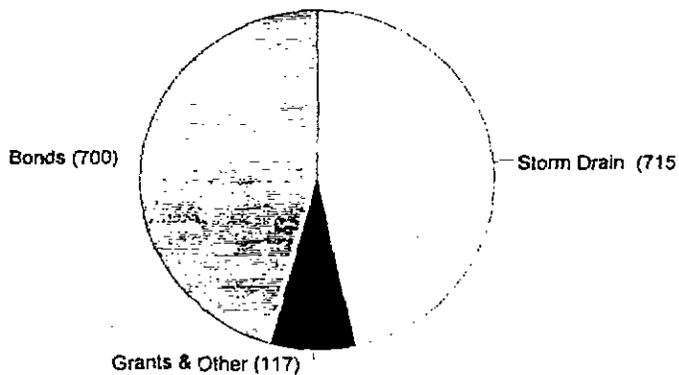
Future annual bond redemption costs are estimated to be approximately \$2.5 million for Recreation & Park projects after bonds are sold. Maintenance and other operating costs will be approximately \$1.8 million per year.

\$ in Thousands									
	Prior Authorization	Council Approved	Subtotal	FY 98	FY 99	FY 00	FY 01	FY 02	Total
Recreation & Parks	58,271	4,719	62,990	9,766	3,744	6,069	4,041	8,602	95,213
<b>TOTAL</b>	<b>58,271</b>	<b>4,719</b>	<b>62,990</b>	<b>9,766</b>	<b>3,744</b>	<b>6,069</b>	<b>4,041</b>	<b>8,602</b>	<b>95,213</b>

# FISCAL 1997 BUDGET HIGHLIGHTS

## Other

Capital Projects



## Outlook for '97

### Other

#### Funding included for...

- improvements to various storm drainage systems
- the Emergency Storm Drainage Reconstruction Fund
- improvements to the Tiber Channel in Ellicott City
- completion of the the comprehensive renovation and upgrade of the Hilltop Housing Project

Future annual bond service costs will be approximately \$1.2 million for Other projects after bonds are sold.

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 98	FY 99	FY 00	FY 01	FY 02	Total
Storm Drainage	8,765	1,282	10,047	2,920	4,011	2,848	1,659	1,254	22,739
Agricultural Preserv.	69,030		69,030						69,030
Community Renewal	6,960	250	7,210	1,000	500				8,710
<b>TOTAL</b>	<b>84,755</b>	<b>1,532</b>	<b>86,287</b>	<b>3,920</b>	<b>4,511</b>	<b>2,848</b>	<b>1,659</b>	<b>1,254</b>	<b>100,479</b>