



Fiscal 1998

# Education

SECTION I

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# Education

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

011-551-0100

## Description

The Howard County Public School System is responsible for developing educational policy and operating special education, elementary, middle and high schools. Enrollment is expected to reach nearly 40,000 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 1998 Board of Education Approved Operating Budget document published by the Howard County Public School System.

Revenue Sources Include:

Howard County	\$184,605,140
County Debt Service Share	17,447,490
Federal/State/Other	<u>68,776,230</u>
<b>Total</b>	<b>\$270,828,860</b>

## Highlights

Funds are included to:

- Accommodate an expected 1,600 new students
- Open three new schools and the Technology Magnet Applications and Research Laboratory
- Hire new staff, including teachers, principals, classroom assistants, custodians, guidance counselors, health assistants
- Equip new schools which will open in September 1998
- Provide employee salary increases
- Increase security coverage for schools
- Add elementary school lunchroom/recess monitors
- Begin eight-year effort to upgrade all media centers collections to the 1997 average media collection size.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	169,839,870	177,425,140	177,425,140	185,904,060	184,605,140	184,605,140
Debt Service	12,507,088	15,016,400	15,016,400	17,447,490	17,447,490	17,447,490
Pay-As-You-Go	0	1,000,000	1,000,000	0	0	0
<b>TOTAL</b>	<b>182,346,958</b>	<b>193,441,540</b>	<b>193,441,540</b>	<b>203,351,550</b>	<b>202,052,630</b>	<b>202,052,630</b>

Fiscal 1998

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

## Outlook for '98

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

Revenue Sources Include: (Unrestricted)	
Howard County	\$10,149,080
County Debt Service Share	1,230,960
State/Tuition/Other	<u>18,696,875</u>
<b>Total</b>	<b>\$30,076,915</b>

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	9,484,250	9,709,250	9,709,250	10,149,080	10,149,080	10,149,080
Debt Service	1,328,885	1,190,640	1,190,640	1,230,960	1,230,960	1,230,960
<b>TOTAL</b>	<b>10,813,135</b>	<b>10,899,890</b>	<b>10,899,890</b>	<b>11,380,040</b>	<b>11,380,040</b>	<b>11,380,040</b>

# Public Safety

## SECTION II

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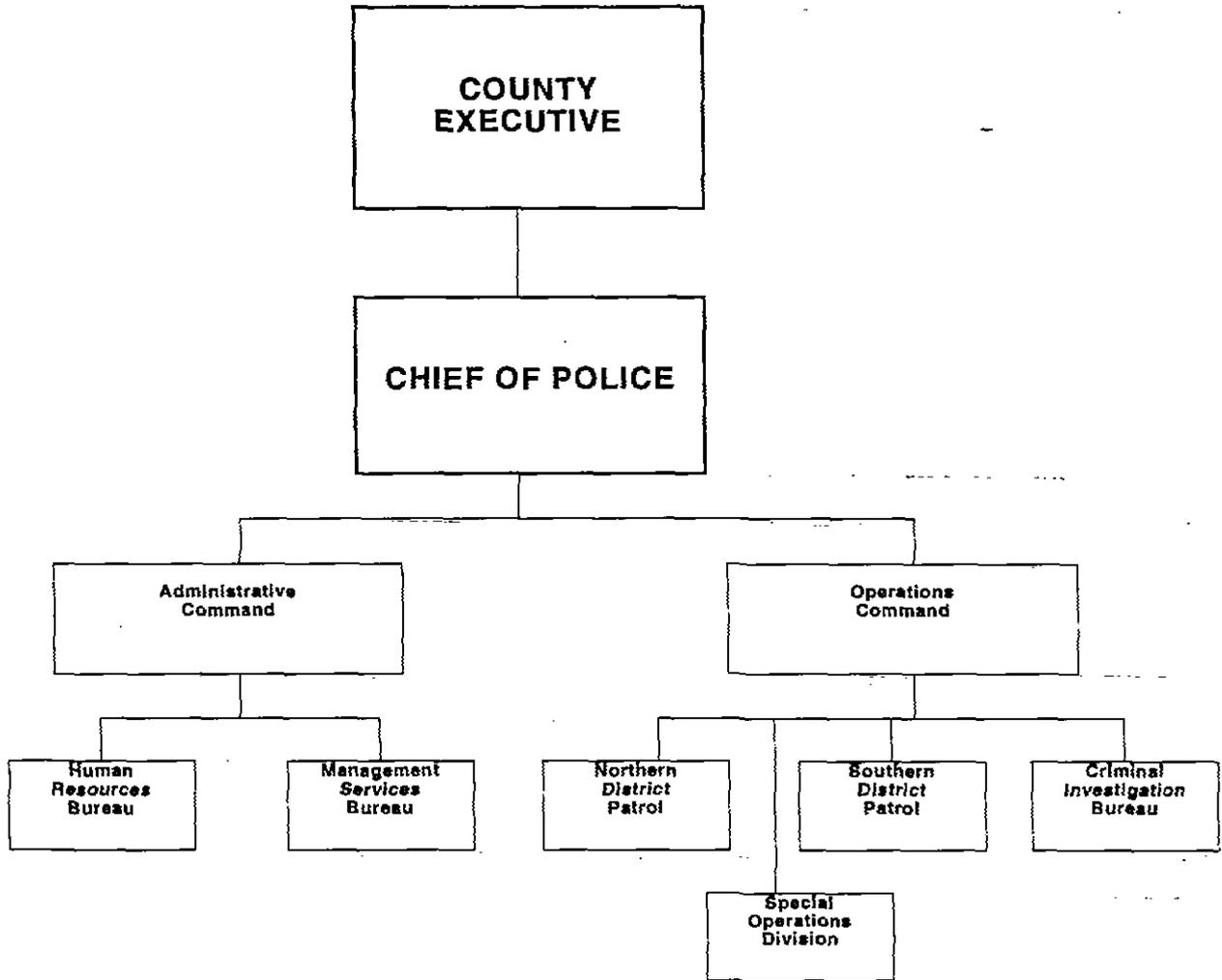
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# Public Safety

DEPARTMENT OF POLICE



Fiscal 1998

# 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 one additional Animal Handler in the Animal Control Division.

Funding for one additional Records Clerk in the Records Section.

Funding for one Senior Clerk in Crime Analysis.

Partial year funding for 22 police officers.

Funding for 11 new police vehicles.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	23,764,334	24,123,630	24,123,630	24,720,390	25,314,790	25,314,790
Grants	644,643	1,675,520	1,675,520	1,855,160	2,049,470	2,049,470
Trust And Agency Multifarious	24,679	58,770	58,770	60,000	60,000	60,000
<b>TOTAL</b>	<b>24,433,656</b>	<b>25,857,920</b>	<b>25,857,920</b>	<b>26,635,550</b>	<b>27,424,260</b>	<b>27,424,260</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Complaints processed/investigated	167	190
Liquor establishment inspections	246	250
Surveillance	36	40
Background investigations	64	75

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	961,217	891,300	891,300	959,920	955,050	955,050
Contractual Services	0	7,600	7,600	7,600	7,600	7,600
Supplies & Materials	7,210	12,250	12,250	12,250	12,250	12,250
<b>TOTAL</b>	<b>968,427</b>	<b>911,150</b>	<b>911,150</b>	<b>979,770</b>	<b>974,900</b>	<b>974,900</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	190	190	190	190	190
Supplies & Materials	49	150	150	150	150	150
<b>TOTAL</b>	<b>299</b>	<b>340</b>	<b>340</b>	<b>340</b>	<b>340</b>	<b>340</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Dog licenses issued*	800	850
Number of compensation claims	10	11
Animals processed in the Animal Control facility	4,400	4,800
Adoptions	1,350	1,400
Animals euthanized	2,100	2,300

\*Reflects licenses issued by Animal Control only.

## Personnel Summary

Authorized .....12 FTE  
 Additional .....1  
 Executive Proposed .....13 FTE  
 Approved .....13 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	453,944	452,010	452,010	519,380	486,600	486,600
Contractual Services	82,687	81,080	81,080	81,130	81,130	81,130
Supplies & Materials	35,232	43,250	43,250	43,250	43,250	43,250
Business & Education Expense	145	2,150	2,150	2,150	2,150	2,150
Other Operating Expenses	577	1,000	1,000	1,000	1,000	1,000
<b>TOTAL</b>	<b>572,585</b>	<b>579,490</b>	<b>579,490</b>	<b>646,910</b>	<b>614,130</b>	<b>614,130</b>

Fiscal 1998

# 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 '98

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

	FY97 Estimated	FY98 Projected
School Presentations	250	250
Youth Counseling Sessions	800	800
DARE Presentations	2,500	2,600
Runaway Investigations	859	1,044
Juvenile Division Cases	650	650

## Personnel Summary

Authorized .....78 FTE  
 Additional .....24  
 Executive Proposed .....102 FTE  
 Approved ..... 102 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,451,601	3,320,400	3,320,400	3,122,150	3,095,350	3,095,350
Contractual Services	617,937	551,700	551,700	549,200	569,150	569,150
Supplies & Materials	327,451	252,880	252,880	258,080	311,820	311,820
Business & Education Expense	1,321,382	1,543,250	1,543,250	1,568,650	1,609,830	1,609,830
Other Operating Expenses	317,120	376,890	376,890	360,510	429,830	429,830
<b>TOTAL</b>	<b>5,035,491</b>	<b>6,045,120</b>	<b>6,045,120</b>	<b>5,858,590</b>	<b>6,015,980</b>	<b>6,015,980</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Calls for Service	110,000	115,000
Fatal Collision Invest.	20	20
Breathalyzer Tests	1,300	1,400
High Risk Call Outs	15	20
Barricade Situations	5	7
Commercial Security Surveys	55	60
Crime Prevention Meetings	275	300

## Personnel Summary

Authorized .....262.19 FTE  
 Additional .....0  
 Executive Proposed .....262.19 FTE  
 Approved .....262.19

BUDGET	FY 1996	FY 1997		FY 1998		
	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed		
Salaries, Wages & Fringe Benefits	13,631,791	13,297,750	13,297,750	13,753,650	14,055,420	14,055,420
Contractual Services	12,112	6,750	6,750	6,750	206,750	206,750
Supplies & Materials	48,298	38,180	38,180	38,180	38,180	38,180
Business & Education Expense	479	4,500	4,500	4,500	4,500	4,500
Capital Outlay	53,905	8,300	8,300	8,300	2,300	2,300
Other Operating Expenses	66,220	153,690	153,690	279,050	279,050	279,050
<b>TOTAL</b>	<b>13,812,805</b>	<b>13,509,170</b>	<b>13,509,170</b>	<b>14,090,430</b>	<b>14,586,200</b>	<b>14,586,200</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Violent crime cases handled	-510	530
Violent crime arrests	175	210
Major property cases handled	700	760
Major property crime arrests	330	350
Child abuse cases handled	110	126
Child abuse arrests	23	29
Vice and narcotics cases handled	1,460	1,510
Vice and narcotics arrests	260	280

## Personnel Summary

Authorized .....	54 FTE
Additional .....	0
Executive Proposed .....	54 FTE
Approved .....	54 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,146,205	2,852,000	2,852,000	2,930,130	2,909,020	2,909,020
Contractual Services	6,292	6,200	6,200	6,200	6,200	6,200
Supplies & Materials	71,750	44,530	44,530	41,730	41,730	41,730
Business & Education Expense	3,220	3,200	3,200	3,200	3,200	3,200
Other Operating Expenses	147,260	172,430	172,430	163,090	163,090	163,090
<b>TOTAL</b>	<b>3,374,727</b>	<b>3,078,360</b>	<b>3,078,360</b>	<b>3,144,350</b>	<b>3,123,240</b>	<b>3,123,240</b>

Fiscal 1998

# Public Safety

POLICE DEPARTMENT HOT SPOTS GRANT

051-006-2004

## Functions

Sponsor efforts to develop partnerships within the local community to reduce juvenile crime and the fear of crime in specified areas of the community.

## Outlook for '98

This is an anticipated grant for FY98. Focus of this grant is on partnerships within the local community between law enforcement, religious institutions, non-profit organizations, residents, public agencies and business leaders.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	0	150,000	150,000
Contractual Services	0	0	0	0	30,000	30,000
Supplies & Materials	0	0	0	0	20,000	20,000
<b>TOTAL</b>	0	0	0	0	200,000	200,000

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	61,083	55,430	55,430	54,110	53,700	53,700
Contractual Services	0	160	160	0	0	0
Supplies & Materials	382	1,600	1,600	1,600	1,600	1,600
Business & Education Expense	5,954	5,940	5,940	6,000	6,000	6,000
<b>TOTAL</b>	<b>67,419</b>	<b>63,130</b>	<b>63,130</b>	<b>61,710</b>	<b>61,300</b>	<b>61,300</b>

Fiscal 1998

# Public Safety

POLICE DEPARTMENT

POLICE & CITIZENS TOGETHER GRANT (PACT)

051-006-2009

## Functions

This grant expired in December 1996.

## Outlook for '98

This grant expired in December 1996.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	113,137	54,130	54,130	0	0	0
Supplies & Materials	1,086	1,130	1,130	0	0	0
<b>TOTAL</b>	<b>114,223</b>	<b>55,260</b>	<b>55,260</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	0	0	0
Contractual Services	0	3,060	3,060	3,120	3,120	3,120
Supplies & Materials	0	4,000	4,000	4,000	4,000	4,000
Business & Education Expense	0	10,000	10,000	10,000	10,000	10,000
Capital Outlay	0	982,940	982,940	982,940	982,940	982,940
<b>TOTAL</b>	0	1,000,000	1,000,000	1,000,060	1,000,060	1,000,060

Fiscal 1998

# 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 '98

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, Office of Transitional Services.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	36,138	35,420	35,420	43,700	43,290	43,290
Contractual Services	18	1,200	1,200	2,000	2,000	2,000
Supplies & Materials	128	120	120	1,000	1,000	1,000
Business & Education Expense	542	600	600	900	900	900
<b>TOTAL</b>	<b>36,826</b>	<b>37,340</b>	<b>37,340</b>	<b>47,600</b>	<b>47,190</b>	<b>47,190</b>

Fiscal 1998

# Public Safety

POLICE DEPARTMENT COPS AHEAD GRANT

051-006-2003

## Functions

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

## Outlook for '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	323,195	317,630	317,630	361,600	358,350	358,350
TOTAL	323,195	317,630	317,630	361,600	358,350	358,350

Fiscal 1998

# 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 '98

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 1996		FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed		
Salaries, Wages & Fringe Benefits		10,045	49,110	49,110	50,850	50,850	50,850
TOTAL		10,045	49,110	49,110	50,850	50,850	50,850

Fiscal 1998

# 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 '98

Funding covers 100 percent of the salary and benefits of two police officers, two contractual positions and training costs associated with the evaluation of individuals assigned to the unit. The grant was secured during FY96 and will continue through FY98.

BUDGET	FY 1996	FY 1997		FY 1998		
	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed		
Salaries, Wages & Fringe Benefits	44,511	84,400	84,400	103,490	102,680	102,680
Contractual Services	23,710	60,000	60,000	60,000	60,000	60,000
Supplies & Materials	2,584	0	0	1,600	1,600	1,600
Business & Education Expense	4,926	8,000	8,000	8,000	8,000	8,000
<b>TOTAL</b>	<b>75,731</b>	<b>152,400</b>	<b>152,400</b>	<b>173,090</b>	<b>172,280</b>	<b>172,280</b>

Fiscal 1998

# Public Safety

POLICE DEPARTMENT TROOPS TO COPS

051-006-2015

## Functions

Reimbursement for training costs associated with two police officer positions funded under the COPS Ahead grant.

## Outlook for '98

This grant was a one-year program to provide reimbursement for training costs associated with two positions funded under the COPS Ahead grant.

This grant has expired.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	9,940	0	0	0	0	0
TOTAL	9,940	0	0	0	0	0

Fiscal 1998

# Public Safety

POLICE DEPARTMENT

COPS AS PEERS

051-006-2016

## Functions

Funding from the Governor's Office of Crime Control & Prevention.

## Outlook for '98

FY98 represents a continuation grant to allow Police Officers to act as mentors in the local community. This is part of the Community Policing effort. Funding covers incidental expenses associated with the program; police officers volunteer their time for this program.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Supplies & Materials	5,237	500	500	5,000	5,000	5,000
TOTAL	5,237	500	500	5,000	5,000	5,000

Fiscal 1998

# Public Safety

POLICE DEPARTMENT

HARPER'S CHOICE AFTER SCHOOL

051-006-2018

## Functions

Grant funding from the Governor's Office of Crime Control & Prevention to provide juveniles with constructive after-school activities during "at risk" after-school/summer hours.

## Outlook for '98

This grant was created in January 1997 by SAO #13-97 with a funding level of \$28,400. The FY98 appropriation represents the additional funds required for full-year operation of the program.

Funding included for:

- 1 Police Officer position
- 2 part-time Recreation Specialists.

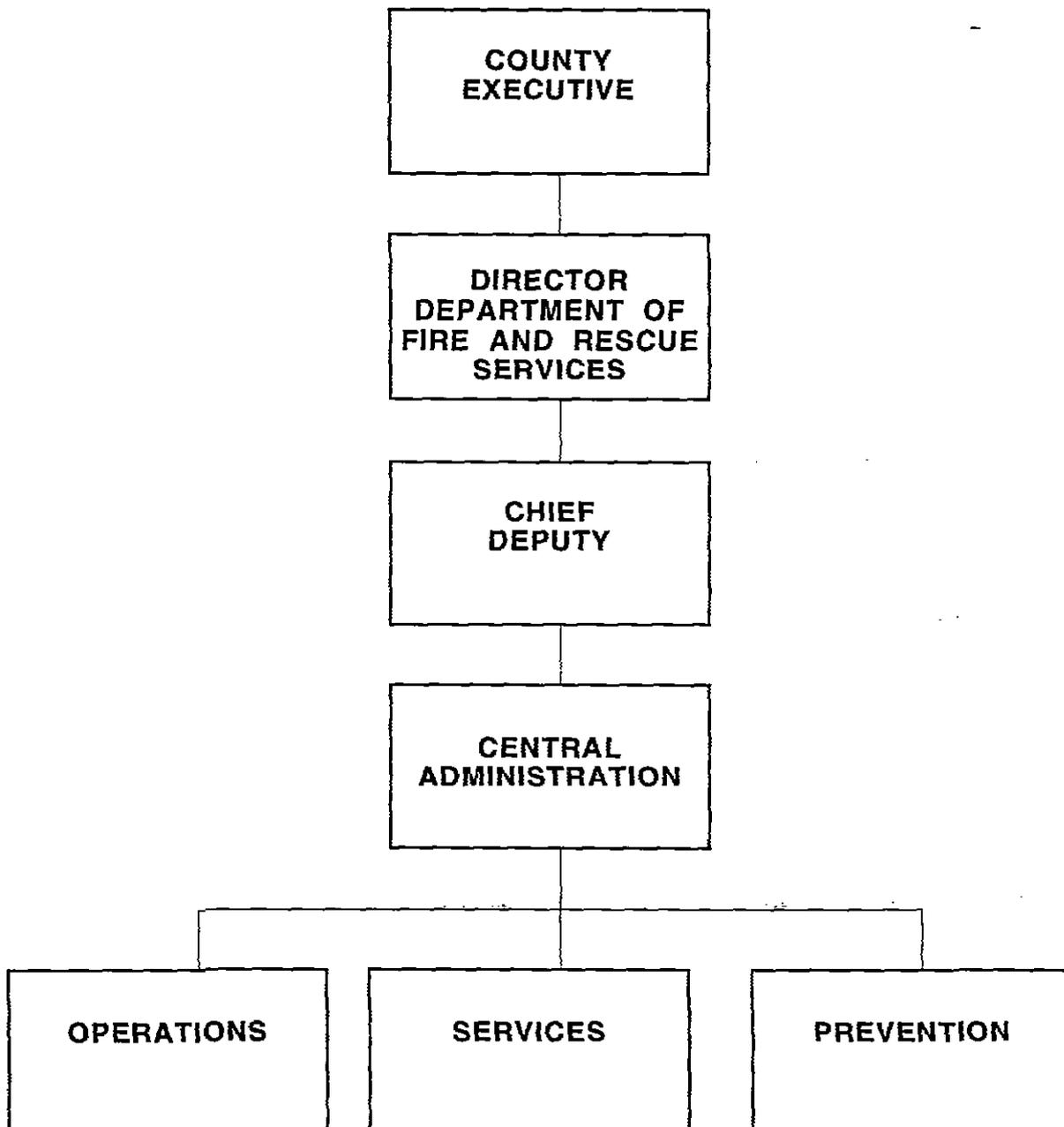
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	115,940	115,130	115,130
Contractual Services	0	0	0	20,000	20,000	20,000
Supplies & Materials	0	0	0	10,400	10,400	10,400
Business & Education Expense	0	0	0	8,910	8,910	8,910
<b>TOTAL</b>	0	0	0	155,250	154,440	154,440

Fiscal 1998

# Public Safety

FIRE AND RESCUE SERVICES

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Fiscal 1998

# 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.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
TOTAL General Fund	113,749	104,890	104,890	0	0	0
TOTAL Grants	0	181,620	181,620	181,620	181,620	181,620
TOTAL Metro Fire & Rescue Tax Fund	14,691,339	17,273,800	17,273,810	17,699,320	17,730,270	17,730,270
TOTAL Rural Fire & Rescue Tax Fund	2,435,072	2,446,790	2,446,790	2,295,600	2,312,420	2,312,420
TOTAL Trust And Agency Multifarious	9,571	28,500	28,500	30,500	30,500	30,500
<b>TOTAL</b>	<b>17,249,731</b>	<b>20,035,600</b>	<b>20,035,610</b>	<b>20,207,040</b>	<b>20,254,810</b>	<b>20,254,810</b>

Fiscal 1998

# Public Safety

DEPARTMENT OF FIRE AND RESCUE SERVICES

SECTION 508 EQUIPMENT

051-077-1200

## Functions

This grant receives funds from the Maryland Department of Public Safety and Correctional Services. Funds received are forwarded to the Howard County Volunteer Fireman's Association for distribution to its members. Expenditures are limited to capital purchases per Article 38A, Sec. 45D, Annotated Code of MD.

## Outlook for '98

Funding represents a continuation of the grant. In previous years, this grant was reported in the capital budget; however, beginning with SAO #6-97, this grant will now be reported in the operating budget.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay	0	181,620	181,620	181,620	181,620	181,620
<b>TOTAL</b>	<b>0</b>	<b>181,620</b>	<b>181,620</b>	<b>181,620</b>	<b>181,620</b>	<b>181,620</b>

Fiscal 1998

# 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 '98

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

Staff changes represent internal transfer of positions.

## Personnel Summary

Authorized .....8.4 FTE  
 Additional .....(1)  
 Executive Proposed .....7.4 FTE  
 Approved ..... 7.4 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	322,402	481,900	481,900	455,630	452,790	452,790
Contractual Services	65,224	59,710	59,710	87,230	237,230	237,230
Supplies & Materials	4,744	9,100	9,100	9,850	9,850	9,850
Business & Education Expense	2,460	4,950	4,950	2,950	2,950	2,950
Other Operating Expenses	219,630	258,520	258,520	227,620	208,220	208,220
<b>TOTAL</b>	<b>614,460</b>	<b>814,180</b>	<b>814,180</b>	<b>783,280</b>	<b>911,040</b>	<b>911,040</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	400	400	400	400	400
Contractual Services	250	190	190	190	190	190
Supplies & Materials	79	550	550	550	550	550
Business & Education Expense	0	800	800	800	800	800
Other Operating Expenses	0	100	100	100	100	100
<b>TOTAL</b>	<b>329</b>	<b>2,040</b>	<b>2,040</b>	<b>2,040</b>	<b>2,040</b>	<b>2,040</b>

Fiscal 1998

# 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 '98

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 for a new fire lieutenant position to coordinate training and certification programs for paramedic personnel.

- Continuation funding is included for improvements to the Cooksville Training site, bar-coding project with quartermaster program and upgrades to breathing apparatus.

## Personnel Summary

Authorized .....10 FTE

Additional .....0

Executive Proposed .....10 FTE

Approved .....10 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	492,297	538,620	538,620	506,490	503,240	503,240
Contractual Services	15,880	19,070	19,070	19,240	19,240	19,240
Supplies & Materials	25,858	28,985	28,990	30,950	30,950	30,950
Business & Education Expense	54,080	54,150	54,150	54,150	54,150	54,150
Capital Outlay	0	105,000	105,000	90,000	90,000	90,000
<b>TOTAL</b>	<b>588,115</b>	<b>745,825</b>	<b>745,830</b>	<b>700,830</b>	<b>697,580</b>	<b>697,580</b>

Fiscal 1998

# 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 '98

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

Funding is included for:

- rehab of the safety house for continued use in the new school year;

- upgrades to equipment used in the public education program.

## Personnel Summary

Authorized .....6 FTE

Additional .....2 Transfer

Executive Proposed .....8 FTE

Approved .....8 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	380,651	379,900	379,900	501,500	498,250	498,250
Contractual Services	14,076	17,170	17,170	17,230	17,230	17,230
Supplies & Materials	9,036	10,700	10,700	14,700	14,700	14,700
Business & Education Expense	4,477	6,300	6,300	6,300	6,300	6,300
Capital Outlay	0	3,500	3,500	3,500	3,500	3,500
<b>TOTAL</b>	<b>408,240</b>	<b>417,570</b>	<b>417,570</b>	<b>543,230</b>	<b>539,980</b>	<b>539,980</b>

Fiscal 1998

# 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 '98

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

- Funding includes the upgrade of safety tools and emergency equipment, including breathing apparatus, oxygen equipment, medical kits, test meters and resource kits.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	742,560	617,900	617,900	660,600	656,540	656,540
Contractual Services	14,425	18,300	18,300	18,470	18,470	18,470
Supplies & Materials	11,489	14,050	14,050	16,050	16,050	16,050
Business & Education Expense	1,514	2,650	2,650	2,650	2,650	2,650
Capital Outlay	0	30,000	30,000	25,000	25,000	25,000
<b>TOTAL</b>	<b>769,988</b>	<b>682,900</b>	<b>682,900</b>	<b>722,770</b>	<b>718,710</b>	<b>718,710</b>

Fiscal 1998

# 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 '98

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

- Continuation funding for upgrade to the Emergency Operations Center equipment, including software.

- Ongoing funding to update the County's Emergency Operations Plans.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	7,062	8,140	8,140	8,330	8,330	8,330
Supplies & Materials	2,401	3,730	3,730	3,730	3,730	3,730
Business & Education Expense	1,087	2,100	2,100	2,100	2,100	2,100
Capital Outlay	0	72,000	72,000	47,500	47,500	47,500
<b>TOTAL</b>	<b>10,550</b>	<b>85,970</b>	<b>85,970</b>	<b>61,660</b>	<b>61,660</b>	<b>61,660</b>

Fiscal 1998

# 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 '98

Continue to support volunteer operations in the Metro Fire District.

Renovations to Station 1 will continue this year with miscellaneous repairs to the kitchen and parking lot and the replacement of turnout gear racks.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	302,890	242,490	242,490	289,900	289,900	289,900
<b>TOTAL</b>	302,890	242,490	242,490	289,900	289,900	289,900

Fiscal 1998

# 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 '98

Continue to support volunteer operations in the Metro Fire District.

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

- replacement of EMS equipment and tools on Squad 2;
- purchase of updated blood pressure, pulse, respiration and oxygen monitors for the ambulance

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	126,450	165,950	165,950	194,800	194,800	194,800
<b>TOTAL</b>	126,450	165,950	165,950	194,800	194,800	194,800

Fiscal 1998

# 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).

## Functions

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	215,817	220,120	220,120	236,660	236,660	236,660
TOTAL	215,817	220,120	220,120	236,660	236,660	236,660

Fiscal 1998

# 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 '98

Continue to support volunteer operations in the Metro Fire District.

Funding included for the replacement of car-carpeting, exterior painting, ceiling tiles and roof repairs.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	286,300	294,300	294,300	311,300	311,300	311,300
TOTAL	286,300	294,300	294,300	311,300	311,300	311,300

Fiscal 1998

# 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 '98

Continue to support volunteer operations in the Metro Fire District.

Funding includes replacement of tools and equipment on Engine 83 that are deteriorating.

- Continuation funding for upgrades to breathing apparatus

- Upgrades and replacement of safety equipment that has become inoperable and/or unrepairable.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	128,150	134,150	134,150	156,850	156,850	156,850
TOTAL	128,150	134,150	134,150	156,850	156,850	156,850

Fiscal 1998

# 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 '98

Continue to provide fire and rescue services.

- Funding for uniforms and ancillary personnel allowances per contractual requirements;

- Ongoing repairs and equipment at Stations 7, 9, 10 and 11.

- Purchase of trench collapse rescue equipment.

Changes in personnel due to the addition of 8 FF trainees via Sec. 305 process in FY97 and internal transfers.

## Personnel Summary

Authorized .....215.6 FTE  
 Additional .....20  
 Executive Proposed .....235.6 FTE  
 Approved .....235.6 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	9,765,153	10,843,170	10,843,170	12,070,000	11,564,500	11,564,500
Contractual Services	560,899	810,430	810,430	873,090	873,090	873,090
Supplies & Materials	429,574	399,555	399,560	450,840	450,840	450,840
Business & Education Expense	101,667	123,940	123,940	123,940	123,940	123,940
Capital Outlay	126,667	162,000	162,000	171,500	171,500	171,500
Other Operating Expenses	256,090	7,490	7,490	6,630	19,350	19,350
<b>TOTAL</b>	<b>11,240,050</b>	<b>12,346,585</b>	<b>12,346,590</b>	<b>13,696,000</b>	<b>13,203,220</b>	<b>13,203,220</b>

Fiscal 1998

# 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 '98

Continue to support volunteer operations in the Rural Fire District.

Funding included for repairs to the station, removal and replacement of blacktop in front of building, new buddy breathing equipment, replacement of siding on east and west ends of building and roof repairs.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	201,810	209,910	209,910	216,550	216,550	216,550
TOTAL	201,810	209,910	209,910	216,550	216,550	216,550

Fiscal 1998

# 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 '98

Continue to support volunteer operations in the Rural Fire District.

Funding included for improvements to the vehicle maintenance program, storage/equipment area for turn-out gear, replacement of work areas, replacement carpeting for the watch office and day room areas, and replacement of two A/C units.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	162,947	155,980	155,980	167,380	167,380	167,380
<b>TOTAL</b>	162,947	155,980	155,980	167,380	167,380	167,380

Fiscal 1998

# 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 17% share of the Central Administration costs are also charged to the Rural Fire District.

## Outlook for '98

Continue to provide fire and rescue services.  
Personnel are all part-time positions; increase due to increased hours.

## Personnel Summary

Authorized .....9.6 FTE  
Additional .....0  
Executive Proposed .....9.8 FTE  
Approved .....9.8 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	322,491	388,450	388,450	393,810	393,810	393,810
Contractual Services	87,254	120,720	120,720	120,110	120,110	120,110
Supplies & Materials	0	1,480	1,480	1,480	1,480	1,480
Capital Outlay	0	40,000	40,000	0	0	0
Other Operating Expenses	1,660,570	1,504,900	1,504,900	1,396,270	1,371,750	1,371,750
<b>TOTAL</b>	<b>2,070,315</b>	<b>2,055,550</b>	<b>2,055,550</b>	<b>1,911,670</b>	<b>1,887,150</b>	<b>1,887,150</b>

Fiscal 1998

# Public Safety

## FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1998 Budget			Summary of FY 1999 - 2003 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	
Personal Equipment F-5917 FY98		160,000	160,000					-	160,000
Personal Equipment F-5943 FY99			0	190,000					190,000
Personal Equipment F-5922 FY00			0		190,000				190,000
Personal Equipment F-5951 FY01			0			190,000			190,000
Personal Equipment F-5997 FY02			0				190,000		190,000
Personal Equipment F-5933 FY03			0					190,000	190,000
Ambulance Replacement F-5941 FY99			0	200,000					200,000
Ambulance Replacement F-5921 FY00			0		200,000				200,000
Ambulance Replacement F-5930 FY01			0			200,000			200,000
Ambulance Replacement F-5998 FY02			0				200,000		200,000
Ambulance Replacement F-5950 FY03			0					200,000	200,000
Replacement Utilities F-5966 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 Utilities F-5957 FY03			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
Replacement Staff Vehicles F-5926 FY01			0			75,000			75,000

Fiscal 1998

# Public Safety

## FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1998 Budget			Summary of FY 1999 - 2003 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	
Replacement Staff Vehicles F-5996 FY02			0				75,000		75,000
Replacement Staff Vehicles F-5909 FY03			0					75,000	75,000
Replacement Brush Unit F-5548 FY98		25,000	25,000						25,000
Replacement Brush Unit F-5967 FY99			0	35,000					35,000
Replacement Brush Unit F-5969 FY01			0			35,000			35,000
Replacement Rescue Squad F-5238 FY98		150,000	150,000						150,000
Replacement Rescue Squad F-5980 FY00			0		400,000				400,000
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
Pumper Replacement F-5915 FY03			0					300,000	300,000
Training Aids F-5982 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
Training Aids F-5923 FY03			0					40,000	40,000
Breathing Apparatus Cylinder Replacement F-5954 FY98		30,000	30,000						30,000
Breathing Apparatus Cylinder Replacement F-5953 FY99			0	25,000					25,000
Breathing Apparatus Cylinder Replacement F-5956 FY00			0		25,000				25,000

Fiscal 1998

# Public Safety

## FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

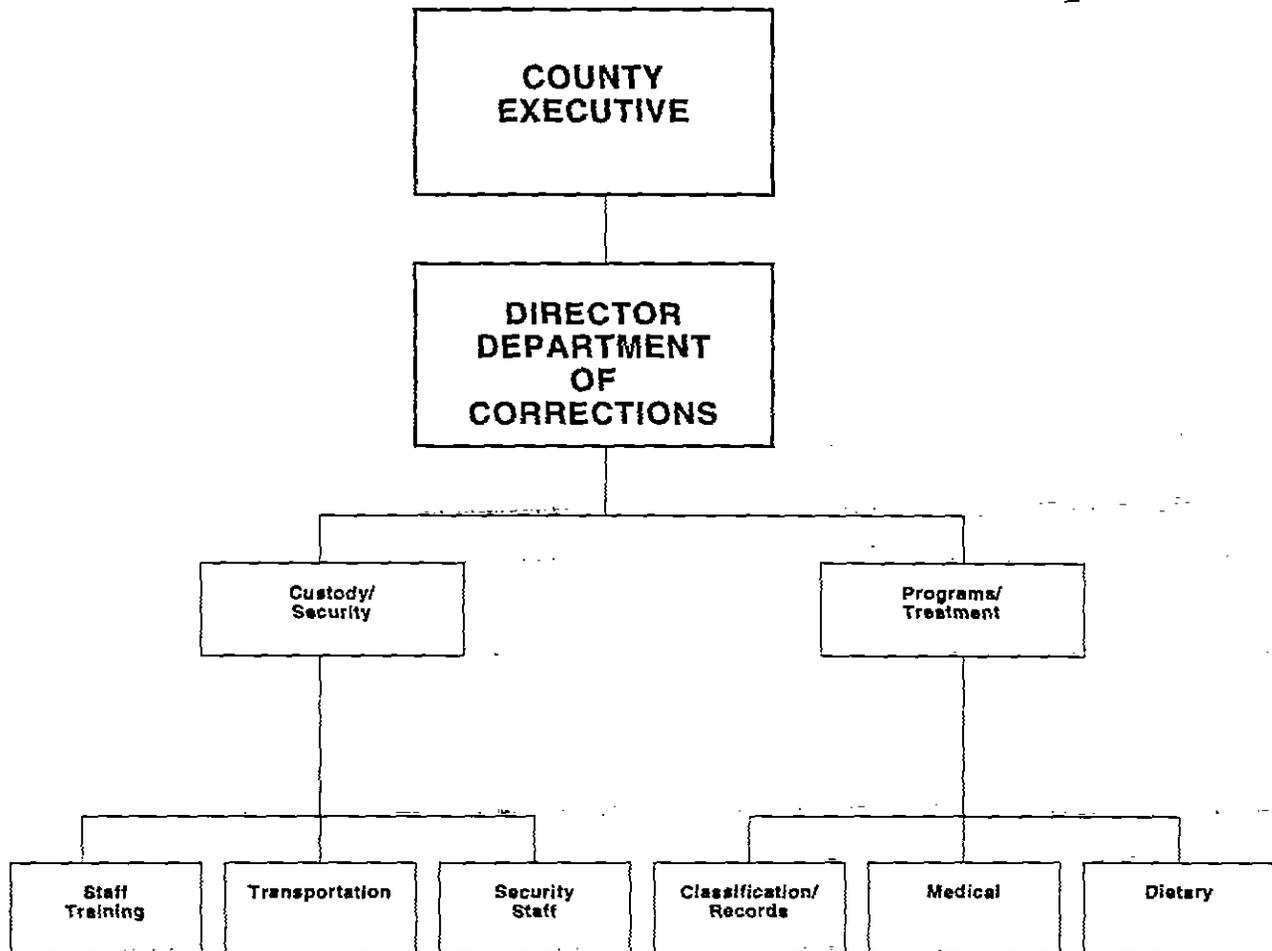
Title/ Project Number	Fiscal Year 1998 Budget			Summary of FY 1999 - 2003 Program					
	Prior Auth.	Executive Request	Sub- Total	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	Total
Breathing Apparatus Cylinder Replacement F-5975 FY01						25,000			25,000
Breathing Apparatus Cylinder Replacement F-5989 FY02							25,000		25,000
STATION 13--GLENWOOD									
Pumper F-5984 FY01			0			450,000			450,000
Tanker F-5985 FY01			0			200,000			200,000
Ambulance F-5986 FY01			0			75,000			75,000
Utility F-5987 FY01			0			25,000			25,000
Computer Upgrades F-5914 FY98		50,000	50,000						50,000
<b>TOTAL REQUEST</b>		<b>415,000</b>	<b>415,000</b>	<b>940,000</b>	<b>1,305,000</b>	<b>1,690,000</b>	<b>905,000</b>	<b>880,000</b>	

Fiscal 1998

# Public Safety

DEPARTMENT OF CORRECTIONS

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Fiscal 1998

# 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 includes \$50,000 overtime associated with training staff on the new Tiburon Jail Management Program.

Supplies and materials increase is due to a 23% increase of processed inmates.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	5,072,212	5,067,380	5,067,380	5,036,790	4,988,880	4,988,880
Contractual Services	137,961	98,730	98,730	95,830	95,830	95,830
Supplies & Materials	855,492	953,390	953,390	965,490	965,490	965,490
Business & Education Expenses	24,309	26,050	26,050	26,720	26,720	26,720
Capital Outlay	186,283	3,500	3,500	3,500	3,500	3,500
Other Operating Expenses	3,310	3,030	3,030	2,620	30,410	30,410
<b>TOTAL</b>	<b>6,279,567</b>	<b>6,152,080</b>	<b>6,152,080</b>	<b>6,130,950</b>	<b>6,110,830</b>	<b>6,110,830</b>

# Public Works/Inspections

SECTION III

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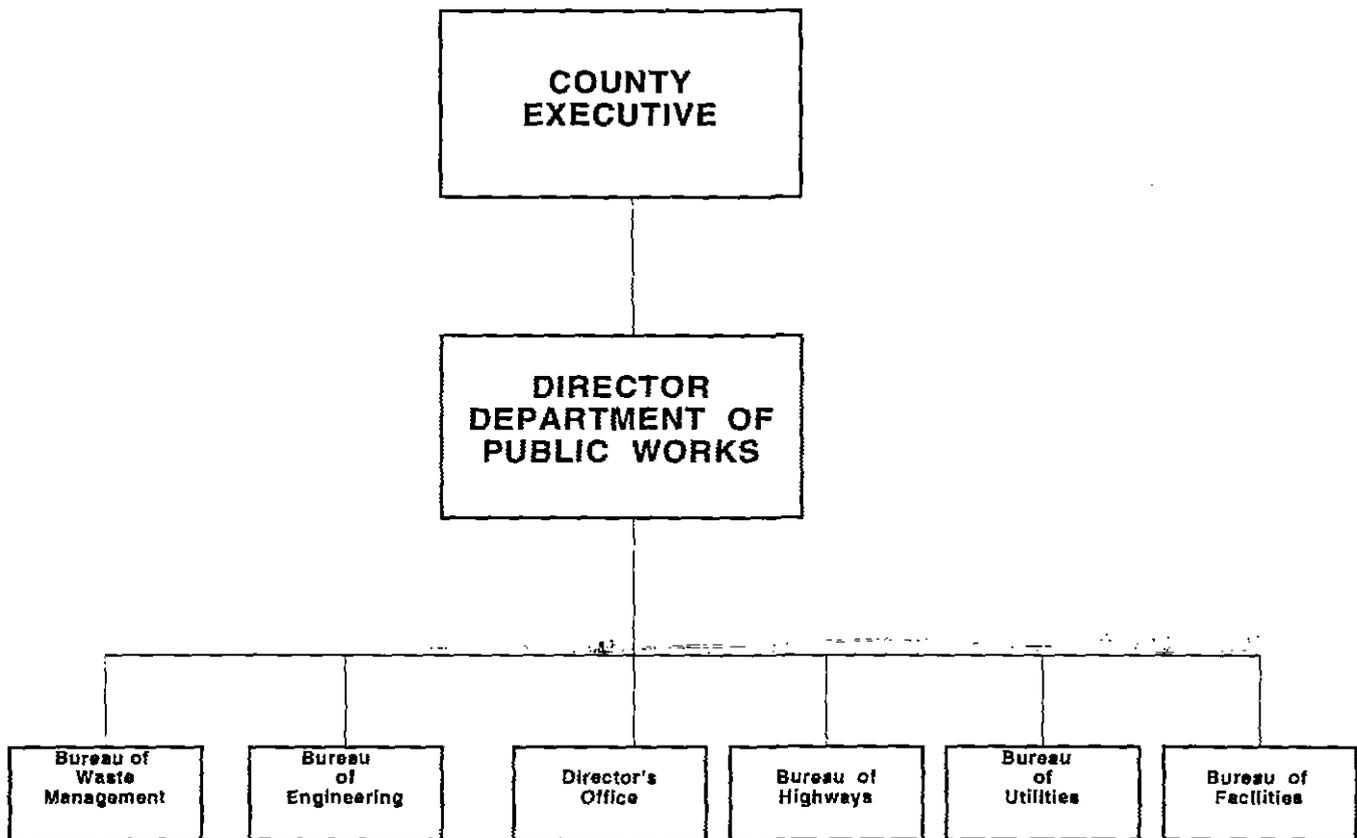
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Fiscal 1998

# Public Works/Inspections

DEPARTMENT OF PUBLIC WORKS

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Fiscal 1998

# 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 six operating bureaus: Director's Office, Engineering, Highways, Facilities, Waste Management and Utilities.

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

## Highlights

The department will maintain 900 miles of roadway, 4,200 streetlights, 98 traffic signals and school flashers, 101 bridges, 400 stormwater management facilities and 43 buildings with 1,018,300 square feet. The Bureau of Utilities provides 7,118,000,000 gallons of water through 585 miles of water line. 5,767,000,000 gallons of wastewater is collected through 625 miles of sewer line and processed at the Water Reclamation Plant and Baltimore's Patapsco Wastewater Treatment Plant.

The FY1998 General Fund budget includes funding for:

Stormwater Management,

Increased interfund reimbursement for recycling,

Major, routine and emergency building maintenance.

The Bureau of Waste Management budget reflects a full year of waste export and increased costs for recycling.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Director's Office	1,595,397	4,068,290	4,068,290	5,048,470	4,759,020	4,759,020
Bureau of Engineering	3,622,864	3,198,950	3,198,950	3,322,090	3,332,320	3,332,320
Bureau of Highways	8,177,521	6,801,370	6,801,370	7,004,300	7,452,890	7,452,890
Bureau of Facilities	0	5,514,490	5,514,490	6,359,120	5,859,540	5,859,540
TOTAL General Fund	13,395,782	19,583,100	19,583,100	21,733,980	21,403,770	21,403,770
Director's Office	0	0	0	708,000	1,300,000	1,300,000
Bureau of Engineering	0	125,000	125,000	135,000	135,000	135,000
Bureau of Highways	4,390	10,330	10,330	9,800	9,800	9,800
TOTAL Grants	4,390	135,330	135,330	852,800	1,444,800	1,444,800
Bureau of Waste Management	30	17,000	17,000	17,000	17,000	17,000
TOTAL Trust & Agency Multifarious	30	17,000	17,000	17,000	17,000	17,000
Bureau of Utilities	21,140,411	21,512,430	21,512,430	21,728,070	22,106,560	22,106,560
TOTAL Water & Sewer Fund	21,140,411	21,512,430	21,512,430	21,728,070	22,106,560	22,106,560
Bureau of Waste Management	0	10,294,650	10,294,650	13,277,760	12,947,220	12,947,220
TOTAL Environmental Services Fund	0	10,294,650	10,294,650	13,277,760	12,947,220	12,947,220
<b>TOTAL</b>	<b>34,540,613</b>	<b>51,542,510</b>	<b>51,542,510</b>	<b>57,609,610</b>	<b>57,919,350</b>	<b>57,919,350</b>

Fiscal 1998

# 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 Water and Sewer fund, the Capital improvement budget, and the Waste Management fund.

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 '98

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 increased funds for various office space rentals and a substantial increase in interfund reimbursement for recycling.

## Personnel Summary

Authorized .....16 FTE  
 Additional .....0  
 Executive Proposed.....16 FTE  
 Approved ..... 16 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,041,064	1,057,450	1,057,450	1,059,110	1,052,610	1,052,610
Contractual Services	250,876	109,760	109,760	158,060	158,060	158,060
Supplies & Materials	18,858	22,300	22,300	22,300	22,300	22,300
Business & Education Expense	96,669	80,550	80,550	93,320	93,320	93,320
Capital Outlay	33,700	0	0	0	0	0
Other Operating Expenses	154,230	2,798,230	2,798,230	3,715,680	3,432,730	3,432,730
<b>TOTAL</b>	<b>1,595,397</b>	<b>4,068,290</b>	<b>4,068,290</b>	<b>5,048,470</b>	<b>4,759,020</b>	<b>4,759,020</b>

Fiscal 1998

# 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 '98

The Bureau of Engineering will continue the current level of service.

The budget reflects the merge of the Geotechnical and Materials Division with the Construction Inspection Division.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Project/Admin Mgmt	279,768	248,680	248,680	250,290	279,560	279,560
Roads Bridges Storm Drains Div	412,895	405,330	405,330	392,300	389,860	389,860
Const Inspection Division	1,426,573	1,241,610	1,241,610	1,539,340	1,529,190	1,529,190
Traffic Division	342,696	345,840	345,840	391,370	388,930	388,930
General Projects Division	332,002	237,450	237,450	207,740	206,520	206,520
Survey And Drafting Division	655,917	531,720	531,720	541,050	538,260	538,260
Geotechnical & Material	173,013	188,320	188,320	0	0	0
TOTAL General Fund	3,622,864	3,198,950	3,198,950	3,322,090	3,332,320	3,332,320
TOTAL	3,622,864	3,198,950	3,198,950	3,322,090	3,332,320	3,332,320

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE MANAGEMENT DIVISION

011-009-0201

## Functions

Provide management, administrative and technical support for the Bureau of Engineering.

## Outlook for '98

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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	250,485	194,800	194,800	196,440	195,220	195,220
Contractual Services	3,251	4,230	4,230	4,620	4,620	4,620
Supplies & Materials	10,521	10,000	10,000	9,600	9,600	9,600
Business & Education Expense	15,056	15,400	15,400	15,380	15,380	15,380
Capital Outlay	455	0	0	0	0	0
Other Operating Expenses	0	24,250	24,250	24,250	54,740	54,740
<b>TOTAL</b>	<b>279,768</b>	<b>248,680</b>	<b>248,680</b>	<b>250,290</b>	<b>279,560</b>	<b>279,560</b>

Fiscal 1998

# 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 '98

The Transportation and Watershed Division will continue the current level of service.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	403,136	373,160	373,160	364,750	362,310	362,310
Contractual Services	5,412	27,720	27,720	22,800	22,800	22,800
Supplies & Materials	4,305	4,450	4,450	4,450	4,450	4,450
Business & Education Expense	42	0	0	300	300	300
<b>TOTAL</b>	<b>412,895</b>	<b>405,330</b>	<b>405,330</b>	<b>392,300</b>	<b>389,860</b>	<b>389,860</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 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 merge of the Geotechnical and Materials Division with this division.

## Personnel Summary

Authorized .....25 FTE  
 Additional .....0  
 Executive Proposed .....25 FTE  
 Approved .....25 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,317,117	1,119,210	1,119,210	1,419,350	1,409,200	1,409,200
Contractual Services	28,265	19,530	19,530	23,140	23,140	23,140
Supplies & Materials	17,308	21,550	21,550	21,450	21,450	21,450
Business & Education Expense	63,883	81,320	81,320	75,400	75,400	75,400
<b>TOTAL</b>	<b>1,426,573</b>	<b>1,241,610</b>	<b>1,241,610</b>	<b>1,539,340</b>	<b>1,529,190</b>	<b>1,529,190</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	308,570	270,140	270,140	335,420	332,980	332,980
Contractual Services	17,444	56,210	56,210	34,340	34,340	34,340
Supplies & Materials	4,466	7,450	7,450	8,250	8,250	8,250
Business & Education Expense	12,216	12,040	12,040	13,360	13,360	13,360
<b>TOTAL</b>	<b>342,696</b>	<b>345,840</b>	<b>345,840</b>	<b>391,370</b>	<b>388,930</b>	<b>388,930</b>

Fiscal 1998

# 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 '98

The General Projects Division will continue the current level of service.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	326,910	230,690	230,690	200,900	199,680	199,680
Contractual Services	1,813	2,810	2,810	2,890	2,890	2,890
Supplies & Materials	3,050	3,700	3,700	3,700	3,700	3,700
Business & Education Expense	229	250	250	250	250	250
<b>TOTAL</b>	<b>332,002</b>	<b>237,450</b>	<b>237,450</b>	<b>207,740</b>	<b>206,520</b>	<b>206,520</b>

Fiscal 1998

# 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 '98

The Survey and Drafting Division will continue the current level of services.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	538,159	456,710	456,710	466,470	462,410	462,410
Contractual Services	91,007	5,150	5,150	5,990	5,990	5,990
Supplies & Materials	18,137	11,850	11,850	10,000	10,000	10,000
Business & Education Expense	8,614	9,520	9,520	10,100	10,100	10,100
Other Operating Expenses	0	48,490	48,490	48,490	49,760	49,760
<b>TOTAL</b>	<b>655,917</b>	<b>531,720</b>	<b>531,720</b>	<b>541,050</b>	<b>538,260</b>	<b>538,260</b>

Fiscal 1998

# 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 in Fiscal 1998.

## Outlook for '98

The budget reflects the merge of this division with the Construction Inspection Division.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	169,118	177,690	177,690	0	0	0
Contractual Services	1,705	3,000	3,000	0	0	0
Supplies & Materials	1,020	1,450	1,450	0	0	0
Business & Education Expense	1,170	6,180	6,180	0	0	0
<b>TOTAL</b>	<b>173,013</b>	<b>188,320</b>	<b>188,320</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay	0	125,000	125,000	135,000	135,000	135,000
TOTAL	0	125,000	125,000	135,000	135,000	135,000

Fiscal 1998

# 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 '98

Maintain 900 miles of roadway; 101 bridges; 10 pedestrian walkways; 4,200 street lights; 98 traffic signals and school flashers, and over 400 storm water management facilities.

Add 25 miles of roads, 50 stormwater management facilities and 200 street lights.

The FY1998 budget includes \$500,000 for Stormwater Management and funding for contractual assistance for snow removal.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Highways Operations Division	368,764	460,990	460,990	458,300	454,650	454,650
Highway Maintenance Division	7,808,757	6,340,380	6,340,380	6,546,000	6,998,240	6,998,240
TOTAL General Fund	8,177,521	6,801,370	6,801,370	7,004,300	7,452,890	7,452,890
<b>TOTAL</b>	8,177,521	6,801,370	6,801,370	7,004,300	7,452,890	7,452,890

Fiscal 1998

# 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 '98

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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	353,081	442,690	442,690	440,490	436,840	436,840
Contractual Services	4,411	5,390	5,390	5,510	5,510	5,510
Supplies & Materials	3,009	4,050	4,050	3,450	3,450	3,450
Business & Education Expense	8,263	8,860	8,860	8,850	8,850	8,850
<b>TOTAL</b>	<b>368,764</b>	<b>460,990</b>	<b>460,990</b>	<b>458,300</b>	<b>454,650</b>	<b>454,650</b>

Fiscal 1998

# 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 '98

Tasks	FY97	FY98
	Estimated	Projected
# of Roads maintained	2,785	2,800
# of Storm Water Facilities maintained	350	400
# of Bridges maintained	101	101

The budget reflects the inclusion of \$500,000 for stormwater management and \$50,500 for contractual service to assist in snow removal.

## Personnel Summary

Authorized .....	94 FTE
Additional .....	0
Executive Proposed .....	94 FTE
Approved .....	94 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	4,290,954	3,767,330	3,767,330	3,893,180	3,913,420	3,913,420
Contractual Services	775,608	703,710	703,710	783,450	1,036,450	1,036,450
Supplies & Materials	1,303,478	363,530	363,530	363,950	507,950	507,950
Business & Education Expense	1,438,717	1,500,810	1,500,810	1,500,420	1,525,420	1,525,420
Capital Outlay	0	0	0	0	10,000	10,000
Other Operating Expenses	0	5,000	5,000	5,000	5,000	5,000
<b>TOTAL</b>	<b>7,808,757</b>	<b>6,340,380</b>	<b>6,340,380</b>	<b>6,546,000</b>	<b>6,998,240</b>	<b>6,998,240</b>

Fiscal 1998

# 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 '98

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

## Personnel Summary

Authorized.....0.20 FTE  
 Additional.....0  
 Executive Proposed.....0.20 FTE  
 Approved.....0.20 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	4,273	7,800	7,800	7,800	7,800	7,800
Supplies & Materials	32	1,500	1,500	1,500	1,500	1,500
Business & Education Expense	85	1,030	1,030	500	500	500
<b>TOTAL</b>	<b>4,390</b>	<b>10,330</b>	<b>10,330</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>

Fiscal 1998

# 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 '98

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

The FY1998 budget reflects full-year funding of waste export, and increase costs for recyclables processing and Environmental Services Pro Rata.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Environmental Services Operations	0	345,960	345,960	355,520	368,370	368,370
Solid Waste Management Division	0	6,633,770	6,633,770	8,632,030	8,620,260	8,620,260
Recycling Division	0	2,701,020	2,701,020	3,629,860	3,298,240	3,298,240
Environmental Services Pro-Rata	0	613,900	613,900	660,350	660,350	660,350
<b>TOTAL Environmental Services Fund</b>	0	10,294,650	10,294,650	13,277,760	12,947,220	12,947,220
Solid Waste Management Division	30	17,000	17,000	17,000	17,000	17,000
<b>TOTAL Trust &amp; Agency Multifarious</b>	30	17,000	17,000	17,000	17,000	17,000
<b>TOTAL</b>	30	10,311,650	10,311,650	13,294,760	12,964,220	12,964,220

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	333,960	333,960	334,040	331,200	331,200
Contractual Services	0	2,950	2,950	3,480	3,480	3,480
Supplies & Materials	0	7,000	7,000	7,200	7,200	7,200
Business & Education Expense	0	2,050	2,050	10,800	10,800	10,800
Other Operating Expenses	0	0	0	0	15,690	15,690
<b>TOTAL</b>	0	345,960	345,960	355,520	368,370	368,370

Fiscal 1998

# 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.

## Outlook for '98

Tasks	FY97 Estimated	FY98 Projected
Homes Served		
refuse collection	62,700	65,000
recyclables collection	62,700	65,000
# of dumpsters served	860	251
# of community clean ups	203	225

The budget reflects the transfer of three positions from the Water and Sewer Fund, and the full-year funding for waste export.

## Personnel Summary

Authorized .....	24 FTE
Additional .....	3
Executive Proposed .....	27 FTE
Approved .....	27 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	1,102,570	1,102,570	1,390,370	1,378,600	1,378,600
Contractual Services	0	5,136,210	5,136,210	6,818,480	6,818,480	6,818,480
Supplies & Materials	0	110,450	110,450	82,700	82,700	82,700
Business & Education Expense	0	281,640	281,640	340,480	340,480	340,480
Capital Outlay	0	2,900	2,900	0	0	0
<b>TOTAL</b>	0	6,633,770	6,633,770	8,632,030	8,620,260	8,620,260

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS RECYCLING DIVISION

640-009-0605

## Functions

The Recycling division provides focus on re-cycling activities and programs.

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

## Outlook for '98

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

The budget includes increased funding for recyclables processing to reflect projected market conditions in FY1998.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	207,180	207,180	212,670	211,050	211,050
Contractual Services	0	2,461,640	2,461,640	3,383,690	3,053,690	3,053,690
Supplies & Materials	0	28,000	28,000	30,500	30,500	30,500
Business & Education Expense	0	4,200	4,200	3,000	3,000	3,000
<b>TOTAL</b>	0	2,701,020	2,701,020	3,629,860	3,298,240	3,298,240

Fiscal 1998

# 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 '98

The budget reflects increased central overhead costs to support the Environmental Services operation.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	613,900	613,900	660,350	660,350	660,350
TOTAL	0	613,900	613,900	660,350	660,350	660,350

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF FACILITIES

## Functions

The Bureau of Facilities has the responsibility of maintaining most of the county-owned facilities. This responsibility includes buildings and grounds maintenance, technical expertise in the development of new facilities, control of energy use and costs, and control of the custodial services and corresponding costs to the County.

## Outlook for '98

There will be one additional building, and 20,394 additional square feet at District 2 Fire Station to be maintained by the Bureau of Facilities in FY1998.

The budget reflects the transfer of two positions from the Water & Sewer Fund and increased funding for major, routine and emergency building maintenance.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Facilities Operations	0	2,451,780	2,451,780	2,521,270	2,505,260	2,505,260
Bldg./Grounds Maintenance	0	3,062,710	3,062,710	3,837,850	3,354,280	3,354,280
TOTAL General Fund	0	5,514,490	5,514,490	6,359,120	5,859,540	5,859,540
TOTAL	0	5,514,490	5,514,490	6,359,120	5,859,540	5,859,540

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS FACILITIES OPERATIONS

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.

Provide security services to County buildings after normal working hours.

## Outlook for '98

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

## Personnel Summary

Authorized .....8.78 FTE  
 Additional .....0  
 Executive Proposed .....8.78 FTE  
 Approved .....8.78 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	346,820	346,820	349,260	346,820	346,820
Contractual Services	0	2,081,320	2,081,320	2,141,300	2,141,300	2,141,300
Supplies & Materials	0	5,780	5,780	5,930	5,930	5,930
Business & Education Expense	0	10,860	10,860	3,960	3,960	3,960
Capital Outlay	0	7,000	7,000	20,820	7,250	7,250
<b>TOTAL</b>	0	2,451,780	2,451,780	2,521,270	2,505,260	2,505,260

Fiscal 1998

# 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.

Remove all materials to be recycled from county facilities.

Maintain the appearance of all county-owned grounds.

## Outlook for '98

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

The FY98 budget includes: -

- increased funding to cover major, routine and emergency building maintenance,

- two positions transferred from the Water & Sewer fund.

## Personnel Summary

Authorized .....36 FTE

Additional .....2

Executive Proposed .....38 FTE

Approved ..... 38 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	1,529,770	1,529,770	1,617,410	1,633,840	1,633,840
Contractual Services	0	1,129,610	1,129,610	1,855,170	1,355,170	1,355,170
Supplies & Materials	0	253,470	253,470	252,360	252,360	252,360
Business & Education Expense	0	149,860	149,860	112,910	112,910	112,910
<b>TOTAL</b>	0	3,062,710	3,062,710	3,837,850	3,354,280	3,354,280

Fiscal 1998

# 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 '98

The FY98 budget reflects:

The reduction in personnel by ten (10) positions;

Increased funds for Water and Sewer pro rata shares and Data Processing chargebacks;

The transfer of the Environmental Management function to the Bureau of Waste Management.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Utilities Operations Division	7,863,543	7,726,550	7,726,550	1,228,180	1,664,770	1,664,770
Technical Support Division	524,660	467,440	467,440	424,380	421,540	421,540
Water Reclamation	9,105,710	8,736,350	8,736,350	9,110,240	9,079,750	9,079,750
Maintenance Division	1,827,287	1,807,490	1,807,490	1,976,190	1,960,350	1,960,350
Shared Septic Systems	0	15,150	15,150	17,270	17,270	17,270
Utilities Non-Operatng Expense	2,168,000	2,657,020	2,657,020	2,836,530	2,836,530	2,836,530
Service Division	5,520,802	6,024,140	6,024,140	5,708,430	5,702,340	5,702,340
Water & Sewer Design	442,909	411,590	411,590	426,850	424,010	424,010
Environmental Management	183,065	187,700	187,700	0	0	0
TOTAL Water And Sewer Operating	27,635,976	28,033,430	28,033,430	21,728,070	22,106,560	22,106,560
<b>TOTAL</b>	<b>27,635,976</b>	<b>28,033,430</b>	<b>28,033,430</b>	<b>21,728,070</b>	<b>22,106,560</b>	<b>22,106,560</b>

Fiscal 1998

# 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 '98

Tasks	FY97	FY98
	Estimated	Projected
Value of inventory	400,000	400,000
# of inventory items	600	650

The budget reflects increased funds for Data Processing Chargebacks.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	486,254	354,980	354,980	447,850	445,010	445,010
Contractual Services	371,967	284,040	284,040	211,970	386,970	386,970
Supplies & Materials	124,520	116,400	116,400	115,100	115,100	115,100
Business & Education Expense	364,053	413,210	413,210	396,480	396,480	396,480
Capital Outlay	4,816	0	0	5,000	5,000	5,000
Other Operating Expenses	7,010	31,140	31,140	30,210	294,640	294,640
Other Expenses	9,358	5,780	5,780	21,570	21,570	21,570
<b>TOTAL</b>	<b>1,367,978</b>	<b>1,205,550</b>	<b>1,205,550</b>	<b>1,228,180</b>	<b>1,664,770</b>	<b>1,664,770</b>

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS

TECHNICAL SUPPORT DIVISION

710-009-0715

## Functions

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

## Outlook for '98

Tasks	FY 97 Estimated	FY 98 Projected
Inspection of water & sewer projects	-	300
Utility permits reviewed	850	1,050
Water quality samples	1,648	1,648

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	463,403	437,240	437,240	389,160	386,320	386,320
Contractual Services	58,646	22,000	22,000	29,220	29,220	29,220
Supplies & Materials	2,611	8,200	8,200	6,000	6,000	6,000
<b>TOTAL</b>	<b>524,660</b>	<b>467,440</b>	<b>467,440</b>	<b>424,380</b>	<b>421,540</b>	<b>421,540</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Wastewater Processed (MGD)	-	14.0 15.0
Sludge Landspread (wet tons)	26,100	28,000

The budget reflects the reduction of two positions.

## Personnel Summary

Authorized .....	44 FTE
Additional .....	(2)
Executive Proposed .....	42 FTE
Approved .....	42 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,224,113	2,037,040	2,037,040	1,905,110	1,887,360	1,887,360
Contractual Services	3,074,347	3,077,650	3,077,650	2,918,340	2,918,340	2,918,340
Supplies & Materials	894,027	930,120	930,120	827,030	827,030	827,030
Business & Education Expense	53,358	70,530	70,530	73,000	73,000	73,000
Capital Outlay	0	0	0	0	0	0
Other Operating Expenses	3,900	14,730	14,730	12,740	0	0
Other Expenses	2,855,965	2,606,280	2,606,280	3,374,020	3,374,020	3,374,020
<b>TOTAL</b>	<b>9,105,710</b>	<b>8,736,350</b>	<b>8,736,350</b>	<b>9,110,240</b>	<b>9,079,750</b>	<b>9,079,750</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Miles of Water Line	-585	600
Miles of Sewer Line	625	650
Water Connections	45	50
Sewer Connections	45	50

The budget reflects the addition of three positions transferred from the Service Division.

## Personnel Summary

Authorized .....	36 FTE
Additional .....	3
Executive Proposed .....	39 FTE
Approved .....	39 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,525,973	1,449,610	1,449,610	1,641,910	1,626,070	1,626,070
Contractual Services	57,352	66,200	66,200	113,000	113,000	113,000
Supplies & Materials	188,862	226,070	226,070	214,680	214,680	214,680
Business & Education Expense	0	0	0	5,000	5,000	5,000
Capital Outlay	0	0	0	1,600	1,600	1,600
Other Expenses	55,100	65,610	65,610	0	0	0
<b>TOTAL</b>	<b>1,827,287</b>	<b>1,807,490</b>	<b>1,807,490</b>	<b>1,976,190</b>	<b>1,960,350</b>	<b>1,960,350</b>

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS    SHARED SEPTIC SYSTEMS

710-009-0744

## 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 '98

This organization operates 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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	0	0	0
Contractual Services	0	13,150	13,150	13,270	13,270	13,270
Supplies & Materials	0	1,000	1,000	3,000	3,000	3,000
Other Operating Expenses	0	1,000	1,000	1,000	1,000	1,000
<b>TOTAL</b>	<b>0</b>	<b>15,150</b>	<b>15,150</b>	<b>17,270</b>	<b>17,270</b>	<b>17,270</b>

Fiscal 1998

# 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 '98

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.

The budget reflects increased funds for Water & Sewer Pro Rata Shares.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Interfund Charges & Reimbursement	2,168,000	2,657,020	2,657,020	2,836,530	2,836,530	2,836,530
<b>TOTAL</b>	2,168,000	2,657,020	2,657,020	2,836,530	2,836,530	2,836,530

Fiscal 1998

# 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.

In FY98, the Facility Service Maintenance Program will be consolidated with the Wastewater Reclamation Plant and the Maintenance Division.

## Outlook for '98

Tasks	FY97 Estimated	FY98 Projected
Meters Repaired	1,700	2,000
Meters Installed	3,560	4,000
Water Meters Read	208,000	215,000
Water/Sewer Facilities Maintained	87	87

The budget reflects the transfer of seven (7) positions to the Maintenance Division and the Wastewater Reclamation Plant.

## Personnel Summary

Authorized .....22 FTE  
 Additional .....(7)  
 Executive Proposed .....15 FTE  
 Approved .....15 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,086,384	990,470	990,470	609,970	603,880	603,880
Contractual Services	478,122	563,100	563,100	562,400	562,400	562,400
Supplies & Materials	203,832	236,900	236,900	194,630	194,630	194,630
Business & Education Expense	2,956	3,000	3,000	6,000	6,000	6,000
Other Expenses	3,749,508	4,230,670	4,230,670	4,335,430	4,335,430	4,335,430
<b>TOTAL</b>	<b>5,520,802</b>	<b>6,024,140</b>	<b>6,024,140</b>	<b>5,708,430</b>	<b>5,702,340</b>	<b>5,702,340</b>

Fiscal 1998

# 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 '98

The Water & Sewer Design Division will continue the current level of service.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	437,099	403,490	403,490	410,560	407,720	407,720
Contractual Services	2,584	2,900	2,900	2,990	2,990	2,990
Supplies & Materials	3,118	4,700	4,700	12,800	12,800	12,800
Business & Education Expense	108	500	500	500	500	500
<b>TOTAL</b>	442,909	411,590	411,590	426,850	424,010	424,010

Fiscal 1998

# Public Works

DEPARTMENT OF PUBLIC WORKS

ENVIRONMENTAL MANAGEMENT

710-009-0760

## 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.

This activity will be transferred to the Bureau of Waste Management in FY98.

## Outlook for '98

The budget reflects the transfer of function and personnel to the Bureau of Waste Management, and the reduction of three (3) positions in the Water & Sewer Fund.

## Personnel Summary

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

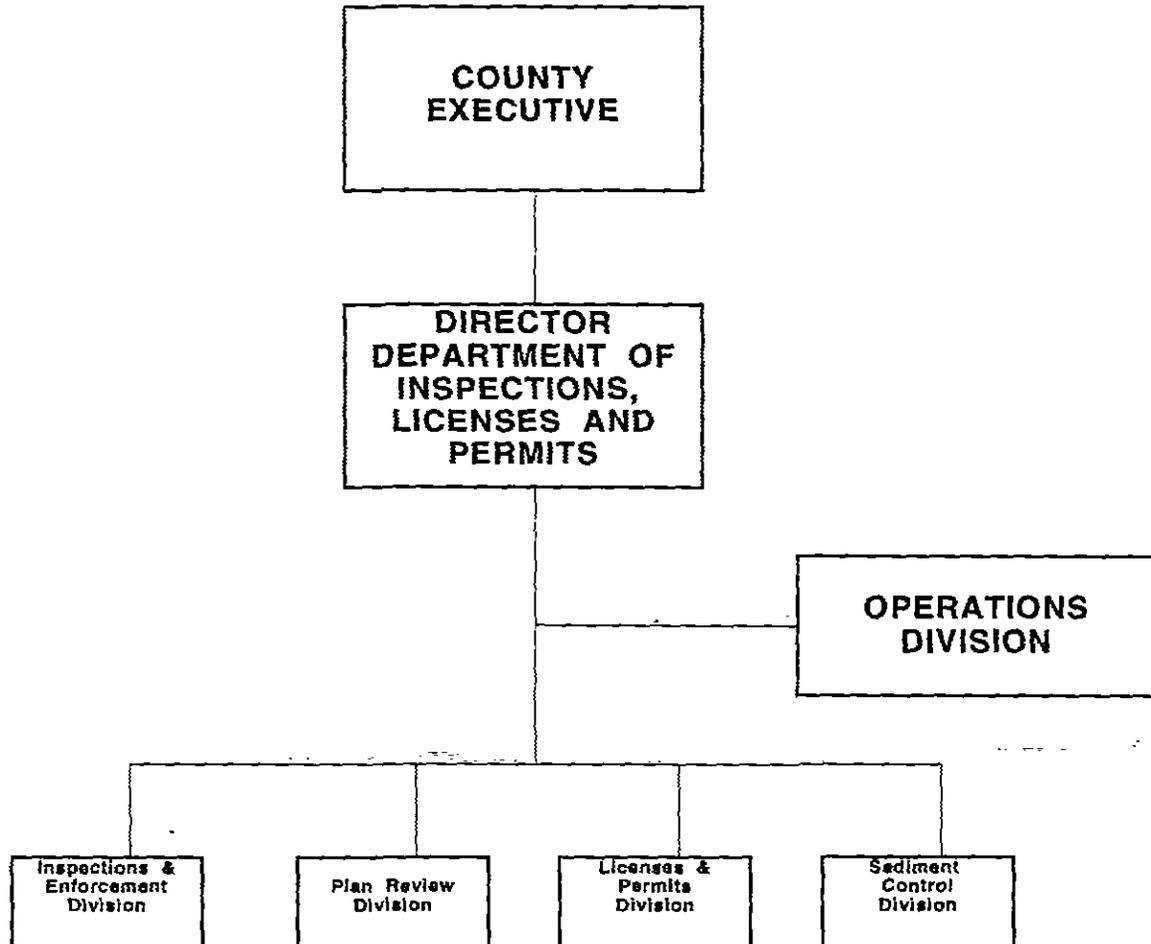
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	169,867	163,430	163,430	0	0	0
Contractual Services	7,218	14,420	14,420	0	0	0
Supplies & Materials	5,796	9,000	9,000	0	0	0
Business & Education Expense	184	850	850	0	0	0
<b>TOTAL</b>	<b>183,065</b>	<b>187,700</b>	<b>187,700</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fiscal 1998

# Public Works/Inspections

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

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Fiscal 1998

# 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 FY1998 budget of the Department of Inspections, Licenses and Permits includes funding for:

- Disability Leave Conversion, -
- Overtime for field inspections outside of working hours
- Increased cost for private vehicle mileage reimbursement.
- One additional Permit Clerk and relevant operating expenses for implementation of Council Bill #16-1997 on cat licensing.

There will be no other changes in inspection, license and permit fees in FY1998.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Operations Division	698,025	635,380	635,380	602,950	728,930	728,930
Inspection Enforcement Div	1,744,922	1,741,680	1,741,680	1,801,740	1,784,930	1,784,930
Plan Review Division	423,940	412,760	412,760	418,590	415,750	415,750
Licenses And Permits Division	406,351	397,950	397,950	408,370	437,460	437,460
Sediment Control Division	348,266	346,030	346,030	352,940	350,100	350,100
<b>TOTAL General Fund</b>	<b>3,621,504</b>	<b>3,533,800</b>	<b>3,533,800</b>	<b>3,584,590</b>	<b>3,717,170</b>	<b>3,717,170</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Fire Protection Plans and Permits Reviewed and Approved	925	925
Inspections/Tests Witnessed	100	100
Design Professional Consultations	100	100

The FY1998 budget includes funding for:

- software program and temporary contractual personnel for implementation of the cat licensing legislation.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	323,865	323,490	323,490	326,330	324,300	324,300
Contractual Services	41,010	29,080	29,080	25,570	32,830	32,830
Supplies & Materials	7,389	5,630	5,630	6,150	6,150	6,150
Business & Education Expense	12,829	11,880	11,880	12,420	12,420	12,420
Capital Outlay	6,822	0	0	3,000	13,000	13,000
Other Operating Expenses	306,110	265,300	265,300	229,480	340,230	340,230
<b>TOTAL</b>	<b>698,025</b>	<b>635,380</b>	<b>635,380</b>	<b>602,950</b>	<b>728,930</b>	<b>728,930</b>

Fiscal 1998

# 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 for new establishments, rental housing inspections, mobile home park inspections, taxicab vehicle inspections, and massage establishment inspections.

## Outlook for '98

Tasks	FY97 Estimated	FY98 Projected
Inspection Activities		
Building	36,000	36,000
Electrical	16,400	16,400
Plumbing	34,000	34,000
Rental Housing	13,500	13,500
Liquor License	50	50

The FY1998 budget includes funding for:

- Overtime for inspections outside of normal working hours;
- Increased cost for private vehicle mileage reimbursement.

## Personnel Summary

Authorized .....	35 FTE
Additional .....	0
Executive Proposed .....	36 FTE
Approved .....	36 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,646,103	1,643,320	1,643,320	1,686,590	1,672,380	1,672,380
Contractual Services	14,774	16,310	16,310	16,750	16,750	16,750
Supplies & Materials	11,947	11,550	11,550	14,000	14,000	14,000
Business & Education Expense	69,818	70,500	70,500	79,900	79,900	79,900
Capital Outlay	2,280	0	0	4,500	1,900	1,900
<b>TOTAL</b>	<b>1,744,922</b>	<b>1,741,680</b>	<b>1,741,680</b>	<b>1,801,740</b>	<b>1,784,930</b>	<b>1,784,930</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Review of Construction Documents Associated with:	-	
Site Plans	400	400
Building Permits	5,300	5,300
Electrical Permits	1,600	1,600
Plumbing Permits	1,300	1,300
Design professional consultations	350	350

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	421,647	412,060	412,060	416,790	413,950	413,950
Contractual Services	0	0	0	0	0	0
Supplies & Materials	1,594	700	700	1,300	1,300	1,300
Business & Education Expense	699	0	0	500	500	500
<b>TOTAL</b>	<b>423,940</b>	<b>412,760</b>	<b>412,760</b>	<b>418,590</b>	<b>415,750</b>	<b>415,750</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Rental Housing Units Licensed	24,000	24,000
Plumbing Permits Issued	5,100	5,100
Building Permits Issued	5,300	5,300
Electrical Permits Issued	5,400	5,400
Fire Protection Permits Issued	925	925
Dog License Renewals/ Applications processed	10,300	10,300

The FY1998 budget includes one additional Permit Clerk position for implementation of Council Bill #16-1997 on cat licensing.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	391,477	383,150	383,150	392,970	416,610	416,610
Contractual Services	188	0	0	0	0	0
Supplies & Materials	12,816	14,800	14,800	15,400	20,850	20,850
Capital Outlay	1,870	0	0	0	0	0
<b>TOTAL</b>	<b>406,351</b>	<b>397,950</b>	<b>397,950</b>	<b>408,370</b>	<b>437,460</b>	<b>437,460</b>

Fiscal 1998

# 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 '98

Tasks	FY97	FY98
	Estimated	Projected
Sediment Control Inspections	7,500	7,500
Grading Permits Monitored and Sites Inspected	900	900

The budget includes funds for increased cost for private vehicle mileage reimbursement.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	336,516	334,580	334,580	340,440	337,600	337,600
Supplies & Materials	736	950	950	1,000	1,000	1,000
Business & Education Expense	11,014	10,500	10,500	11,500	11,500	11,500
Capital Outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>348,266</b>	<b>346,030</b>	<b>346,030</b>	<b>352,940</b>	<b>350,100</b>	<b>350,100</b>

Fiscal 1998

# Human Services

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# Recreation & Parks

SECTION V

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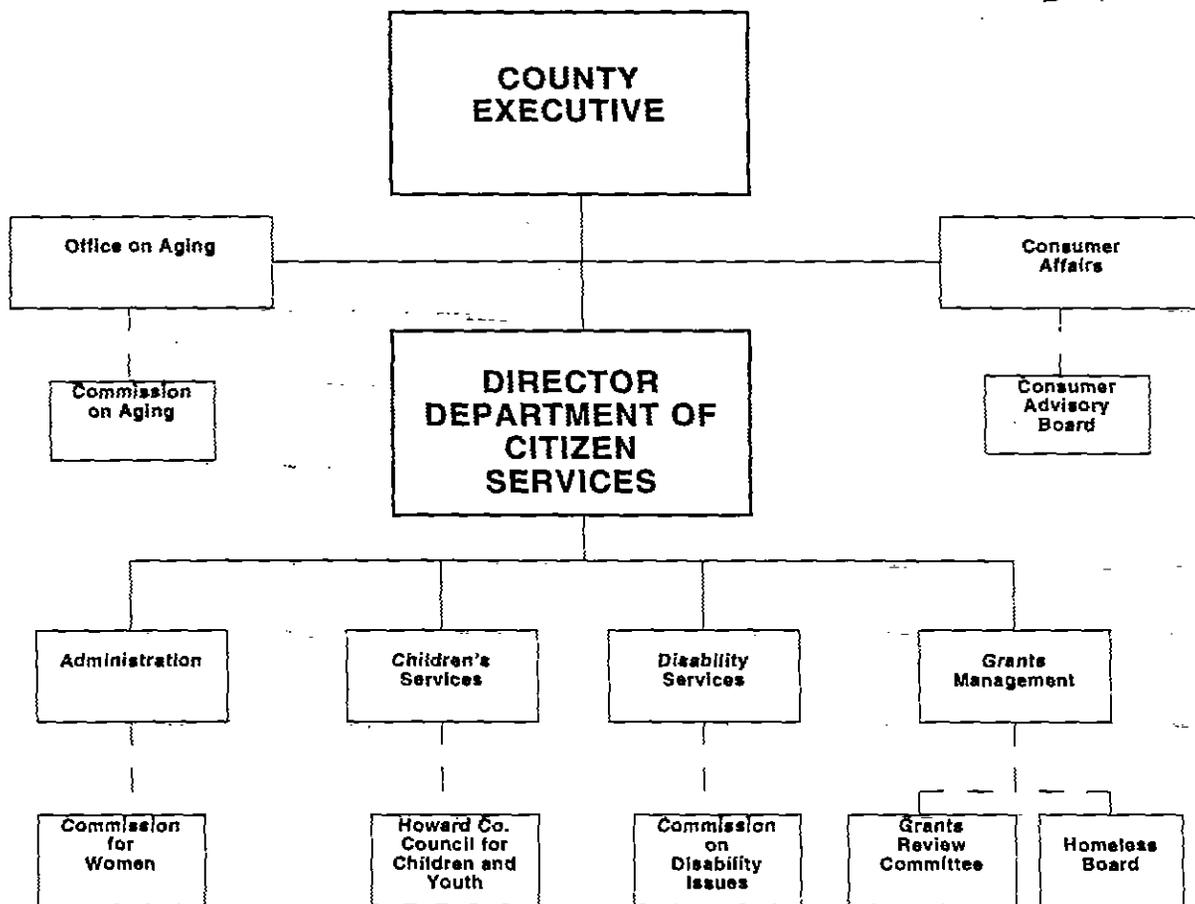
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Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES



Fiscal 1998

# 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

Continue the efficient and effective operation of human service programs, including those providing consumer protection, disabilities services, senior services and children's services. -

Consolidation of two budget centers in the Office on Aging will implement organizational changes made during FY97 to more effectively deliver services.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,246,018	2,120,650	2,120,650	2,204,320	2,193,150	2,193,150
Grants	2,914,274	3,661,540	3,661,540	4,201,390	4,183,110	4,183,110
Trust And Agency Multifarious	38,004	69,600	69,600	70,000	70,000	70,000
<b>TOTAL</b>	<b>5,198,296</b>	<b>5,851,790</b>	<b>5,851,790</b>	<b>6,475,710</b>	<b>6,446,260</b>	<b>6,446,260</b>

Fiscal 1998

# 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 '98

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

Provide staff support to the Local Management Board for coordination of Child Services

Continue to refine Grant-in-Aid program administration.

Coordinate efforts to improve the network of public and private agencies delivering human services.

## Personnel Summary

Authorized.....11.6 FTE  
 Additional.....0  
 Executive Proposed.....11.6 FTE  
 Approved.....11.6 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	502,910	530,490	530,490	541,980	537,510	537,510
Contractual Services	42,523	198,310	198,310	35,380	35,380	35,380
Supplies & Materials	11,579	13,440	13,440	14,160	14,160	14,160
Business & Education Expense	19,824	19,700	19,700	21,660	21,660	21,660
Capital Outlay	3,969	0	0	0	0	0
Other Operating Expenses	177,320	20,000	20,000	177,320	187,650	187,650
<b>TOTAL</b>	<b>758,125</b>	<b>781,940</b>	<b>781,940</b>	<b>790,500</b>	<b>796,360</b>	<b>796,360</b>

Fiscal 1998

# 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 '98

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.

Co-sponsor the annual Women's Fair and hold second annual Women's Hall of Fame.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	100	100	100	100	100
Supplies & Materials	1,693	1,820	1,820	1,970	1,970	1,970
Business & Education Expense	519	780	780	780	780	780
Other Operating Expenses	0	100	100	100	100	100
<b>TOTAL</b>	<b>2,212</b>	<b>2,800</b>	<b>2,800</b>	<b>2,950</b>	<b>2,950</b>	<b>2,950</b>

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES    DISABILITY ISSUES COMMISSION

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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	18,479	360	360	200	200	200
Supplies & Materials	932	1,080	1,080	1,240	1,240	1,240
Business & Education Expense	55	250	250	250	250	250
<b>TOTAL</b>	<b>19,466</b>	<b>1,690</b>	<b>1,690</b>	<b>1,690</b>	<b>1,690</b>	<b>1,690</b>

Fiscal 1998

# 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 '98

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.

Establish a new method to notify auto owners of towed vehicles of their right to an administrative hearing process.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	199,439	200,170	200,170	202,120	200,500	200,500
Contractual Services	2,864	3,560	3,560	3,640	3,640	3,640
Supplies & Materials	2,778	1,760	1,760	1,760	1,760	1,760
Business & Education Expense	1,679	2,300	2,300	2,300	2,300	2,300
<b>TOTAL</b>	206,760	207,790	207,790	209,820	208,200	208,200

Fiscal 1998

# 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 '98

Continue to address pertinent consumer issues facing Howard County residents.

Establish an information page on the County's internet home page.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	100	100	100
Supplies & Materials	99	190	190	290	290	290
Business & Education Expense	0	400	400	200	200	200
TOTAL	99	590	590	590	590	590

Fiscal 1998

# 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 '98

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

Organizational changes in FY97 led to the consolidation of the Programming & Operations Divisions into a single division titled Senior Center Operations.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	930,840	930,840	987,920	972,510	972,510
Contractual Services	0	83,530	83,530	85,510	85,510	85,510
Supplies & Materials	0	87,920	87,920	100,740	100,740	100,740
Business & Education Expense	0	16,460	16,460	17,510	17,510	17,510
Capital Outlay	0	1,450	1,450	1,450	1,450	1,450
Other Operating Expenses	1,259,220	5,140	5,140	5,140	5,140	5,140
<b>TOTAL</b>	<b>1,259,220</b>	<b>1,125,340</b>	<b>1,125,340</b>	<b>1,198,270</b>	<b>1,182,860</b>	<b>1,182,860</b>

Fiscal 1998

# 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 '98

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

Promote and monitor open review of state regulations on assisted living housing facilities.

Continue to evaluate transportation services for seniors as the new system evolves.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Contractual Services	0	0	0	100	100
Supplies & Materials	0	100	100	100	100	100
Business & Education Expense	136	400	400	300	300	300
<b>TOTAL</b>	136	500	500	500	500	500

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES    COMMUNITY DEVELOPMENT BLOCK GRANT    051-010-0150

## Functions

Serve as the manager and monitor of new CDBG funds provided by Howard County Housing and Community Development grant from the U.S. Department of Housing & Urban Development.

Contract with service providers in the community to provide services to improve community conditions.

## Outlook for '98

This is a new grant for FY98. Activities will include the selection of local service providers and the implementation of programs to provide improvements in the local communities.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	350,000	350,000	350,000
TOTAL	0	0	0	350,000	350,000	350,000

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES SENIOR CENTER OPERATIONS

051-010-0413

## Functions

The Senior Center Operations 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.

Operation of senior centers in Ellicott City, Elkridge, Guilford, Clarksville, Western Howard County, East Columbia, Florence Bain, Lognwood and Savage, all of which provide nutritious noon meals, recreational and leisure programs, information services about benefits, regular exercise and peer socialization.

## Outlook for '98

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.

Consolidation of the Programming and Operations budget centers into one new budget center, Senior Center Operations.

## Personnel Summary

Authorized .....24.6 FTE  
 Additional .....0  
 Executive Proposed .....24.6TE  
 Approved ..... 24.6 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	170,597	137,680	137,680	813,500	803,560	803,560
Contractual Services	48,313	40,560	40,560	102,430	102,430	102,430
Supplies & Materials	12,063	20,660	20,660	300,660	300,660	300,660
Business & Education Expense	1,305	1,500	1,500	10,910	10,910	10,910
Capital Outlay	543	0	0	3,450	3,450	3,450
<b>TOTAL</b>	<b>232,821</b>	<b>200,400</b>	<b>200,400</b>	<b>1,230,950</b>	<b>1,221,010</b>	<b>1,221,010</b>

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES SOCIAL SERVICES GRANT

051-010-0160

## Functions

Department of Citizen Services will collaborate with the Department of Social Services to utilize Federal funds to expand existing human services in the County.

Subcontracts will be used to provide expanded services through public and private expenses.

## Outlook for '98

This is a new grant for FY98. Activities will include expansion and improvement of current human services programs.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	200,000	200,000	200,000
TOTAL	0	0	0	200,000	200,000	200,000

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES OPERATIONS

051-010-0417

## Functions

Has been moved to 051-010-0413--Senior Center Operations.

## Outlook for '98

This budget center has been consolidated with 051-010-0413 for FY98.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	367,363	658,890	658,890	0	0	0
Contractual Services	27,737	44,820	44,820	0	0	0
Supplies & Materials	206,790	262,460	262,460	0	0	0
Business & Education Expense	4,003	8,390	8,390	0	0	0
Capital Outlay	13,265	1,450	1,450	0	0	0
<b>TOTAL</b>	<b>619,158</b>	<b>976,010</b>	<b>976,010</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fiscal 1998

# 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
- Long Care Ombudsman
- Assisted Housing
- Support for Pets on Wheels
- Senior Information and Assistance
- Senior Health Insurance Counseling Program
- Employment
- Food Distribution
- Legal Services
- Homebound Support

## Outlook for '98

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 .....9.3 FTE  
 Additional .....0  
 Executive Proposed .....9.3 FTE  
 Approved .....9.3 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	439,661	338,180	338,180	352,510	348,850	348,850
Contractual Services	653,798	715,890	715,890	782,630	782,630	782,630
Supplies & Materials	15,276	17,320	17,320	18,420	18,420	18,420
Business & Education Expense	5,854	6,890	6,890	8,770	8,770	8,770
Capital Outlay	478	0	0	750	750	750
Other Operating Expenses	5,140	5,140	5,140	5,140	5,140	5,140
<b>TOTAL</b>	<b>1,120,207</b>	<b>1,083,420</b>	<b>1,083,420</b>	<b>1,168,220</b>	<b>1,164,560</b>	<b>1,164,560</b>

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES

ADMINISTRATION

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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	215,136	227,130	227,130	224,670	222,840	222,840
Contractual Services	6,239	95,350	95,350	34,980	34,980	34,980
Supplies & Materials	5,616	5,720	5,720	5,780	5,780	5,780
Business & Education Expense	1,751	2,780	2,780	3,310	3,310	3,310
<b>TOTAL</b>	<b>228,742</b>	<b>330,980</b>	<b>330,980</b>	<b>268,650</b>	<b>266,820</b>	<b>266,820</b>

Fiscal 1998

# 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 '98

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.

Develop new forms and systems to track/prevent fraud.

Increase participation of regulated day care providers by 10%.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	141,029	171,570	171,570	176,460	174,630	174,630
<b>TOTAL</b>	141,029	171,570	171,570	176,460	174,630	174,630

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	61,342	91,000	91,000	91,000	91,000	91,000
TOTAL	61,342	91,000	91,000	91,000	91,000	91,000

Fiscal 1998

# 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 '98

Continue to provide effective services for the homeless of Howard County, including client tracking system, motel services and eviction prevention services.

Provide housing and supportive services for persons with disabilities.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	5,610	5,610	5,740	5,740	5,740
Contractual Services	288,641	540,390	540,390	506,760	506,760	506,760
<b>TOTAL</b>	288,641	546,000	546,000	512,500	512,500	512,500

Fiscal 1998

# 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 '98

Funding for FY98 will allow the program to serve eligible families utilizing the network of family child care homes, child care centers and resources identified in the initial year of the program.

Child care resource and referral will be expanded to include community outreach, consumer education, training and technical assistance.

## Personnel Summary

Authorized.....1 (305 in FY97)  
 Additional .....0  
 Executive Proposed .....1  
 Approved .....1

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	30,800	30,390	30,390
Contractual Services	25,890	25,000	25,000	1,270	1,270	1,270
Supplies & Materials	5,182	2,810	2,810	8,500	8,500	8,500
Business & Education Expense	5,540	7,190	7,190	9,430	9,430	9,430
<b>TOTAL</b>	<b>36,612</b>	<b>35,000</b>	<b>35,000</b>	<b>50,000</b>	<b>49,590</b>	<b>49,590</b>

Fiscal 1998

# Human Services

DEPARTMENT OF CITIZEN SERVICES

VICTIM SUPPORT LIAISON

051-010-0825

## Functions

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

Provide support services for victims of child abuse.

## Outlook for '98

A grant from the Department of Human Resources Victims of Crime Act will provide enhanced victim services to primary and secondary child abuse victims served at the Child Advocacy Center.

## Personnel Summary

Authorized.....0.63 FTE (305 in FY97)  
 Additional .....0  
 Executive Proposed .....0.63 FTE  
 Approved .....0.63 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	21,110	20,910	20,910
Contractual Services	0	9,000	9,000	500	500	500
Supplies & Materials	0	1,000	1,000	1,400	1,400	1,400
Business & Education Expense	0	0	0	1,990	1,990	1,990
<b>TOTAL</b>	0	10,000	10,000	25,000	24,800	24,800

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	4,761	9,000	9,000	10,000	10,000	10,000
TOTAL	4,761	9,000	9,000	10,000	10,000	10,000

Fiscal 1998

# 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 '98

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.

Develop a local needs assessment and services plan to support the Local Management Board recommendations.

## Personnel Summary

Authorized .....1 FTE\*

Additional .....0

Executive Proposed .....1 FTE

Approved .....1 FTE

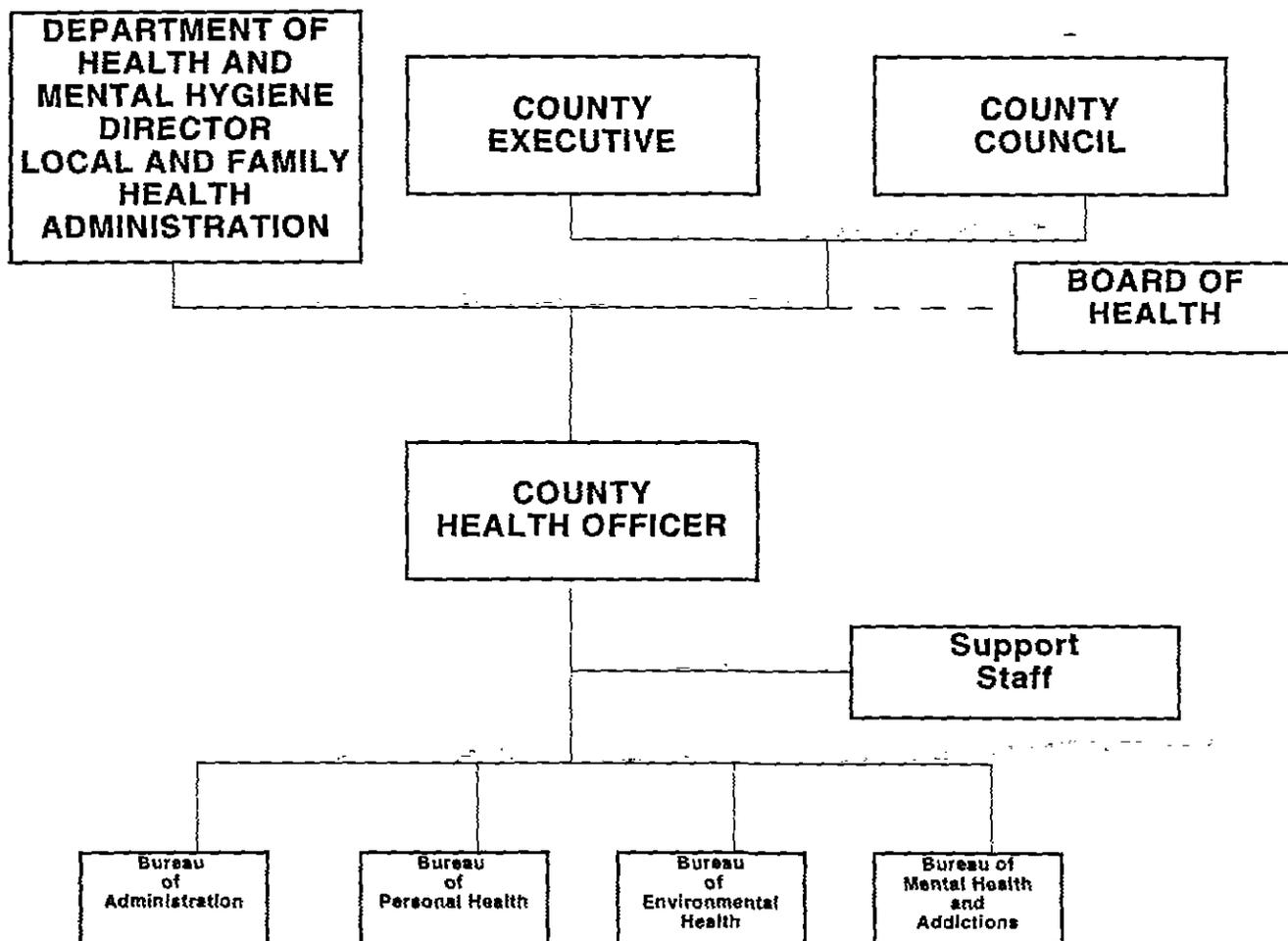
\*Portion of salary funded in 011-010-0110

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	40,740	40,740	40,970	40,560	40,560
Contractual Services	5,193	9,920	9,920	68,440	68,440	68,440
Supplies & Materials	0	0	0	1,900	1,900	1,900
Business & Education Expense	0	7,500	7,500	7,300	7,300	7,300
Capital Outlay	0	5,000	5,000	0	0	0
Other Operating Expenses	0	5,000	5,000	0	0	0
<b>TOTAL</b>	<b>5,193</b>	<b>68,160</b>	<b>68,160</b>	<b>118,610</b>	<b>118,200</b>	<b>118,200</b>

Fiscal 1998

# Human Services

DEPARTMENT OF HEALTH AND MENTAL HYGIENE



Fiscal 1998

# 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:

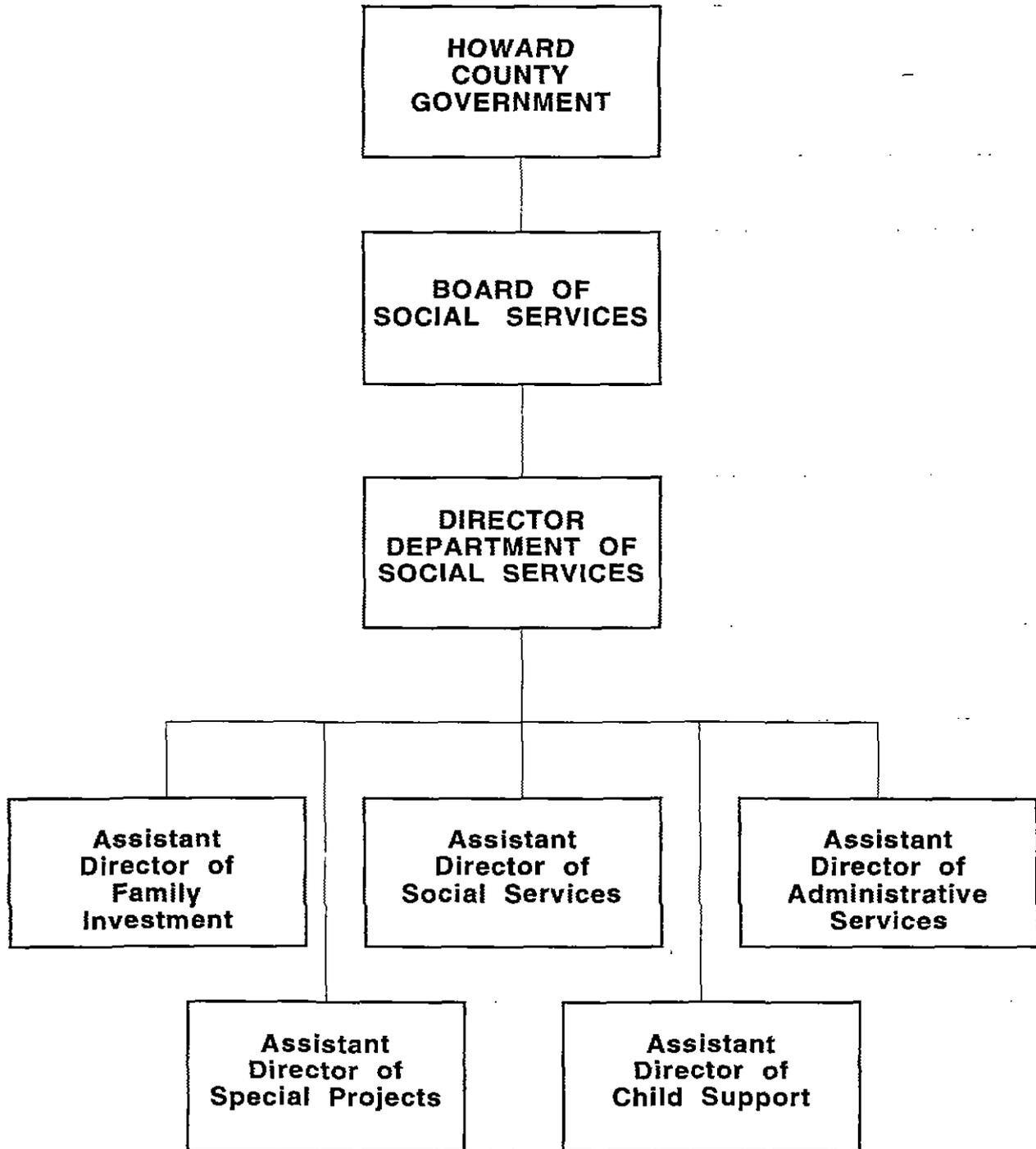
Howard County	\$3,341,640
State of Maryland	6,597,760
Collections	<u>1,507,450</u>
Total	\$11,446,850

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 1998

# Human Services

DEPARTMENT OF SOCIAL SERVICES



Fiscal 1998

# 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.

## Highlights

The FY1998 budget reflects a 4% increase over FY1997 and includes:

- An increase for automation; contractual staff, and foster care supplement;
- A decrease for foster care shelter;
- Funds for staff incentive program.

## Personnel Summary

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

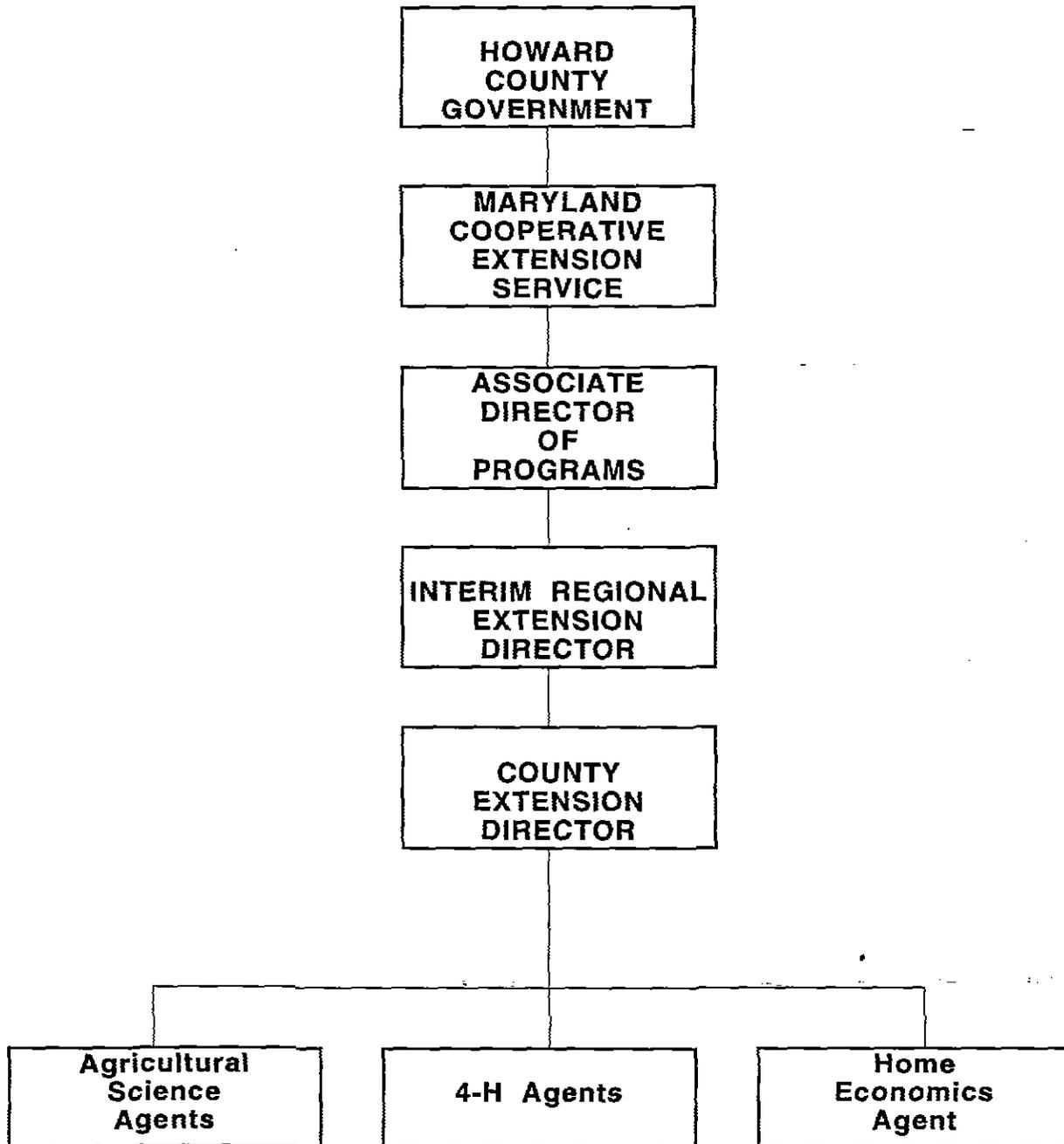
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	26,842	27,170	27,170	25,090	24,680	24,680
Other Operating Expenses	302,583	291,390	291,390	325,240	306,280	306,280
<b>TOTAL</b>	<b>329,425</b>	<b>318,560</b>	<b>318,560</b>	<b>350,330</b>	<b>330,960</b>	<b>330,960</b>

Fiscal 1998

# Human Services

COOPERATIVE EXTENSION SERVICES

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Fiscal 1998

# 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 (4%), State (57%) and County (39%), approximately.

## Highlights

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

The FY 1998 budget includes:

- Office Lease increase;
- Cost for telephone voice mail;
- Increase in county contributions towards a Master Gardener position.

## Personnel Summary

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

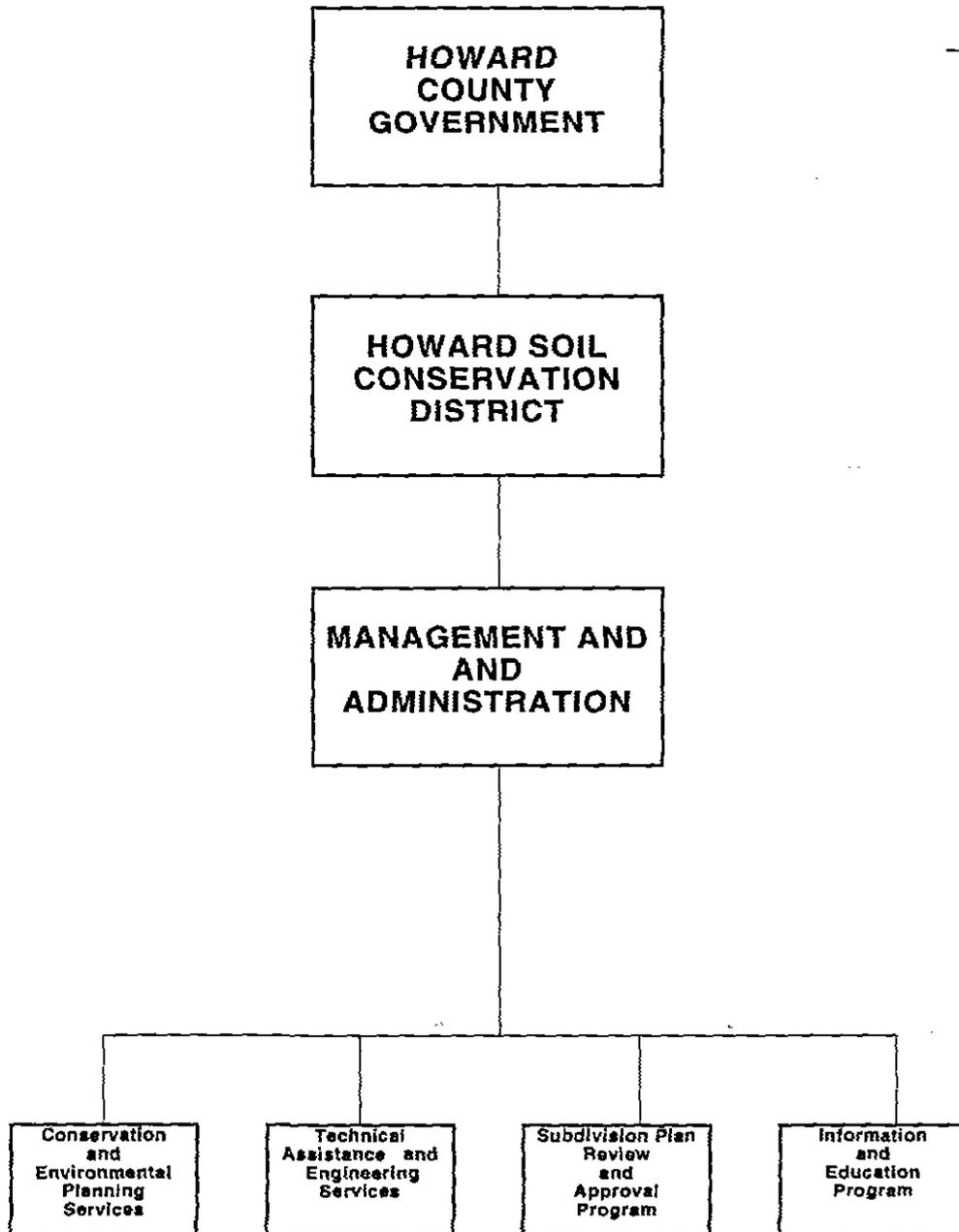
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	57,502	58,450	58,450	58,610	58,000	58,000
Contractual Services	74,515	74,870	74,870	91,830	91,830	91,830
Supplies & Materials	9,004	9,750	9,750	10,010	10,010	10,010
Business & Education Expense	4,345	4,030	4,030	4,340	4,340	4,340
Other Operating Expenses	72,830	73,420	73,420	79,290	80,070	80,070
<b>TOTAL</b>	<b>218,196</b>	<b>220,520</b>	<b>220,520</b>	<b>244,080</b>	<b>244,250</b>	<b>244,250</b>

Fiscal 1998

# Human Services

SOIL CONSERVATION DISTRICT

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Fiscal 1998

# 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.

For FY1997, funding sources for the Soil Conservation District budget are County (70%), State (9%) and Federal (21% in-kind).

## Highlights

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

## Personnel Summary

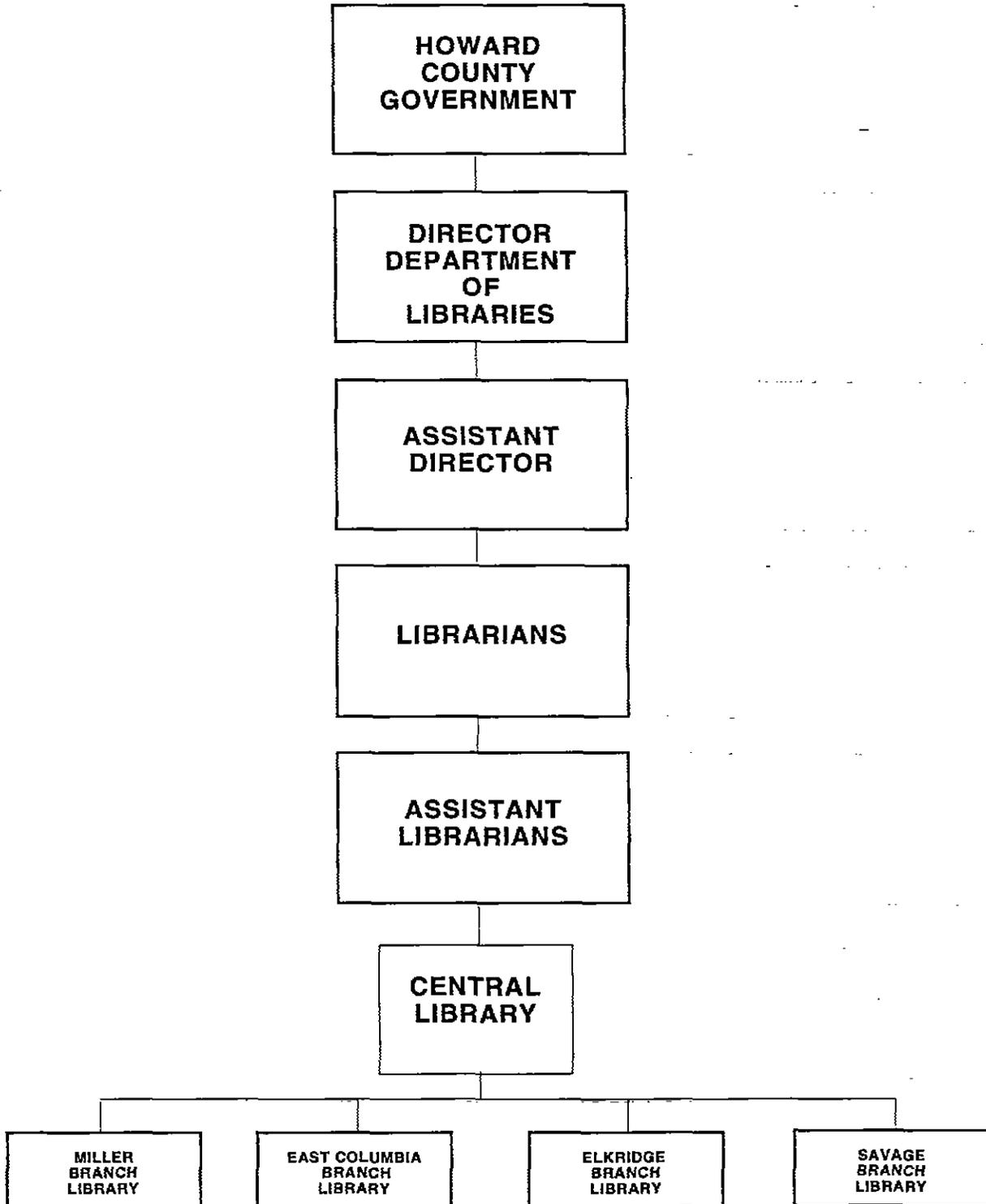
Authorized .....7 FTE  
 Additional .....0  
 Executive Proposed .....7 FTE  
 Approved .....7 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	388,919	376,860	376,860	400,120	397,280	397,280
Contractual Services	9,968	10,210	10,210	10,560	10,560	10,560
Supplies & Materials	1,159	1,650	1,650	1,740	1,740	1,740
Business & Education Expense	3,197	3,880	3,880	4,720	4,720	4,720
Other Operating Expenses	790	950	950	820	1,870	1,870
<b>TOTAL</b>	<b>404,033</b>	<b>393,550</b>	<b>393,550</b>	<b>417,960</b>	<b>416,170</b>	<b>416,170</b>

Fiscal 1998

# Human Services

DEPARTMENT OF LIBRARIES



Fiscal 1998

# 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	\$7,234,710
State of Maryland	429,856
Grants	40,354
Library Generated/Other	<u>891,830</u>
Total	\$8,596,750

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	7,302,270	7,110,660	7,110,660	7,173,210	7,234,710	7,234,710
<b>TOTAL</b>	7,302,270	7,110,660	7,110,660	7,173,210	7,234,710	7,234,710

Fiscal 1998

# Human Services

TRANSPORTATION SERVICES & COORDINATION

011-016-0100

## Functions

Provide for the efficient management and administration of the County's transit system.

Management of the transit system will be provided by the Department of Planning and Zoning. The Department of Citizen Services will be responsible for coordination of paratransit rides with the provider.

## Outlook for '98

Provide transit services to the citizens of Howard County in an efficient and effective manner.

Deliver paratransit services to disabled citizens of Howard County.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	800,990	809,560	0	809,560	809,560	809,560
TOTAL	800,990	809,560	0	809,560	809,560	809,560

Fiscal 1998

# 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.

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

**Economic Development Grant Assistance Program**--Provides funding for the administration and development of the grant assistance program which provides incentives to private organizations to promote new and desirable industry in Howard County.

**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 with limited resources and partial costs of adult daycare for moderate income elderly clients falling within a "gray area" of eligibility.

**Mediation and Conflict Resolution**--Provides alternatives to violence in the resolution of conflicts. Mediators help disputing parties resolve disputes by learning respect for other cultures, managing anger and problem solving.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Developmental Services Group	59,920	59,920	59,920	62,920	59,920	59,920
Balto. Radio Reading Service	4,500	4,500	4,500	4,500	4,500	4,500
Grassroots Crisis Intervention	661,440	668,440	668,440	707,180	677,180	677,180
Meals-on-Wheels	0	6,000	6,000	6,000	6,000	6,000
Adaptive Living	9,930	9,930	9,930	12,500	9,930	9,930
Econ. Dev. Grant Assistance Program	0	100,000	100,000	100,000	100,000	100,000
Winter Growth	17,380	18,070	18,070	18,070	18,070	18,070
Mediation and Conflict Resolution	0	0	0	20,000	40,000	40,000

Fiscal 1998

# 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.

**STTAR (formerly 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.

**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.

**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 \$41,050 from marriage license tax.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Family Life Center	76,750	76,750	76,750	76,750	56,750	56,750
Community Action Council	255,940	284,260	284,260	295,010	284,260	284,260
Family & Children's Services	52,570	52,570	52,570	52,570	52,570	52,570
STTAR	158,920	158,920	158,920	158,920	158,920	158,920
Ho. Co. Assn. for Retarded Citizens	70,089	66,860	66,860	86,260	72,660	72,660
Fam./Child. Srvc. Homemkr./Pers. Care	26,560	27,900	27,900	29,370	29,370	29,370
Careerscope	14,380	19,380	19,380	19,380	19,380	19,380
Domestic Violence Center	134,420	138,300	138,300	145,220	141,900	141,900

Fiscal 1998

# 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.

**Youth Enrichment Program**--Supports an academic tutoring program designed to meet the needs of youth who are achieving below their potential in county schools. The FY98 funding is a challenge grant, dependent on fund raising efforts by YEP.

**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. FY98 funding includes \$36,000 for Historic Ellicott City.

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

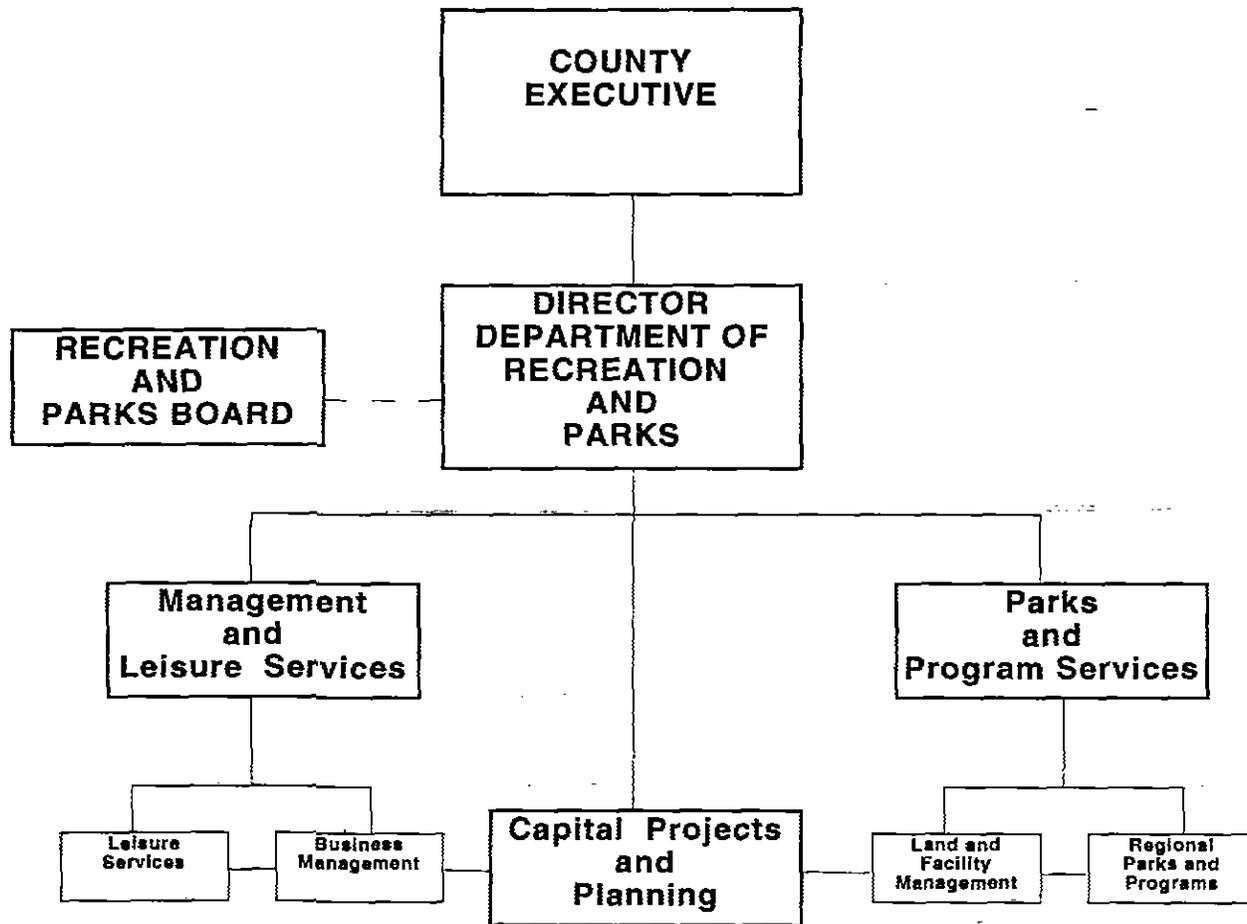
**Voices for Children**--Supports advocates for the best interest of abused and neglected children through the court process in securing a safe, loving and permanent home.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
FIRN	115,600	110,100	110,100	147,600	110,100	110,100
Hospices Services of Howard County	35,470	35,470	35,470	38,000	35,470	35,470
HCARC/DSG.STEP	150,310	150,310	150,310	150,310	150,310	150,310
Youth Enrichment Program	20,250	15,000	15,000	20,000	15,000	15,000
Local/Regional Arts Grants	307,470	307,470	307,470	336,690	307,470	307,470
Tourism Council	0	200,000	200,000	236,000	236,000	236,000
Children of Separation/Divorce Center	21,950	21,950	21,950	21,950	21,950	21,950
Voices for Children	6,040	3,000	3,000	5,000	3,000	3,000
<b>TOTAL</b>	<b>2,199,889</b>	<b>2,535,100</b>	<b>2,535,100</b>	<b>2,750,200</b>	<b>2,610,710</b>	<b>2,610,710</b>

Fiscal 1998

# Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS



Fiscal 1998

# 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.

Focus and emphasis on strategic planning, competitive methods and performance measurements to enhance business practices for addressing community needs and services.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	5,245,869	5,233,780	5,233,780	5,953,450	5,822,290	5,822,290
Recreation Self-Sustaining	5,520,181	6,226,990	6,226,990	5,288,850	5,279,290	5,279,120
Recreation Special Facilities	0	1,482,090	1,482,090	1,302,250	2,164,490	2,164,490
Middle Patuxent Env. Area	0	0	0	46,850	46,440	46,440
<b>TOTAL</b>	<b>10,766,030</b>	<b>12,942,860</b>	<b>12,942,860</b>	<b>12,591,400</b>	<b>13,312,340</b>	<b>13,312,340</b>

Fiscal 1998

# 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 '98

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

Funding is included for:

- Scholarships for low- or fixed-income participants;

- Companion programs for the disabled;

- Field renovations/improvements;

- Subsidies for youth and senior field fees.

Personnel includes seven full-time positions transferred from Self-Sustaining fund.

## Personnel Summary

Authorized .....122.4 FTE  
 Additional .....5  
 Executive Proposed .....127.4 FTE  
 Approved .....127.4 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,872,865	4,061,110	4,061,110	4,549,490	4,462,170	4,462,170
Contractual Services	421,455	323,270	323,270	444,290	419,290	419,290
Supplies & Materials	324,620	244,350	244,350	356,840	331,840	331,840
Business & Education Expense	536,861	523,710	523,710	524,680	524,680	524,680
Capital Outlay	4,557	28,600	28,600	28,600	28,600	28,600
Other Operating Expenses	85,511	52,740	52,740	49,550	55,710	55,710
<b>TOTAL</b>	<b>5,245,869</b>	<b>5,233,780</b>	<b>5,233,780</b>	<b>5,953,450</b>	<b>5,822,290</b>	<b>5,822,290</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Programs Operated	3,300	3,400
Registrations Processed	64,000	65,000
Spring Programs	900	900
Summer Programs	600	700
Fall Programs	1,100	1,100
Winter Programs	700	700

Includes program expansion, price adjustments and new facility charges to meet growing demands.

Seven staff positions moved to General Fund, reducing administrative costs. Six vacant positions deleted and seasonal staffing reduced.

## Personnel Summary

Authorized .....	150.6 FTE
Additional .....	(13)
Executive Proposed .....	137.6 FTE
Approved.....	137.6 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	3,650,020	3,650,020	3,178,500	3,168,770	3,168,770
Contractual Services	0	1,243,530	1,243,530	1,246,160	1,246,160	1,246,160
Supplies & Materials	0	642,970	642,970	643,720	643,720	643,720
Business & Education Expense	0	183,770	183,770	183,770	183,770	183,770
Capital Outlay	0	36,700	36,700	36,700	36,700	36,700
Other Operating Expenses	0	470,000	470,000	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>6,226,990</b>	<b>6,226,990</b>	<b>5,288,850</b>	<b>5,279,120</b>	<b>5,279,120</b>

Fiscal 1998

# Recreation & Parks

DEPT. OF RECREATION AND PARKS

MIDDLE PATUXENT ENVIRONMENTAL AREA

051-008-0106

## Functions

The Middle Patuxent Trust was established when the County purchased land known as the Middle Patuxent Environmental Area from Howard Research & Development Corp. Funds used for this purchase were set aside to provide future funding and operating costs and educational programs dedicated to the Middle Patuxent Environmental Area.

## Highlights

Funds will be used to re-establish trail corridors, access points and habitat areas for a variety of fauna.

Development of a natural resources management plan, educational program, and related activities will be ongoing.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	38,850	38,440	38,440
Contractual Services	0	0	0	3,000	3,000	3,000
Supplies & Materials	0	0	0	5,000	5,000	5,000
<b>TOTAL</b>	0	0	0	46,850	46,440	46,440

Fiscal 1998

# 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 '98

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

FY1998 is the first full year of operation of the course.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	1,402,090	1,402,090	1,229,250	1,329,100	1,329,100
Other Operating Expenses	0	0	0	0	755,390	755,390
Other Expenses	0	80,000	80,000	73,000	80,000	80,000
<b>TOTAL</b>	0	1,482,090	1,482,090	1,302,250	2,164,490	2,164,490

Fiscal 1998

# Legislative & Judicial

SECTION VII

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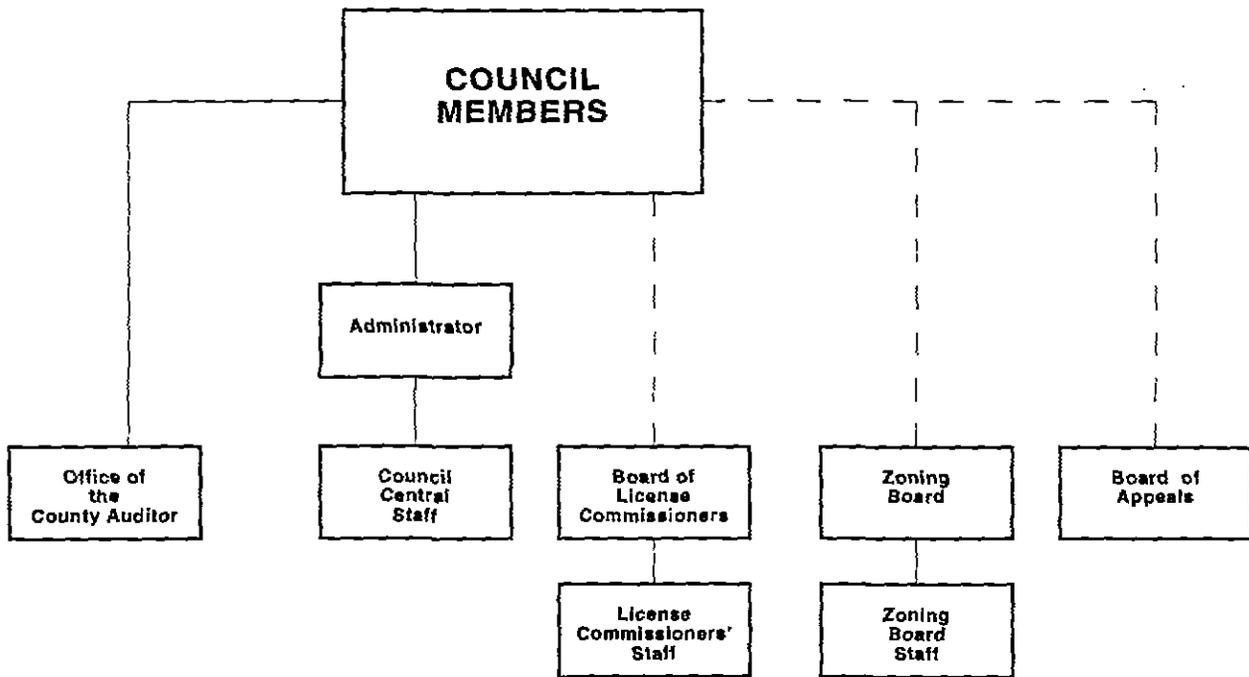
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Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL



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

Fiscal 1998

# Legislative & Judicial

LEGISLATIVE SUMMARY

## Description

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

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

## Highlights

The budget reflects the reduction of one auditor position from full-time to part-time in the course of fiscal year 1997, and the elimination of a part-time position in the Board of Appeals whose workload has been absorbed through the Council staff and with a contract employee.

The responsibility of Grant-in-Aid and Library audits has been transferred to those organizations.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Council	1,012,108	986,350	986,350	992,330	980,080	980,080
County Auditor	521,025	550,580	550,580	521,660	474,940	474,940
Board Of License Commissioners	54,274	61,120	61,120	63,970	63,560	63,560
Zoning Board	44,538	65,300	65,300	65,600	65,190	65,190
Council District 1	0	4,800	4,800	4,800	4,800	4,800
Council District 2	0	4,800	4,800	4,800	4,800	4,800
Council District 3	0	4,800	4,800	4,800	4,800	4,800
Council District 4	0	4,800	4,800	4,800	4,800	4,800
Council District 5	0	4,800	4,800	4,800	4,800	4,800
Board Of Appeals	0	65,650	65,650	59,710	59,710	59,710
TOTAL General Fund	1,631,945	1,753,000	1,753,000	1,727,270	1,667,480	1,667,480
TOTAL	1,631,945	1,753,000	1,753,000	1,727,270	1,667,480	1,667,480

Fiscal 1998

# 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 '98

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.

## Personnel Summary

Authorized .....19 FTE  
 Additional .....0  
 Executive Proposed .....19 FTE  
 Approved .....19 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	896,732	870,330	870,330	892,120	884,410	884,410
Contractual Services	47,065	58,590	58,590	47,500	47,500	47,500
Supplies & Materials	20,637	17,200	17,200	15,000	15,000	15,000
Business & Education Expense	20,545	12,660	12,660	12,460	12,460	12,460
Capital Outlay	14,649	10,500	10,500	9,500	9,500	9,500
Other Operating Expenses	12,480	17,070	17,070	15,750	11,210	11,210
<b>TOTAL</b>	<b>1,012,108</b>	<b>986,350</b>	<b>986,350</b>	<b>992,330</b>	<b>980,080</b>	<b>980,080</b>

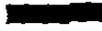


Fiscal 1998

# 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 '98

The budget reflects the reduction of a full-time auditor position that became part-time during the course of Fiscal Year 1997, and the transfer of the responsibility for Grant-in-Aid and Library audits to those organizations.



## Personnel Summary

Authorized .....6.72 FTE  
 Additional .....0  
 Executive Proposed .....6.72 FTE  
 Approved .....6.72 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	410,238	411,840	411,840	404,620	401,980	401,980
Contractual Services	66,538	67,450	67,450	54,830	54,830	54,830
Supplies & Materials	2,781	2,000	2,000	1,900	1,900	1,900
Business & Education Expense	3,264	4,200	4,200	3,900	3,900	3,900
Capital Outlay	1,634	800	800	800	800	800
Other Operating Expenses	36,570	64,290	64,290	55,610	11,530	11,530
<b>TOTAL</b>	<b>521,025</b>	<b>550,580</b>	<b>550,580</b>	<b>521,660</b>	<b>474,940</b>	<b>474,940</b>

Fiscal 1998

# 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 '98

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

Additional funds have been included for printing new Rules and Procedures.

## Personnel Summary

Authorized .....1 FTE

Additional .....0

Executive Proposed .....1 FTE

Approved ..... 1 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	50,312	57,130	57,130	57,620	57,210	57,210
Contractual Services	950	840	840	800	800	800
Supplies & Materials	1,854	1,400	1,400	4,200	4,200	4,200
Business & Education Expense	698	1,450	1,450	1,150	1,150	1,150
Capital Outlay	460	300	300	200	200	200
<b>TOTAL</b>	<b>54,274</b>	<b>61,120</b>	<b>61,120</b>	<b>63,970</b>	<b>63,560</b>	<b>63,560</b>

Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL ZONING BOARD

011-100-0105

## 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	43,493	59,790	59,790	61,680	61,270	61,270
Contractual Services	235	2,960	2,960	2,470	2,470	2,470
Supplies & Materials	310	1,900	1,900	1,150	1,150	1,150
Business & Education Expense	0	150	150	50	50	50
Capital Outlay	500	500	500	250	250	250
<b>TOTAL</b>	<b>44,538</b>	<b>65,300</b>	<b>65,300</b>	<b>65,600</b>	<b>65,190</b>	<b>65,190</b>

Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 1

011-100-0111

## Functions

In January 1997, the Council voted to appropriate, in FY 1998, \$4,800 to each Council district for certain expenses of the Council member and his/her Special Assistant.

The Council member submitted a breakdown of \$4,800 into various expenditures.

## Outlook for '98

The \$4,800 appropriation for Fiscal Year 1998 will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	1,500	1,500	500	500	500
Business & Education Expense	0	3,300	3,300	4,300	4,300	4,300
<b>TOTAL</b>	0	4,800	4,800	4,800	4,800	4,800

Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 2

011-100-0112

## Functions

In January 1997, the Council voted to appropriate, in FY 1998, \$4,800 to each Council district for certain expenses of the Council member and his/her Special Assistant.

The Council member submitted a breakdown of \$4,800 into various expenditures.

## Outlook for '98

The \$4,800 appropriation for Fiscal Year 1998 will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	2,300	2,300	2,000	2,000	2,000
Business & Education Expense	0	2,500	2,500	2,800	2,800	2,800
<b>TOTAL</b>	0	4,800	4,800	4,800	4,800	4,800

Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 3

011-100-0113

## Functions

In January 1997, the Council voted to appropriate, in FY 1998, \$4,800 to each Council District for certain expenses of the Council member and his/her Special Assistant.

The Council member submitted a breakdown of \$4,800 into various expenditures.

## Outlook for '98

The \$4,800 appropriation for Fiscal Year 1998 will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	1,800	1,800	1,800	1,800	1,800
Business & Education Expense	0	3,000	3,000	3,000	3,000	3,000
<b>TOTAL</b>	0	4,800	4,800	4,800	4,800	4,800

Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 4

011-100-0114

## Functions

In January 1997, the Council voted to appropriate, in FY 1998, \$4,800 to each Council district for certain expenses of the Council member and his/her Special Assistant.

The Council member submitted a breakdown of \$4,800 into various expenditures.

## Outlook for '98

The \$4,800 appropriation for Fiscal Year 1998 will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	150	150	150	150	150
Business & Education Expense	0	4,650	4,650	4,650	4,650	4,650
<b>TOTAL</b>	<b>0</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>

Fiscal 1998

# Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 5

011-100-0115

## Functions

In January 1997, the Council voted to appropriate, in FY 1998, \$4,800 to each Council district for certain expenses of the Council member and his/her Special Assistant.

The Council member submitted a breakdown of \$4,800 into various expenditures.

## Outlook for '98

The \$4,800 appropriation for Fiscal Year 1998 will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	800	800	800	800	800
Business & Education Expense	0	4,000	4,000	4,000	4,000	4,000
<b>TOTAL</b>	<b>0</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>

Fiscal 1998

# 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

In Fiscal Year 1997, the Board of Appeals' budget began to be included as an organization under the County Council.

The part-time secretary position of the Board is eliminated in the Fiscal Year 1998 budget. The duties of that position have been absorbed by the Council staff and a contract employee.

## Personnel Summary

Authorized .....0.50 FTE  
 Additional .....(0.50)  
 Executive Proposed ..... 0 FTE  
 Approved.....0 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	53,400	53,400	50,740	50,740	50,740
Contractual Services	0	2,800	2,800	2,020	2,020	2,020
Supplies & Materials	0	2,700	2,700	1,700	1,700	1,700
Business & Education Expense	0	6,750	6,750	5,250	5,250	5,250
<b>TOTAL</b>	<b>0</b>	<b>65,650</b>	<b>65,650</b>	<b>59,710</b>	<b>59,710</b>	<b>59,710</b>

Fiscal 1998

# 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 FY1998 Judicial budget includes:

- Increased local matching funds for the Child Support Enforcement grant in the Circuit Court to provide for an additional senior clerk position and extended hours for the existing part-time deputy sheriff;
- A new investigator position and increased funding for blood tests in the State's Attorney's Office;
- Funds for increase in compensation for Orphans' Court judges as provided by House Bill 776;
- Additional funding for a new model of uniforms for the Sheriff Department
- Local matching funds for a new grant in the Sheriff Department.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Circuit Court	1,339,810	1,605,770	1,605,780	1,621,490	1,587,980
Orphans' Court	29,990	32,780	32,780	35,190	34,380	34,380
State's Attorney	2,812,255	2,729,140	2,729,140	2,786,780	2,771,550	2,771,550
Sheriff's Department	1,941,903	1,942,050	1,942,050	1,998,530	1,980,290	1,980,290
Board Of Election Supervisors	535,630	535,270	535,270	508,760	504,720	504,720
Election Expense	175,027	207,830	207,830	14,460	14,460	14,460
TOTAL General Fund	7,054,615	7,052,840	7,052,850	6,965,210	6,893,380	6,893,380
Child Support Enforcement	81,181	139,400	139,400	187,230	186,420	186,420
Family Law	0	45,000	36,760	53,240	53,240	53,240
St. Atty. Victim Assistance	13,070	24,340	24,340	24,670	24,330	24,330
Alternative Sentencing Program	158,577	178,100	178,100	179,480	177,410	177,410
Juvenile Options Program	0	0	0	41,290	40,880	40,880
TOTAL Grants	252,828	386,840	378,600	485,910	482,280	482,280
Circuit Court	44,670	60,000	60,000	60,000	60,000	60,000
TOTAL Trust And Agency Multifarious	44,670	60,000	60,000	60,000	60,000	60,000
<b>TOTAL</b>	<b>7,352,113</b>	<b>7,499,680</b>	<b>7,491,450</b>	<b>7,511,120</b>	<b>7,435,660</b>	<b>7,435,660</b>

Fiscal 1998

# 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 an \$11,620 increase in County matching funds for the Child Support Grant as required.

## Personnel Summary

Authorized .....23.5FTE  
 Additional .....0  
 Executive Proposed .....23.5 FTE  
 Approved .....23.5 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,069,108	1,086,570	1,086,570	1,096,030	1,086,500	1,086,500
Contractual Services	262,899	297,100	297,100	297,480	297,480	297,480
Supplies & Materials	21,608	33,640	33,640	33,640	33,640	33,640
Business & Education Expense	18,872	22,960	22,960	22,960	22,960	22,960
Capital Outlay--Operating Budget	26,265	16,970	16,970	16,970	16,970	16,970
Other Operating Expenses	161,058	148,530	148,530	154,410	130,430	130,430
<b>TOTAL</b>	<b>1,559,810</b>	<b>1,605,770</b>	<b>1,605,770</b>	<b>1,621,490</b>	<b>1,587,980</b>	<b>1,587,980</b>

Fiscal 1998

# 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

In FY1997, the Child Support Enforcement grant provided for a Master-in-Chancery, a Secretary and a part-time Deputy Sheriff.

The volume of cases adjudicated by the Child Support Master through this grant has drastically increased with the success of the program. This reflects in the addition of a senior clerk position, and the increase in the working hours of the existing part-time deputy sheriff for FY1998.

## Personnel Summary

Authorized .....2.50 FTE  
 Additional .....1.50  
 Executive Proposed .....4 FTE  
 Approved .....4 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	77,427	120,560	120,560	164,090	163,280	163,280
Contractual Services	0	15,000	15,000	15,000	15,000	15,000
Supplies & Materials	569	2,000	2,000	2,000	2,000	2,000
Business & Education Expense	0	840	840	2,440	2,440	2,440
Capital Outlay	3,185	1,000	1,000	3,700	3,700	3,700
<b>TOTAL</b>	<b>81,181</b>	<b>139,400</b>	<b>139,400</b>	<b>187,230</b>	<b>186,420</b>	<b>186,420</b>

Fiscal 1998

# Legislative & Judicial

CIRCUIT COURT      FAMILY LAW GRANT

051-210-0103

## Description

The Family Law Grant was awarded the first time in FY1997 by the State of Maryland Judiciary to support family law matters in the Howard County Circuit Court. The grant did not require Howard County to provide local matching funds.

## Highlights

The budget includes the unspent funds from FY1997 grant award, and a new award in the amount of \$45,000 for FY1998 for the purpose of providing additional resources to accommodate the expedited handling of family law related cases. The Circuit Court for Howard County may use these funds only to provide services, such as mediation, psychological, and follow-up services, parenting seminars, and case monitoring, to family case litigants.

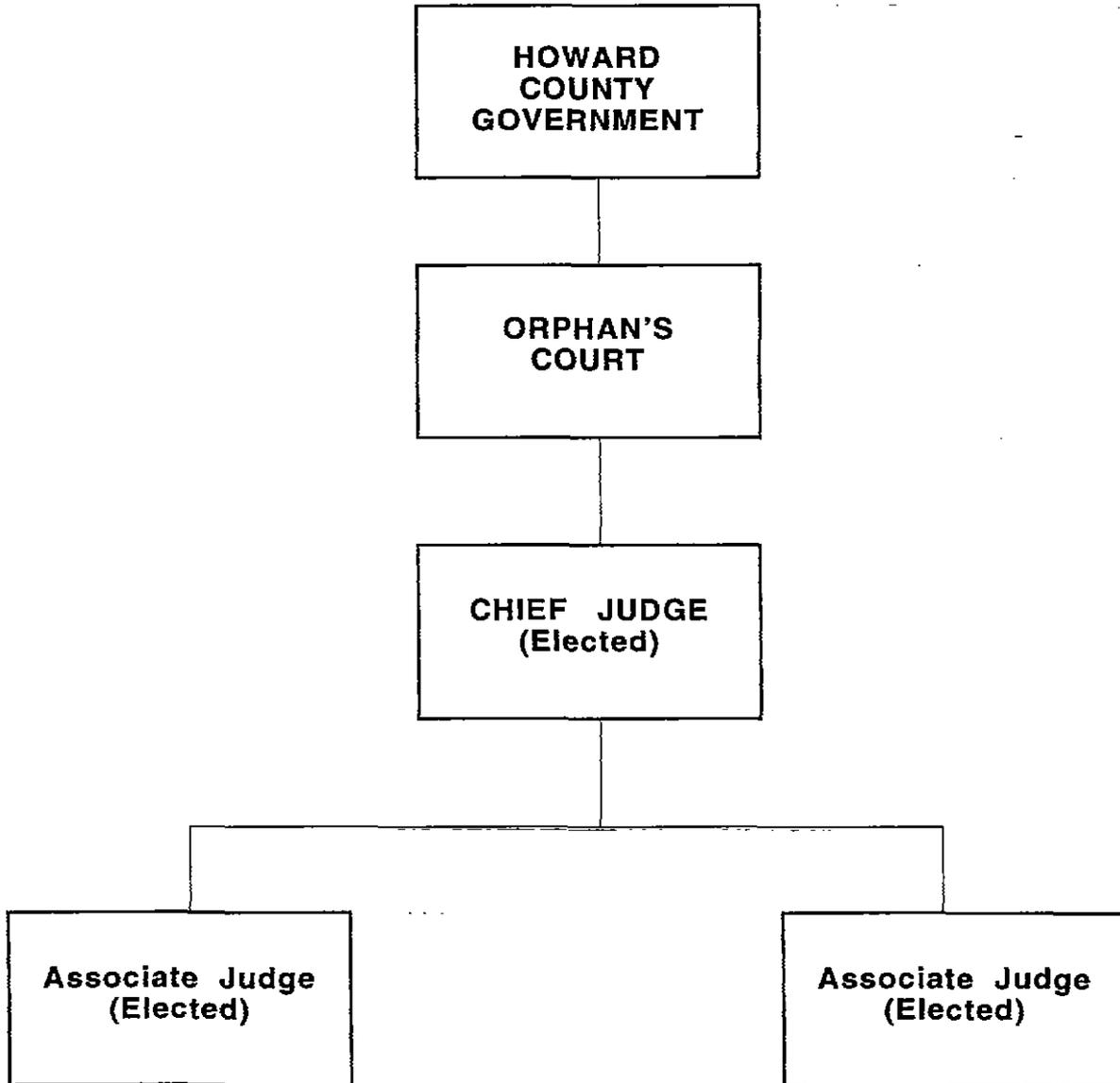
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	21,255	13,020	53,240	53,240	53,240
Capital Outlay	0	23,745	23,740	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>45,000</b>	<b>36,760</b>	<b>53,240</b>	<b>53,240</b>	<b>53,240</b>

Fiscal 1998

# Legislative & Judicial

ORPHANS' COURT

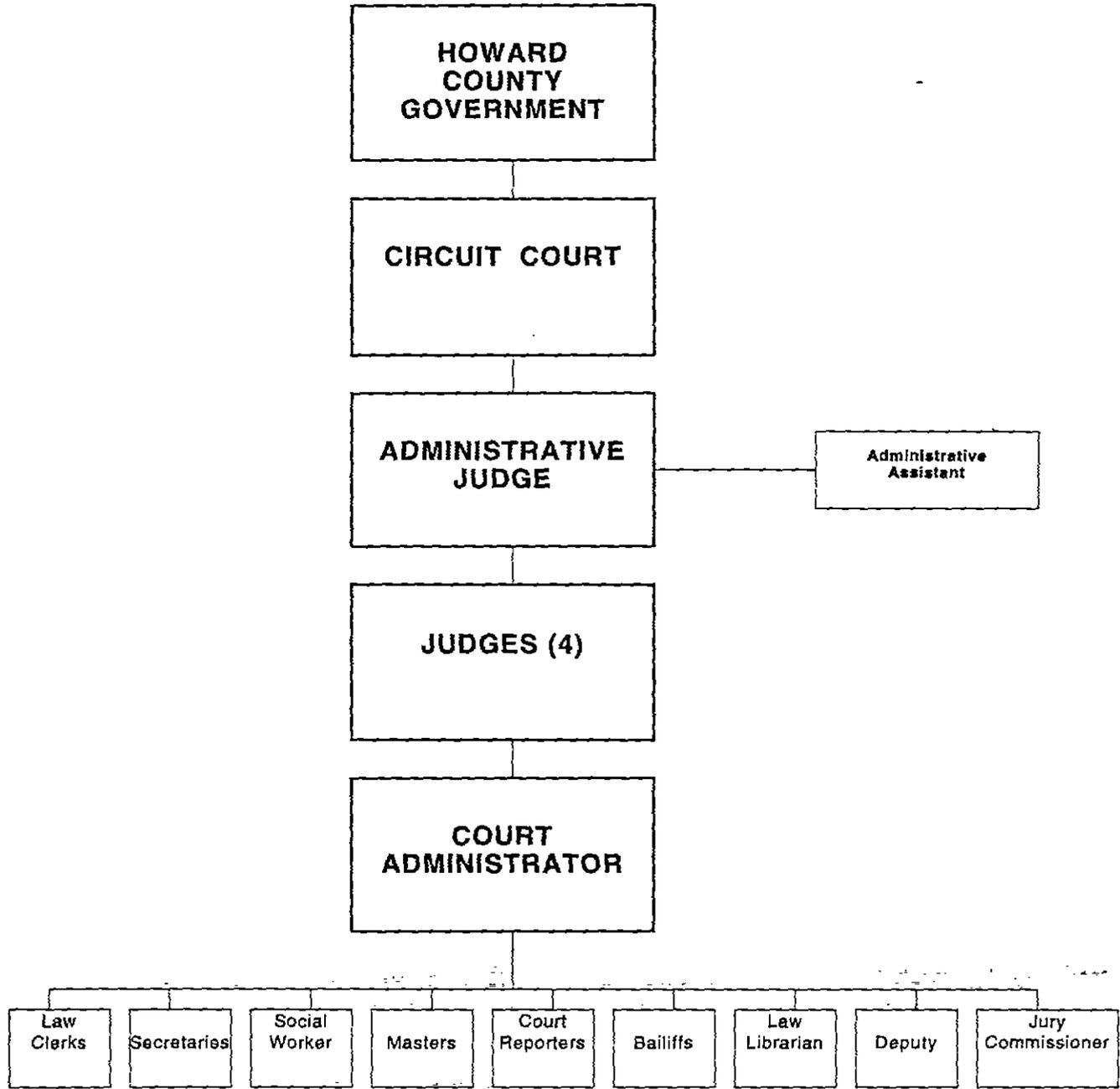
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Fiscal 1998

# Legislative & Judicial

CIRCUIT COURT



Fiscal 1998

# 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.

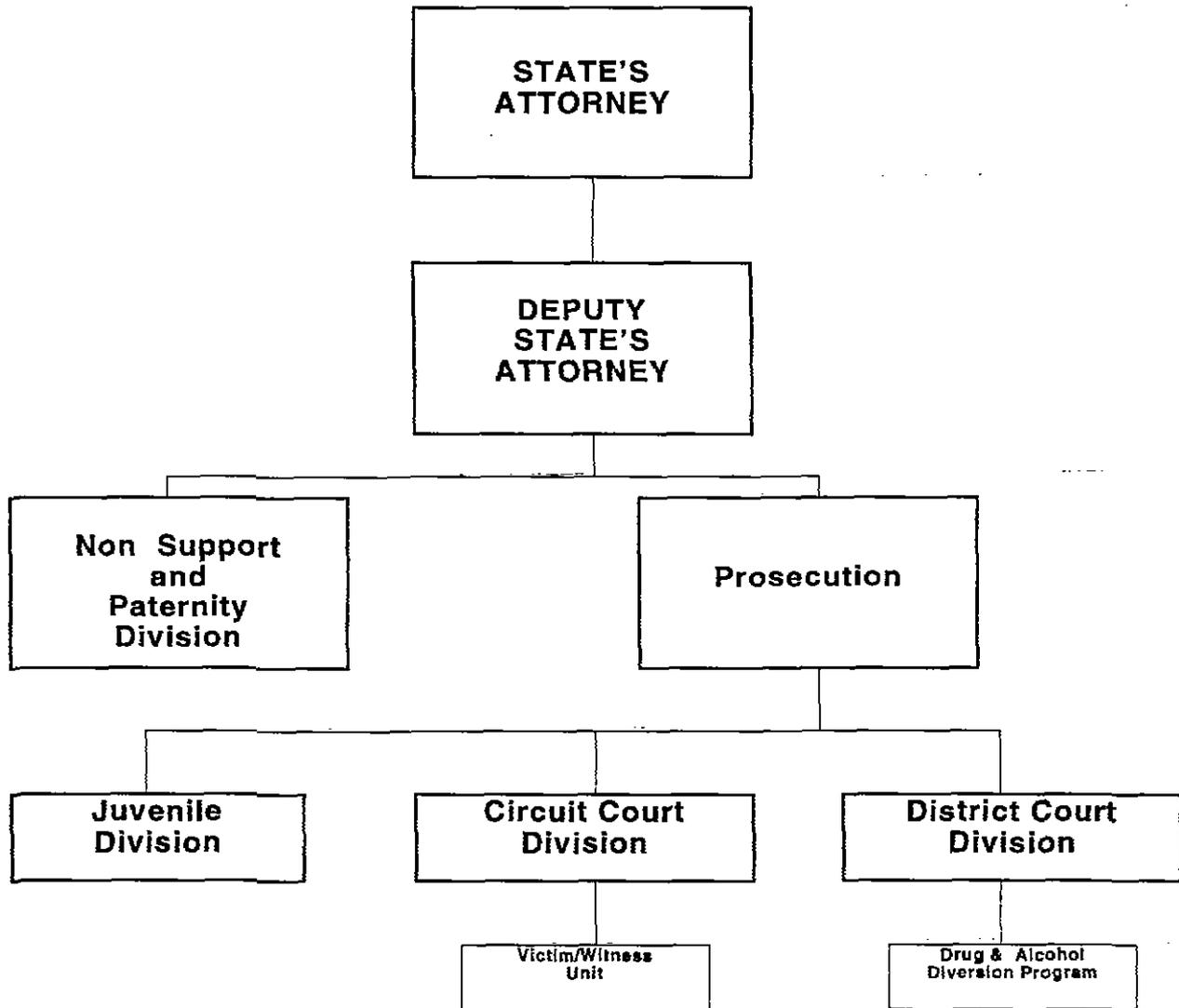
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	28,407	28,830	28,830	31,240	30,430	30,430
Contractual Services	405	430	430	430	430	430
Business & Education Expense	977	3,220	3,220	3,220	3,220	3,220
Other Operating Expenses	201	300	300	300	300	300
<b>TOTAL</b>	<b>29,990</b>	<b>32,780</b>	<b>32,780</b>	<b>35,190</b>	<b>34,380</b>	<b>34,380</b>

Fiscal 1998

# Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY

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Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
New Indictments (Circuit)	500	500
Other Criminal Cases Filed (Circuit)	1,000	1,100
Criminal Cases (District)	4,590	5,200

The budget includes a new investigator position, and an increase by \$8,000 in professional services due to increase in blood tests.

## Personnel Summary

Authorized.....	54.97 FTE
Additional.....	1
Executive Proposed.....	55.97 FTE
Approved.....	55.97 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,577,053	2,546,550	2,546,550	2,593,000	2,571,480	2,571,480
Contractual Services	81,830	116,300	116,300	125,350	125,350	125,350
Supplies & Materials	29,177	22,070	22,070	26,460	26,460	26,460
Business & Education Expense	27,162	22,910	22,910	23,370	23,370	23,370
Capital Outlay	389	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	96,644	20,110	20,110	17,400	23,690	23,690
<b>TOTAL</b>	<b>2,812,255</b>	<b>2,729,140</b>	<b>2,729,140</b>	<b>2,786,780</b>	<b>2,771,550</b>	<b>2,771,550</b>

Fiscal 1998

# 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 '98

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

## Personnel Summary

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

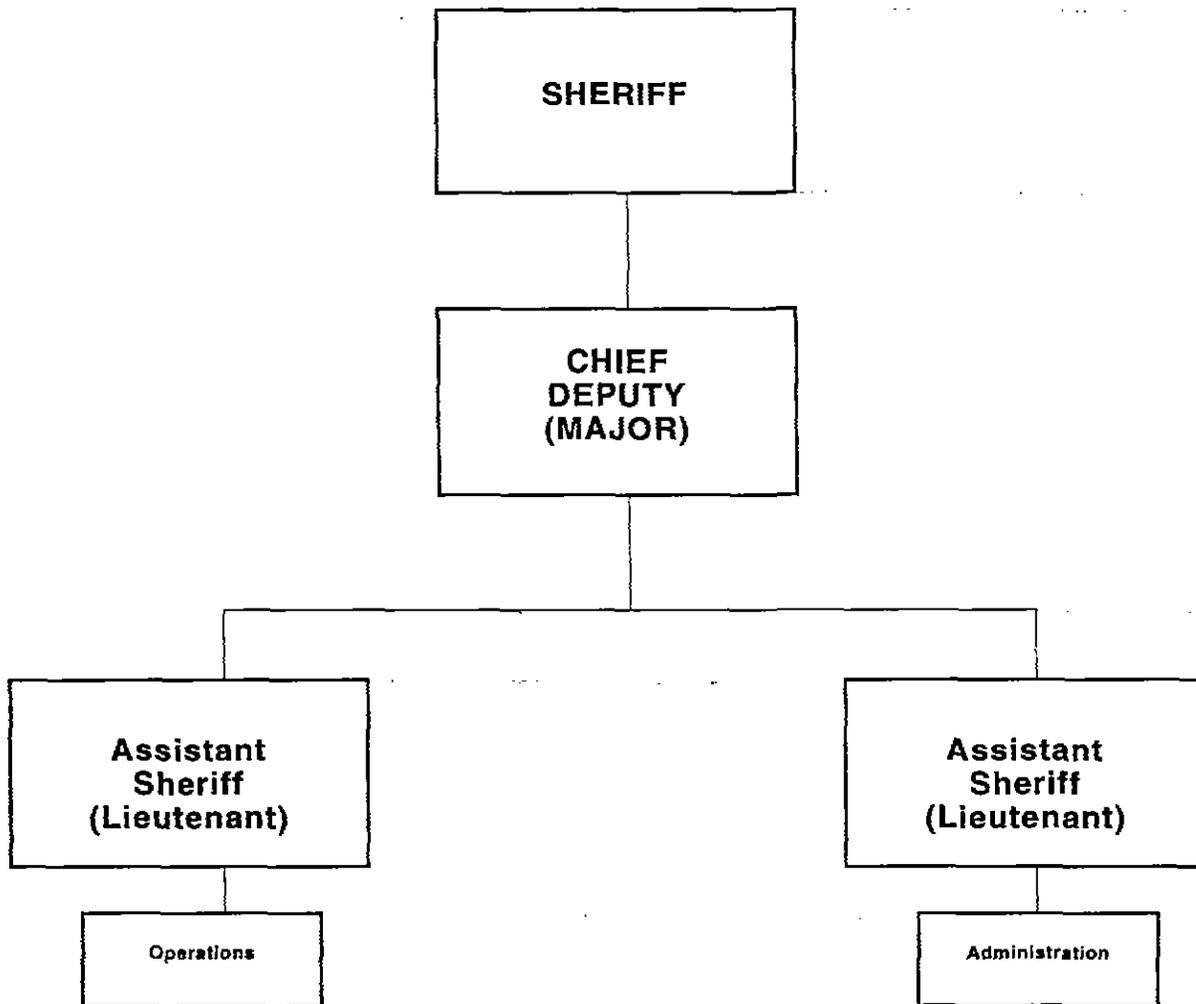
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	13,070	24,340	24,340	24,670	24,330	24,330
<b>TOTAL</b>	13,070	24,340	24,340	24,670	24,330	24,330

Fiscal 1998

# Legislative & Judicial

SHERIFF'S DEPARTMENT

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Fiscal 1998

# 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 '98

The Fiscal Year 1998 budget of the Sheriff's Office includes \$10,320 in local matching funds for a new grant entitled Juvenile Options Program, and an increase by \$8,000 for a new model of uniforms.

## Personnel Summary

Authorized .....42 FTE  
 Additional .....0  
 Executive Proposed .....42 FTE  
 Approved .....42 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,685,011	1,697,290	1,697,290	1,723,240	1,704,030	1,704,030
Contractual Services	87,943	60,470	60,470	72,070	72,070	72,070
Supplies & Materials	26,067	28,000	28,000	36,000	36,000	36,000
Business & Education Expense	135,172	148,130	148,130	148,850	148,850	148,850
Capital Outlay	1,890	1,660	1,660	3,160	1,660	1,660
Other Operating Expenses	5,820	6,500	6,500	15,210	17,680	17,680
<b>TOTAL</b>	<b>1,941,903</b>	<b>1,942,050</b>	<b>1,942,050</b>	<b>1,998,530</b>	<b>1,980,290</b>	<b>1,980,290</b>

Fiscal 1998

# 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 '98

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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	151,853	171,540	171,540	171,370	169,300	169,300
Contractual Services	1,827	3,160	3,160	3,160	3,160	3,160
Supplies & Materials	2,527	1,400	1,400	2,200	2,200	2,200
Business & Education Expense	1,444	2,000	2,000	2,750	2,750	2,750
Capital Outlay	926	0	0	0	0	0
<b>TOTAL</b>	<b>158,577</b>	<b>178,100</b>	<b>178,100</b>	<b>179,480</b>	<b>177,410</b>	<b>177,410</b>

Fiscal 1998

# Legislative & Judicial

SHERIFF'S OFFICE

JUVENILE OPTIONS PROGRAM

051-240-0102

## Description

The Howard County Juvenile Options Program (JOP) is designed to provide for system improvement to the law enforcement, prosecution, adjudication and incarceration of juvenile criminals in Howard County.

It is a joint effort of the Howard County Sheriff's Office, State's Attorney's Office, Department of Juvenile Justice, Howard County Police Department and School System.

This is a grant-funded program for which 75% of its revenue comes from the Governor's Office of Crime Control & Prevention and 25% from the County's matching funds.

The first-year grant was awarded in January 1997 for the period 01/01/97 through 12/31/97.

## Outlook for '98

This grant is the object of Supplemental Budget Appropriation Ordinance No. 11-1997 and is budgeted in FY1998 to continue its implementation in the upcoming year.

Although the grant was awarded for the first year in January 1997, the program starting date is projected to be around May 1, 1997.

The Juvenile Options Program will be operated in conjunction with the Alternative Sentencing Community Service Program.

Beside the 25% local matching funds, the Sheriff's Office is supposed to provide some inkind support service and office space.

## Personnel Summary

Authorized .....1 FTE

Additional .....0

Executive Proposed .....1 FTE

Approved .....1 FTE

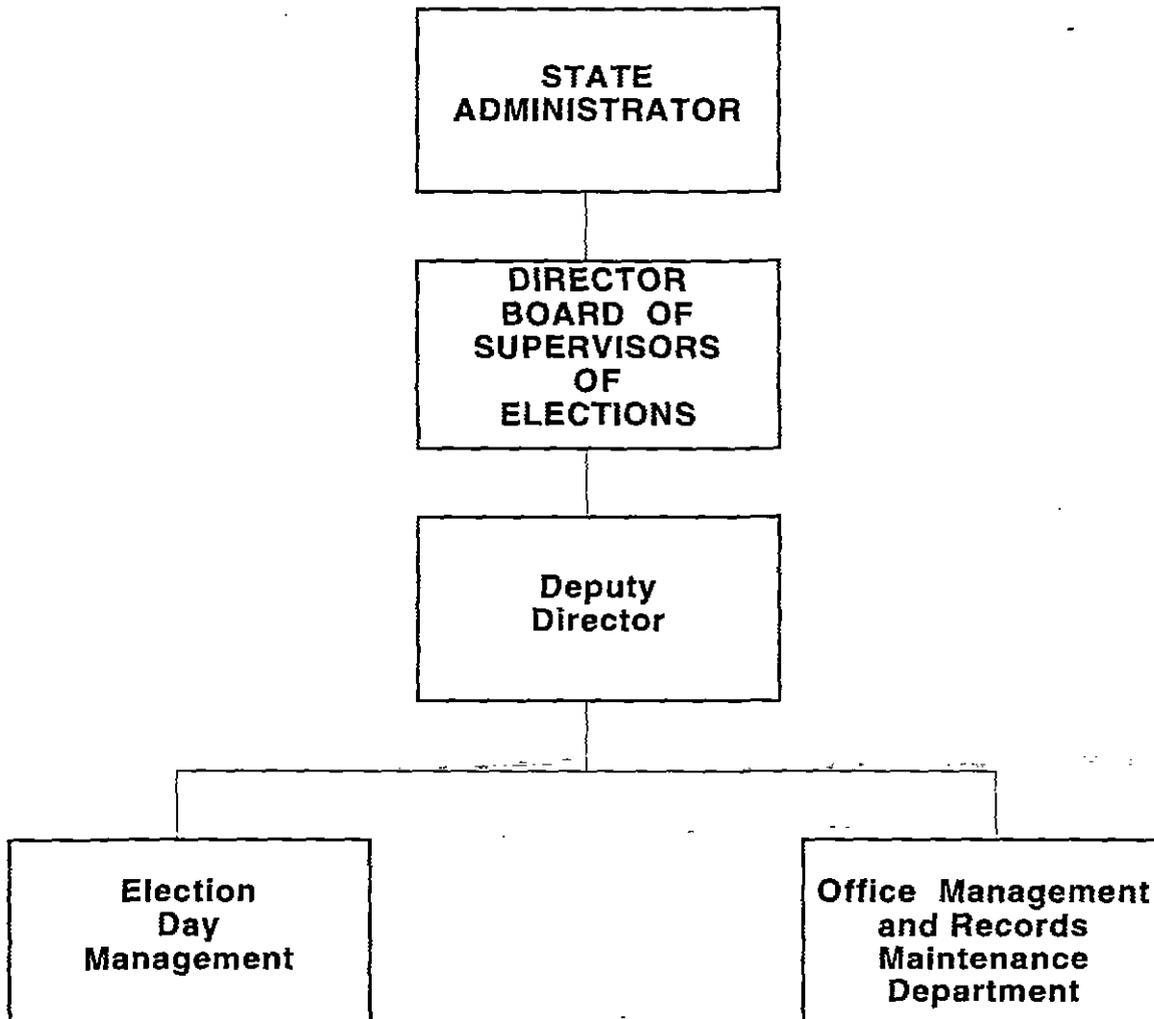
BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	32,350	31,940	31,940
Contractual Services	0	0	0	2,800	2,800	2,800
Supplies & Materials	0	0	0	800	800	800
Business & Education Expense	0	0	0	470	470	470
Capital Outlay	0	0	0	4,870	4,870	4,870
<b>TOTAL</b>	0	0	0	41,290	40,880	40,880

Fiscal 1998

# Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS

---



Fiscal 1998

# 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

There will be no elections during FY 1998. However, some preparation will take place.

Registrations and other transactions are steady due to the Federally-mandated agencies and their ongoing activity.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Board Of Election Supervisors	535,630	535,270	535,270	508,760	504,720	504,720
Election Expense	175,027	207,830	207,830	14,460	14,460	14,460
TOTAL	710,657	743,100	743,100	523,220	519,180	519,180

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	10,072	11,060	11,060	11,060	11,060	11,060
Contractual Services	85,102	87,870	87,870	89,420	89,420	89,420
Supplies & Materials	13,971	15,900	15,900	15,700	15,700	15,700
Business & Education Expense	8,982	5,250	5,250	7,250	7,250	7,250
Capital Outlay	3,816	12,000	12,000	10,000	10,000	10,000
Other Operating Expenses	413,687	403,190	403,190	375,330	371,290	371,290
<b>TOTAL</b>	<b>535,630</b>	<b>535,270</b>	<b>535,270</b>	<b>508,760</b>	<b>504,720</b>	<b>504,720</b>

Fiscal 1998

# Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS

ELECTIONS EXPENSE

011-314-0200

## Functions

Provide funds to compensate for the costs of all elections.

## Outlook for '98

As there are no elections in FY1998, this budget is limited to temporary personnel that may be needed to verify petitions, data entry of voter registrations and other necessary tasks to prepare for the September 1998 primary elections.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	20,361	29,700	29,700	10,000	10,000	10,000
Contractual Services	82,097	115,430	115,430	4,460	4,460	4,460
Supplies & Materials	72,269	60,700	60,700	0	0	0
Capital Outlay	300	2,000	2,000	0	0	0
<b>TOTAL</b>	175,027	207,830	207,830	14,460	14,460	14,460

Fiscal 1998

# General Government

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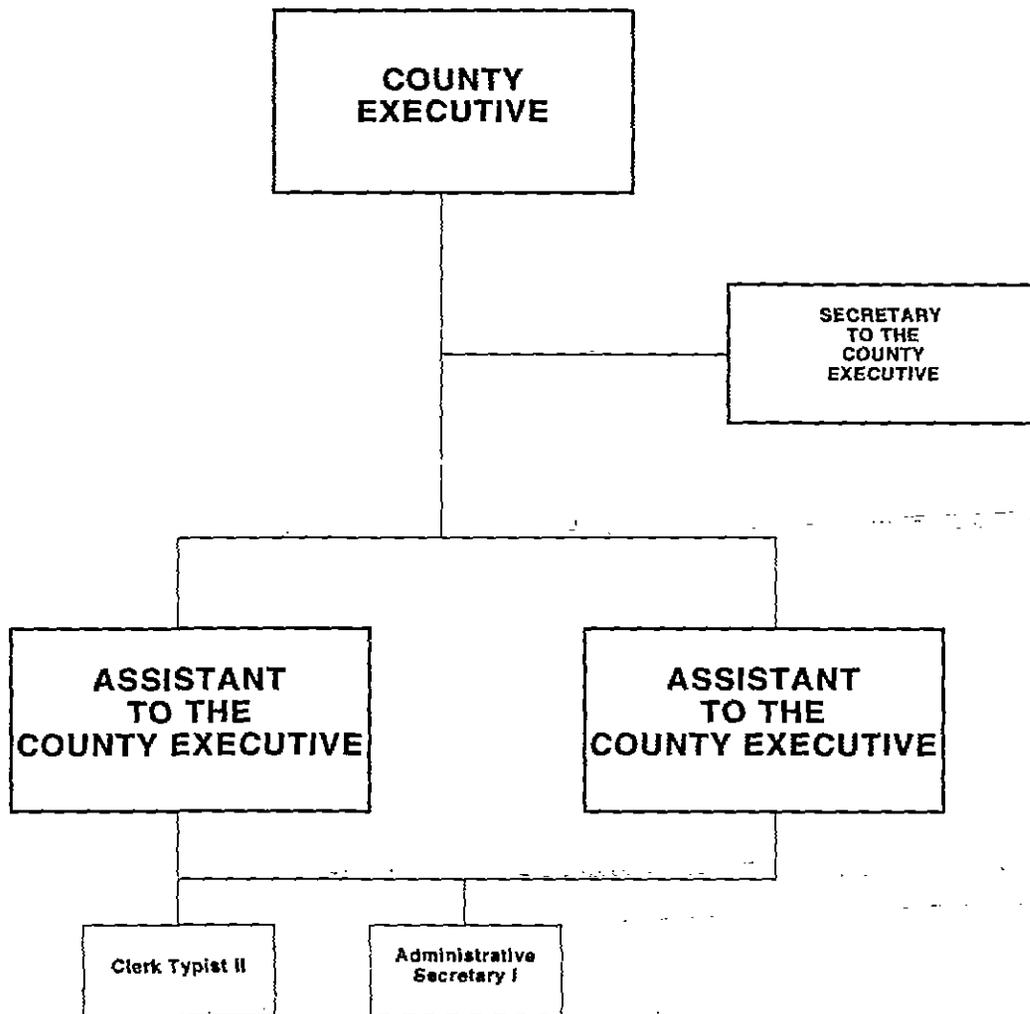
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Fiscal 1998

# General Government

OFFICE OF THE COUNTY EXECUTIVE

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Fiscal 1998

# General Government

OFFICE OF COUNTY EXECUTIVE

011-001-0100

## Description

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

Present the annual budget to the County Council.

Recommend legislative action in the best interest of the county.

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

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

## Outlook for '98

Continue to provide proper and efficient administration of county government.

## Personnel Summary

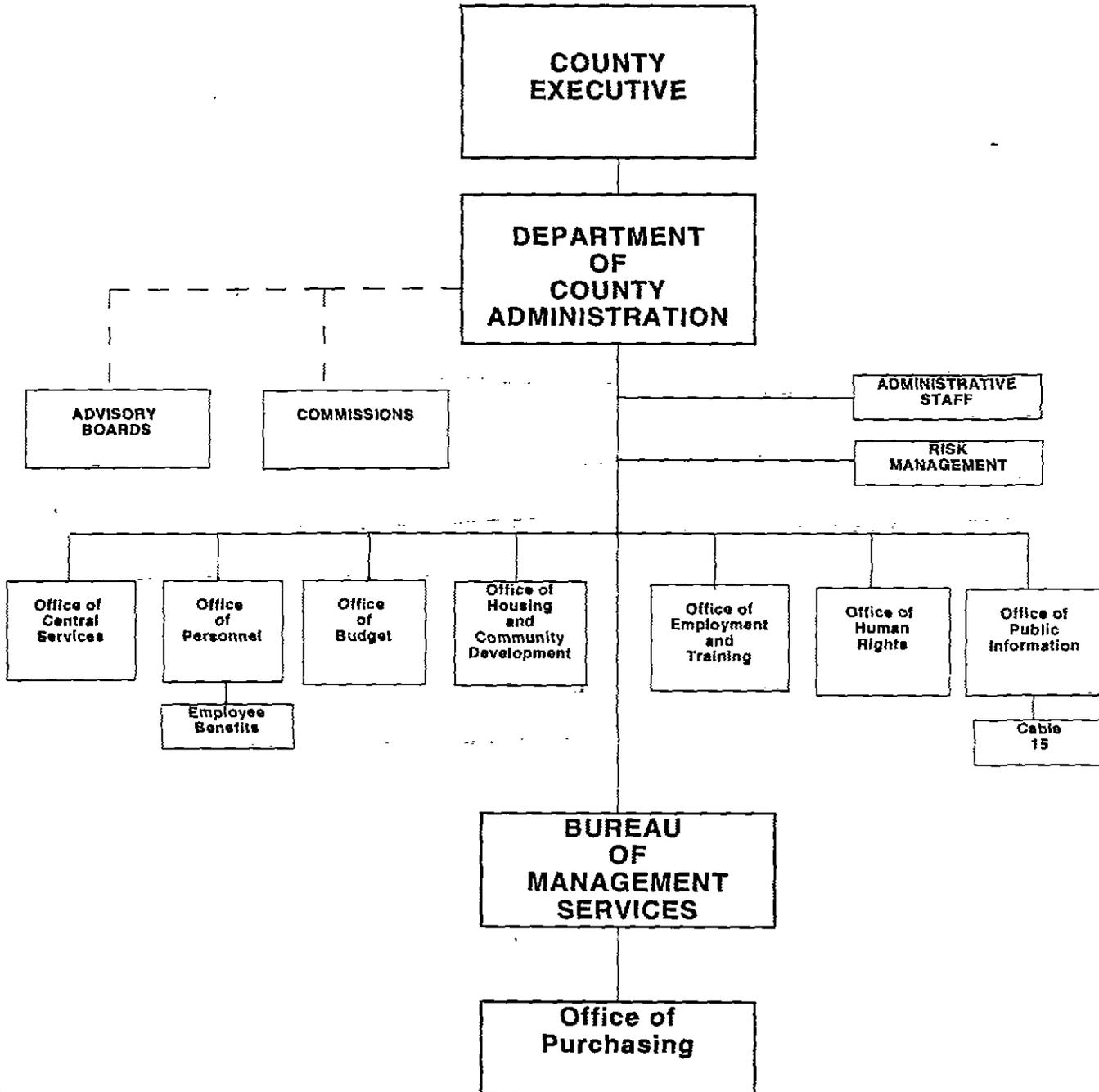
Authorized.....6FTE  
 Additional.....0  
 Executive Proposed.....6 FTE  
 Approved.....6 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	364,494	338,090	338,090	356,730	354,290	354,290
Contractual Services	12,810	10,840	10,840	7,840	7,840	7,840
Supplies & Materials	9,555	9,000	9,000	9,000	9,000	9,000
Business & Education Expense	19,287	18,430	18,430	18,430	18,430	18,430
Other Operating Expenses	4,690	14,660	14,660	12,620	13,380	13,380
<b>TOTAL</b>	<b>410,836</b>	<b>391,020</b>	<b>391,020</b>	<b>404,620</b>	<b>402,940</b>	<b>402,940</b>

Fiscal 1998

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION



Fiscal 1998

# 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:

- Funds for a major rewrite of the County's computerized budget system
- A new Records Management program
- Elimination of Assistant Personnel Administrator's position.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,902,760	4,767,200	4,767,200	4,841,280	4,975,040	4,975,040
Grants	7,163,164	13,500,450	13,500,450	14,378,520	14,375,960	14,375,960
Central Stores	0	6,360,170	6,360,170	7,090,990	7,226,590	7,226,590
Risk Management Fund--all Exp	0	3,712,550	3,712,550	4,778,940	4,777,320	4,777,320
Employee Benef.-health	0	6,800,000	6,800,000	6,835,110	6,948,260	6,948,260
Community Renewal	1,614,920	3,328,230	3,268,230	3,776,690	3,769,850	3,769,850
Public Service Communications	389,810	375,280	375,280	565,000	563,020	563,020
Trust And Agency Multifarious	0	38,000	38,000	38,000	38,000	38,000
<b>TOTAL</b>	<b>13,070,654</b>	<b>38,881,880</b>	<b>38,821,880</b>	<b>42,304,530</b>	<b>42,674,040</b>	<b>42,674,040</b>

Fiscal 1998

# 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 '98

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 .....0.08  
 Executive Proposed .....7.45 FTE  
 Approved .....7.45 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	483,964	471,710	471,710	484,470	481,630	481,630
Contractual Services	130,903	83,030	83,030	81,350	81,350	81,350
Supplies & Materials	13,059	14,320	14,320	14,590	14,590	14,590
Business & Education Expense	13,691	30,400	30,400	32,240	32,240	32,240
Capital Outlay	2,677	0	0	0	0	0
Other Operating Expenses	413	16,500	16,500	5,000	5,000	5,000
<b>TOTAL</b>	<b>644,707</b>	<b>615,960</b>	<b>615,960</b>	<b>617,650</b>	<b>614,810</b>	<b>614,810</b>

Fiscal 1998

# 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 '98

Continue to support various training initiatives and supplement grant programs.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	170,000	170,000	170,000	170,000	170,000	170,000
<b>TOTAL</b>	170,000	170,000	170,000	170,000	170,000	170,000

Fiscal 1998

# General Government

DEPT. OF COUNTY ADMINISTRATION EMPLOYMENT AND TRAINING CENTER 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 '98

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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	220,266	129,090	129,090	130,830	129,610	129,610
Contractual Services	8,616	16,060	16,060	15,670	15,670	15,670
Supplies & Materials	5,951	11,890	11,890	9,800	9,800	9,800
Business & Education Expense	7,859	17,770	17,770	12,950	12,950	12,950
Capital Outlay	0	400	400	650	650	650
<b>TOTAL</b>	<b>242,692</b>	<b>175,210</b>	<b>175,210</b>	<b>169,900</b>	<b>168,680</b>	<b>168,680</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	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	0	75,000	75,000	75,000	75,000	75,000
Capital Outlay	0	75,000	75,000	75,000	75,000	75,000
Other Operating Expenses	13,247	70,000	70,000	70,000	70,000	70,000
<b>TOTAL</b>	<b>13,247</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	28,711	75,500	75,500	65,000	65,000	65,000
Contractual Services	12,153	21,000	21,000	31,500	31,500	31,500
Supplies & Materials	707	25,000	25,000	25,000	25,000	25,000
Business & Education Expense	80	8,500	8,500	8,500	8,500	8,500
Capital Outlay	4,869	20,000	20,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>46,520</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

Fiscal 1998

# 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 '98

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

Oversee a major rewrite of the County's computerized budget system.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	348,780	351,260	351,260	357,720	355,490	355,490
Contractual Services	31,238	25,300	25,300	95,350	95,350	95,350
Supplies & Materials	15,620	19,450	19,450	19,950	19,950	19,950
Business & Education Expense	2,256	2,410	2,410	3,280	3,280	3,280
<b>TOTAL</b>	<b>397,894</b>	<b>398,420</b>	<b>398,420</b>	<b>476,300</b>	<b>474,070</b>	<b>474,070</b>

Fiscal 1998

# 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.

## Highlights

The Office of Personnel will oversee the implementation of the new classification and compensation systems.

## Personnel Summary

Authorized .....14 FTE  
 Additional .....<1>  
 Executive Proposed .....13 FTE  
 Approved ..... 13 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	689,392	698,410	698,410	645,660	640,380	640,380
Contractual Services	171,903	287,850	287,850	236,340	236,340	236,340
Supplies & Materials	27,265	31,720	31,720	30,910	30,910	30,910
Business & Education Expense	8,441	9,270	9,270	11,420	11,420	11,420
Capital Outlay	2,008	5,200	5,200	850	850	850
Other Operating Expenses	0	0	0	17,000	17,000	17,000
<b>TOTAL</b>	<b>899,009</b>	<b>1,032,450</b>	<b>1,032,450</b>	<b>942,180</b>	<b>936,900</b>	<b>936,900</b>

Fiscal 1998

# 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 '98

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.....0.1  
 Executive Proposed.....0.6 FTE  
 Approved.....0.6 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	15,041	18,300	18,300	22,080	21,920	21,920
Contractual Services	670	1,040	1,040	1,040	1,040	1,040
Supplies & Materials	536	820	820	850	850	850
Business & Education Expense	273	400	400	410	410	410
<b>TOTAL</b>	<b>16,520</b>	<b>20,560</b>	<b>20,560</b>	<b>24,380</b>	<b>24,220</b>	<b>24,220</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	426,155	422,890	422,890	428,570	424,920	424,920
Contractual Services	6,747	9,460	9,460	9,570	9,570	9,570
Supplies & Materials	8,409	14,150	14,150	14,150	14,150	14,150
Business & Education Expense	2,175	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	4,694	9,850	9,850	14,700	14,050	14,050
<b>TOTAL</b>	<b>448,180</b>	<b>458,850</b>	<b>458,850</b>	<b>469,490</b>	<b>465,190</b>	<b>465,190</b>

Fiscal 1998

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION CABLE 15

455-002-0101

## Functions

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

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

## Outlook for '98

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

## Personnel Summary

Authorized .....8.14FTE  
 Additional .....0  
 Executive Proposed .....8.14 FTE  
 Approved .....8.14 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	331,606	292,490	292,490	332,250	329,410	329,410
Contractual Services	17,701	26,760	26,760	27,080	27,080	27,080
Supplies & Materials	17,025	19,560	19,560	19,620	19,620	19,620
Business & Education Expense	5,989	11,240	11,240	11,240	11,240	11,240
Capital Outlay	17,058	21,550	21,550	171,550	171,550	171,550
Other Operating Expenses	431	3,680	3,680	3,260	4,120	4,120
<b>TOTAL</b>	<b>389,810</b>	<b>375,280</b>	<b>375,280</b>	<b>565,000</b>	<b>563,020</b>	<b>563,020</b>

Fiscal 1998

# 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 '98

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

## Personnel Summary

Authorized .....25.0 FTE  
 Additional .....3  
 Executive Proposed .....28.0 FTE  
 Approved .....28.0 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	918,872	997,050	997,050	1,193,980	1,184,240	1,184,240
Contractual Services	174,428	146,090	146,090	128,070	128,070	128,070
Supplies & Materials	19,995	49,400	49,400	49,400	49,400	49,400
Business & Education Expense	15,032	30,840	30,840	33,110	33,110	33,110
Capital Outlay	14,612	24,300	24,300	24,300	24,300	24,300
Other Operating Expenses	4,710	1,299,640	1,299,640	1,238,620	1,241,520	1,241,520
<b>TOTAL</b>	<b>1,147,649</b>	<b>2,547,320</b>	<b>2,547,320</b>	<b>2,667,480</b>	<b>2,660,640</b>	<b>2,660,640</b>

Fiscal 1998

# General Government

DEPT. OF COUNTY ADMINISTRATION PLEASANT CHASE

420-002-0415

## Functions

Provide and develop affordable rental housing for the citizens of Howard County.

## Outlook for '98

Operate and maintain eight townhouse units to be rented to low-income residents.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	0	0	28,800	28,800	28,800
TOTAL	0	0	0	28,800	28,800	28,800

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	500	500	450	450	450
Supplies & Materials	802	800	800	850	850	850
Business & Education Expense	255	1,700	1,700	1,200	1,200	1,200
<b>TOTAL</b>	<b>1,057</b>	<b>3,000</b>	<b>3,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	436,978	550,000	550,000	850,000	850,000	850,000
TOTAL	436,978	550,000	550,000	850,000	850,000	850,000

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	298,742	441,800	441,800	457,810	457,810	457,810
Supplies & Materials	11,304	20,700	20,700	20,700	20,700	20,700
Business & Education Expense	4,214	11,870	11,870	11,870	11,870	11,870
Capital Outlay	7,949	13,300	13,300	13,300	13,300	13,300
Other Operating Expenses	4,098,328	7,269,280	7,269,280	8,268,700	8,269,800	8,269,800
<b>TOTAL</b>	<b>4,420,537</b>	<b>7,756,950</b>	<b>7,756,950</b>	<b>8,772,380</b>	<b>8,773,480</b>	<b>8,773,480</b>

Fiscal 1998

# 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 '98

Continue to provide short-term assistance to avoid homelessness.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	24,550	50,000	50,000	50,000	50,000	50,000
TOTAL	24,550	50,000	50,000	50,000	50,000	50,000

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	50,000	50,000	75,000	75,000	75,000
Contractual Services	0	1,440,000	1,440,000	1,913,250	1,913,250	1,913,250
Supplies & Materials	0	4,000	4,000	5,500	5,500	5,500
Business & Education Expense	0	3,000	3,000	3,250	3,250	3,250
Capital Outlay	0	3,000	3,000	3,000	3,000	3,000
<b>TOTAL</b>	<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	28,742	37,000	37,000	37,000	37,000	37,000
Supplies & Materials	0	1,000	1,000	1,000	1,000	1,000
Business & Education Expense	494	7,310	7,310	7,310	7,310	7,310
Capital Outlay	0	4,200	4,200	4,200	4,200	4,200
Other Operating Expenses	0	178,400	118,400	178,400	178,400	178,400
<b>TOTAL</b>	<b>29,236</b>	<b>227,910</b>	<b>167,910</b>	<b>227,910</b>	<b>227,910</b>	<b>227,910</b>

Fiscal 1998

# 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.

## Outlook for '98

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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	213,190	191,050	191,050	171,500	170,280	170,280
Contractual Services	4,063	11,720	11,720	11,830	11,830	11,830
Supplies & Materials	3,954	9,450	9,450	9,450	9,450	9,450
Business & Education Expense	2,100	4,720	4,720	4,930	4,930	4,930
Other Operating Expenses	175,078	215,420	215,420	240,180	402,160	402,160
<b>TOTAL</b>	<b>398,385</b>	<b>432,360</b>	<b>432,360</b>	<b>437,890</b>	<b>598,650</b>	<b>598,650</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 '98

Task	FY97 Estimated	FY98 Projected
Purchase Orders Issued	3,200	3,300

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	569,597	572,790	572,790	583,960	578,680	578,680
Contractual Services	9,908	16,680	16,680	17,030	17,030	17,030
Supplies & Materials	20,910	22,430	22,430	23,100	23,100	23,100
Business & Education Expense	4,613	8,290	8,290	8,210	8,210	8,210
<b>TOTAL</b>	<b>605,028</b>	<b>620,190</b>	<b>620,190</b>	<b>632,300</b>	<b>627,020</b>	<b>627,020</b>

Fiscal 1998

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

OFFICE OF HUMAN RIGHTS

011-002-0210

## 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, financing and law enforcement), 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 '98

Tasks	FY97 Estimated	FY98 Projected
<b>Discrimination Complaints</b>		
Carryover Cases	97	99
New Cases	102	104
Total	199	203
Closures	(96)	(103)
Cases Carried Forward on July 1	101	100

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	304,512	313,390	313,390	317,960	315,520	315,520
Contractual Services	5,715	4,990	4,990	5,090	5,090	5,090
Supplies & Materials	5,574	5,210	5,210	5,210	5,210	5,210
Business & Education Expense	2,047	2,200	2,200	2,200	2,200	2,200
Other Operating Expenses	1,877	2,030	2,030	2,030	2,030	2,030
<b>TOTAL</b>	<b>319,725</b>	<b>327,820</b>	<b>327,820</b>	<b>332,490</b>	<b>330,050</b>	<b>330,050</b>

Fiscal 1998

# General Government

DEPARTMENT OF COUNTY ADMINISTRATION

HUMAN RIGHTS COMMISSION

011-002-0220

## Functions

The Human Rights Commission (HRC) was established in 1969 and is composed of 11 members who are appointed by the County Executive and confirmed by the County Council to five-year terms. Its responsibilities are to recommend civil rights policy, conduct studies and surveys, publish reports, make recommendations, serve as an Administrative Hearing Body, and promote, in any way possible, human rights in Howard County.

## Outlook for '98

Tasks	FY97 Estimated	FY98 Projected
Carryover Cases	- 5	3
New cases before the HRC	18	19
Total	23	22
Reasonable Cause	5	5
No Reasonable Cause	18	19

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	230	300	300	300	300	300
Supplies & Materials	1,573	2,120	2,120	2,120	2,120	2,120
Business & Education Expense	349	850	850	850	850	850
Other Operating Expenses	1,160	5,900	5,900	5,900	5,900	5,900
<b>TOTAL</b>	<b>3,312</b>	<b>9,170</b>	<b>9,170</b>	<b>9,170</b>	<b>9,170</b>	<b>9,170</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	8,374	0	0	0	0	0
Contractual Services	1,274	10,410	10,410	10,410	10,410	10,410
Supplies & Materials	345	2,100	2,100	2,100	2,100	2,100
Business & Education Expense	3,023	11,240	11,240	11,240	11,240	11,240
Capital Outlay	1,524	2,000	2,000	2,000	2,000	2,000
<b>TOTAL</b>	<b>14,540</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>

Fiscal 1998

# 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 '98

Continue to provide quality internal support services.

Implement the first phase of a county-wide Records Management Program using digital imaging to move documents to the desktop electronically.

## Personnel Summary

Authorized .....11.52 FTE  
 Additional .....1.15  
 Executive Proposed .....12.67 FTE  
 Approved .....12.67 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	416,420	416,420	479,430	474,960	474,960
Supplies & Materials	0	240,000	240,000	250,000	250,000	250,000
<b>TOTAL</b>	0	656,420	656,420	729,430	724,960	724,960

Fiscal 1998

# 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 '98

Continue to provide quality internal support services.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	529,590	529,590	527,010	527,010	527,010
Supplies & Materials	0	554,710	554,710	647,710	647,710	647,710
Business & Education Expense	0	3,860	3,860	3,930	3,930	3,930
Capital Outlay	0	4,240	4,240	80,240	80,240	80,240
Other Operating Expenses	0	13,050	13,050	11,290	9,280	9,280
Other Expenses	0	19,380	19,380	34,980	34,980	34,980
<b>TOTAL</b>	0	1,124,830	1,124,830	1,305,160	1,303,150	1,303,150

Fiscal 1998

# 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 '98

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

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	1,663,540	1,663,540	1,720,150	1,857,760	1,857,760
Contractual Services	0	270,500	270,500	276,760	276,760	276,760
Supplies & Materials	0	1,251,850	1,251,850	1,551,200	1,551,200	1,551,200
Business & Education Expense	0	1,319,630	1,319,630	976,720	976,720	976,720
Other Expenses	0	729,820	729,820	1,261,000	1,261,000	1,261,000
<b>TOTAL</b>	<b>0</b>	<b>5,235,340</b>	<b>5,235,340</b>	<b>5,785,830</b>	<b>5,923,440</b>	<b>5,923,440</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	197,580	197,580	204,200	202,580	202,580
Contractual Services	0	74,170	74,170	74,260	74,260	74,260
Supplies & Materials	0	17,000	17,000	17,000	17,000	17,000
Business & Education Expense	0	34,870	34,870	34,400	34,400	34,400
Other Operating Expenses	0	308,430	308,430	308,430	308,430	308,430
Other Expenses	0	5,000	5,000	5,000	5,000	5,000
Interfund Charges & Reimbursement	0	200,490	200,490	200,400	200,400	200,400
<b>TOTAL</b>	0	837,540	837,540	843,690	842,070	842,070

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	85,000	85,000	150,000	150,000	150,000
Contractual Services	0	840,570	840,570	1,865,000	1,865,000	1,865,000
Other Operating Expenses	0	170,500	170,500	145,500	145,500	145,500
Other Expenses	0	1,500	1,500	1,500	1,500	1,500
<b>TOTAL</b>	0	1,097,570	1,097,570	2,162,000	2,162,000	2,162,000

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	389,970	389,970	429,000	429,000	429,000
<b>TOTAL</b>	0	389,970	389,970	429,000	429,000	429,000

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	702,970	702,970	703,500	703,500	703,500
Other Operating Expenses	0	1,500	1,500	750	750	750
<b>TOTAL</b>	0	704,470	704,470	704,250	704,250	704,250

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	358,000	358,000	290,000	290,000	290,000
<b>TOTAL</b>	0	358,000	358,000	290,000	290,000	290,000

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	325,000	325,000	350,000	350,000	350,000
TOTAL	0	325,000	325,000	350,000	350,000	350,000

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	189,000	189,000	189,000	189,000	189,000
<b>TOTAL</b>	0	189,000	189,000	189,000	189,000	189,000

Fiscal 1998

# 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 '98

Continue to meet the health insurance needs of county employees.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	5,892,500	5,892,500	5,927,480	6,040,630	6,040,630
Contractual Services	0	60,000	60,000	60,000	60,000	60,000
Supplies & Materials	0	4,500	4,500	4,630	4,630	4,630
Business & Education Expense	0	4,000	4,000	4,000	4,000	4,000
<b>TOTAL</b>	0	5,961,000	5,961,000	5,996,110	6,109,260	6,109,260

Fiscal 1998

# 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 '98

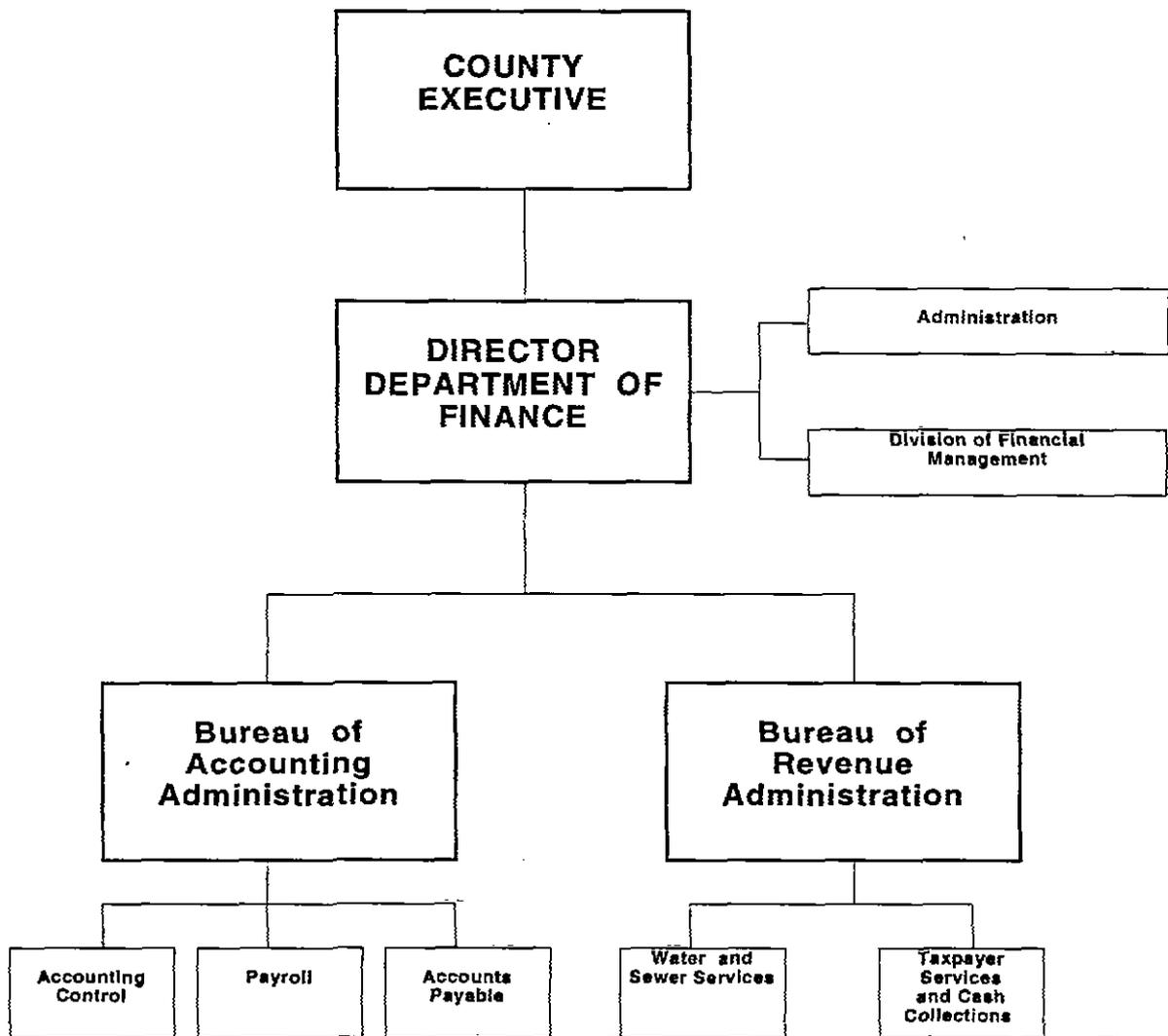
Continue to manage the flexible benefit program in an efficient and effective manner.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	650,000	650,000	650,000	650,000	650,000
TOTAL	0	650,000	650,000	650,000	650,000	650,000

Fiscal 1998

# General Government

DEPARTMENT OF FINANCE



Fiscal 1998

# 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:

- Vendor to help process the collection of fines from citations issued to out-of-state vehicles; revenue received should offset expenditures associated with the function
- Upgrade to the County's tax billing system
- Accountant III to test and implement new and upgraded systems in the Bureau of Revenue.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,772,939	3,957,970	3,957,970	3,935,620	3,958,730	3,958,730
Grants	87,072	87,070	87,070	0	0	0
BAN Anticipation Note Management	2,293,779	7,693,500	7,693,500	6,710,000	6,710,000	6,710,000
<b>TOTAL</b>	<b>6,153,790</b>	<b>11,738,540</b>	<b>11,738,540</b>	<b>10,645,620</b>	<b>10,668,730</b>	<b>10,668,730</b>

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	450,850	470,690	470,690	473,920	470,670	470,670
Contractual Services	51,684	54,450	54,450	54,770	54,770	54,770
Supplies & Materials	11,054	14,190	14,190	14,190	14,190	14,190
Business & Education Expense	11,835	10,480	10,480	10,480	10,480	10,480
Other Operating Expenses	1,127,670	1,181,900	1,181,900	1,022,340	1,064,390	1,064,390
<b>TOTAL</b>	<b>1,653,093</b>	<b>1,731,710</b>	<b>1,731,710</b>	<b>1,575,700</b>	<b>1,614,500</b>	<b>1,614,500</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
# of invoices processed	49,900	50,000
# of developer contracts maintained	320	350
# of disbursement checks	35,900	37,000

## Personnel Summary

Authorized .....	17 FTE
Additional .....	0
Executive Proposed .....	17 FTE
Approved .....	17 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	786,607	738,870	738,870	756,100	749,200	749,200
Contractual Services	9,806	9,970	9,970	10,260	10,260	10,260
Supplies & Materials	12,015	17,130	17,130	16,400	16,400	16,400
Business & Education Expense	3,003	5,070	5,070	5,800	5,800	5,800
Other Operating Expenses	156,459	142,500	142,500	142,500	142,500	142,500
<b>TOTAL</b>	<b>967,890</b>	<b>913,540</b>	<b>913,540</b>	<b>931,060</b>	<b>924,160</b>	<b>924,160</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Real and personal property tax accounts	88,430	91,400
Water & Sewer Accounts	52,725	54,000

Additional costs are included to hire a vendor to assist with collection of fines from citations issued to out-of-state vehicles. The costs are entirely offset by increased revenue.

An additional Accountant III is included to test and implement new and updated systems.

## Personnel Summary

Authorized .....	25 FTE
Additional .....	1
Executive Proposed .....	26 FTE
Approved .....	26 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages and Fringe Benefits	995,995	971,770	971,770	1,025,400	1,015,250	1,015,250
Contractual Services	39,797	157,270	157,270	215,380	215,380	215,380
Supplies & Materials	32,248	42,630	42,630	48,790	48,790	48,790
Business & Education Expense	2,872	3,050	3,050	3,090	3,090	3,090
Capital Outlay--Operating Budget	1,368	3,000	3,000	1,200	1,200	1,200
Other Operating Expenses	0	0	0	0	1,360	1,360
<b>TOTAL</b>	<b>1,072,280</b>	<b>1,177,720</b>	<b>1,177,720</b>	<b>1,293,860</b>	<b>1,285,070</b>	<b>1,285,070</b>

Fiscal 1998

# 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 '98

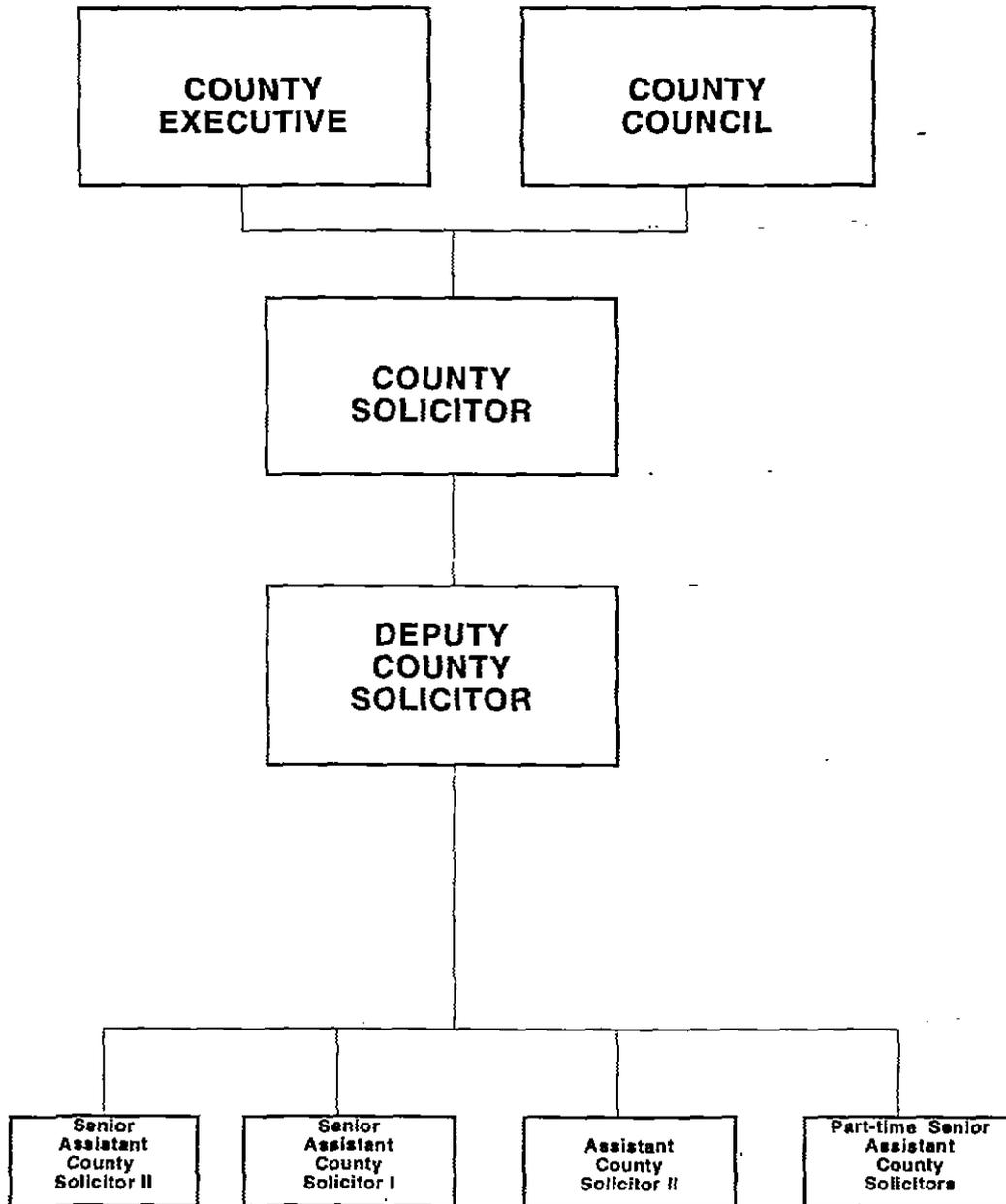
Continue to meet the financing and debt policy needs of Howard County government.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	79,676	135,000	135,000	135,000	135,000	135,000
<b>TOTAL</b>	79,676	135,000	135,000	135,000	135,000	135,000

Fiscal 1998

# General Government

OFFICE OF LAW



Fiscal 1998

# 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

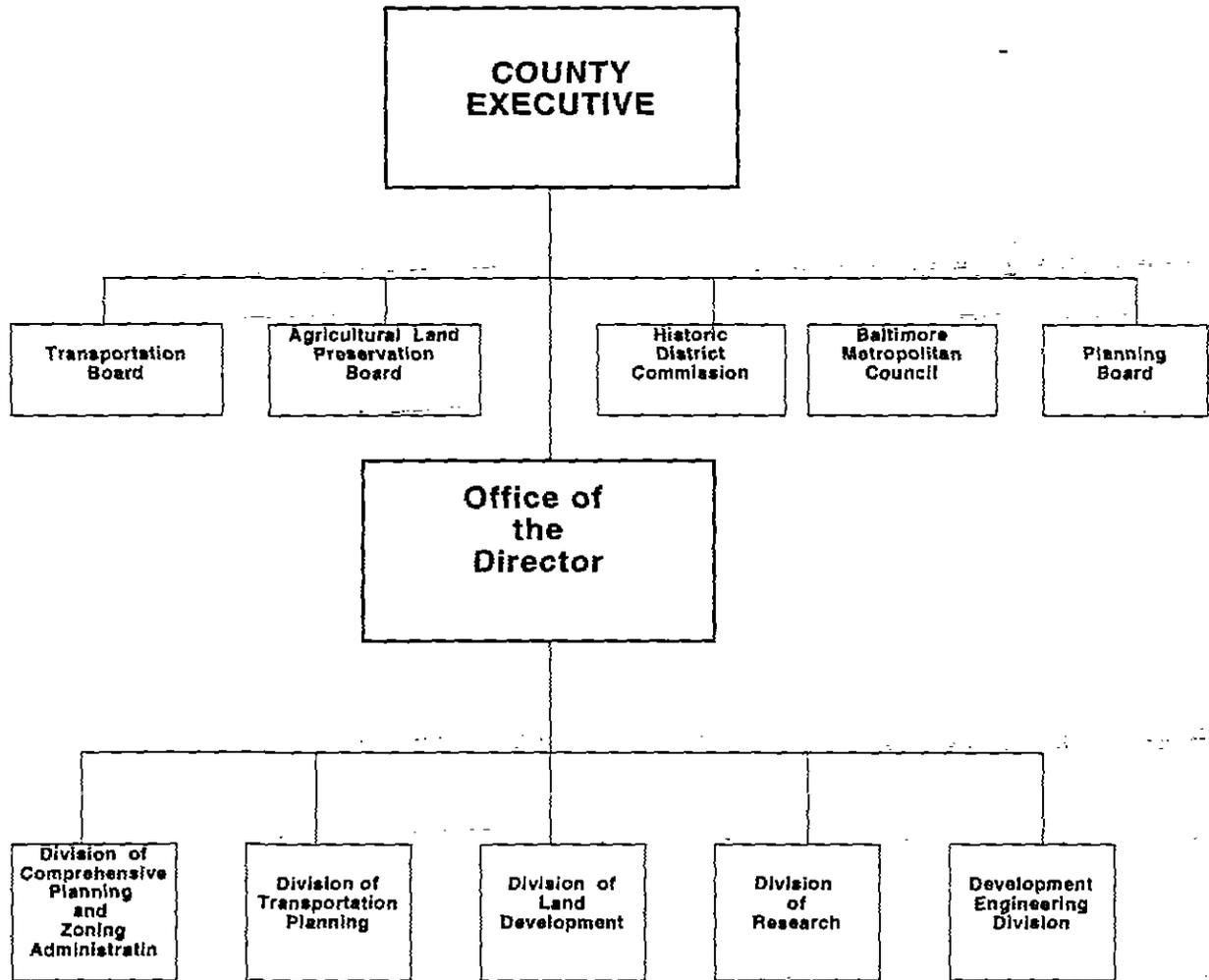
Authorized .....21.43 FTE  
 Additional .....0  
 Executive Proposed .....21.43 FTE  
 Approved ..... 21.43 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,345,671	1,377,880	1,377,880	1,396,850	1,389,950	1,389,950
Contractual Services	33,270	32,852	32,850	30,870	30,870	30,870
Supplies & Materials	30,134	32,500	32,500	32,500	32,500	32,500
Business & Education Expense	6,133	9,500	9,500	9,500	9,500	9,500
Capital Outlay	9,300	908	910	0	0	0
Other Operating Expenses	7,351	6,240	6,240	5,430	7,290	7,290
<b>TOTAL</b>	<b>1,431,859</b>	<b>1,459,880</b>	<b>1,459,880</b>	<b>1,475,150</b>	<b>1,470,110</b>	<b>1,470,110</b>

Fiscal 1998

# General Government

DEPARTMENT OF PLANNING AND ZONING



Fiscal 1998

# 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 six divisions: Office of Director, Division of Comprehensive Planning and Zoning Administration, Division of Transportation Planning, Division of Land Development Development Engineering Division and Division of Research. 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.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,086,115	3,250,280	3,250,280	3,254,110	3,299,660	3,299,660
Grants	201,258	1,979,540	1,979,540	2,187,860	2,185,830	2,185,830
Agricultural Land Preservation	4,313,284	6,193,240	6,193,240	4,534,460	4,633,650	4,633,650
<b>TOTAL</b>	<b>7,600,657</b>	<b>11,423,060</b>	<b>11,423,060</b>	<b>9,976,430</b>	<b>10,119,140</b>	<b>10,119,140</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
Legislation Drafted/Reviewed	- 17	18
Planning Board Meetings Attended	25	27
Departmental Inquiries Processed	5,200	5,000

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	324,833	324,630	324,630	328,150	326,120	326,120
Contractual Services	36,274	31,710	31,710	27,470	107,470	107,470
Supplies & Materials	2,082	4,600	4,600	4,600	4,600	4,600
Business & Education Expense	17,725	17,780	17,780	17,780	17,780	17,780
Other Operating Expenses	17,320	15,240	15,240	13,180	54,110	54,110
<b>TOTAL</b>	398,234	393,960	393,960	391,180	510,080	510,080

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,328	1,390	1,390	1,390	1,390	1,390
Supplies & Materials	871	1,320	1,320	1,320	1,320	1,320
Business & Education Expense	200	400	400	400	400	400
<b>TOTAL</b>	<b>2,399</b>	<b>3,110</b>	<b>3,110</b>	<b>3,110</b>	<b>3,110</b>	<b>3,110</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	190	190	190	190	190
Supplies & Materials	2,463	5,800	5,800	5,800	5,800	5,800
Business & Education Expense	3,730	5,100	5,100	5,100	5,100	5,100
<b>TOTAL</b>	<b>6,443</b>	<b>11,090</b>	<b>11,090</b>	<b>11,090</b>	<b>11,090</b>	<b>11,090</b>

Fiscal 1998

# 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 '98

Tasks	FY97 Estimated	FY98 Projected
New Plan Subdivisions	656	691
Revised Plan Subdivisions	489	530
Red Line Submissions	776	849
Original Submissions	493	520
Misc. Reviews/Responses	296	328
Building Permits Processed	2,088	2,288
Front Counter Public Inquiries	1,056	1,256

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	681,824	681,880	681,880	688,380	683,100	683,100
Contractual Services	5,142	7,570	7,570	7,750	7,750	7,750
Supplies & Materials	6,966	8,000	8,000	8,000	8,000	8,000
Business & Education Expense	273	500	500	500	500	500
Capital Outlay	602	0	0	0	0	0
<b>TOTAL</b>	694,807	697,950	697,950	704,630	699,350	699,350

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	34,780	42,250	42,250	42,500	42,500	42,500
TOTAL	34,780	42,250	42,250	42,500	42,500	42,500

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	324,669	327,020	327,020	331,150	328,710	328,710
Contractual Services	114,717	265,380	265,380	265,540	165,540	165,540
Supplies & Materials	5,639	11,150	11,150	5,000	5,000	5,000
Business & Education Expense	227	1,090	1,090	590	590	590
Other Operating Expenses	25,500	25,500	25,500	25,500	25,500	25,500
<b>TOTAL</b>	<b>470,752</b>	<b>630,140</b>	<b>630,140</b>	<b>627,780</b>	<b>525,340</b>	<b>525,340</b>

Fiscal 1998

# 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 '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	390	390	390	390	390
Supplies & Materials	9	190	190	190	190	190
TOTAL	259	580	580	580	580	580

Fiscal 1998

# General Government

DEPT. OF PLANNING & ZONING    COMPREHENSIVE PLANNING & ZONING ADMIN.

011-005-4000

## Functions

Implement policies of the 1990 General Plan and Comprehensive Zoning regulations.

Participate in environmental planning programs for the Chesapeake Bay Tributaries.

Produce guidelines and implement recent legislative and procedural changes involving Historic Districts.

Provide graphic resources for the department.

Administer the Agricultural Land Preservation Program and staff the Agricultural Land Preservation Board.

## Outlook for '98

Continue to participate in state and regional efforts to coordinate local planning initiatives and programs.

Includes work efforts with Army Corp of Engineers on the Deep Run-Tiber/Hudson Retention Feasibility Study and the WSSC Watershed planning group.

Tasks	FY97	FY98
	Estimated	Projected
Board of Appeals Cases	75	80
Zoning Board Cases	12	12

## Personnel Summary

Authorized .....12.48 FTE  
 Additional .....(1)\*  
 Executive Proposed .....11.48 FTE  
 Approved .....11.48 FTE

\*Transfer to 5001

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	600,547	592,480	592,480	552,800	548,330	548,330
Contractual Services	4,077	4,880	4,880	5,030	5,030	5,030
Supplies & Materials	9,948	8,830	8,830	8,830	8,830	8,830
Business & Education Expense	3,674	3,640	3,640	3,640	3,640	3,640
<b>TOTAL</b>	<b>618,246</b>	<b>609,830</b>	<b>609,830</b>	<b>570,300</b>	<b>565,830</b>	<b>565,830</b>

Fiscal 1998

# 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.

Provides information on planning, zoning, development and the subdivision process to the public through the Public Information desk or by telephone.

## Outlook for '98

Continue the effective administration of community planning activities.

Research and data/tracking efforts and personnel were moved from this Division to the new Division of Research.

Tasks	FY97	FY98
	Estimated	Projected
Plans/Plats Revised	719	715
Lot Revisions Processed	350	350

## Personnel Summary

Authorized .....17 FTE  
 Additional .....(4)  
 Executive Proposed .....13 FTE  
 Approved .....13 FTE

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	841,150	815,570	815,570	622,300	617,020	617,020
Contractual Services	4,561	4,920	4,920	2,680	2,680	2,680
Supplies & Materials	14,109	11,290	11,290	11,290	11,290	11,290
Business & Education Expense	375	490	490	490	490	490
Other Operating Expenses	0	29,100	29,100	0	0	0
<b>TOTAL</b>	<b>860,195</b>	<b>861,370</b>	<b>861,370</b>	<b>636,760</b>	<b>631,480</b>	<b>631,480</b>

Fiscal 1998

# General Government

DEPARTMENT OF PLANNING AND ZONING

DIVISION OF RESEARCH

011-005-5001

## Functions

Develop, maintain and update data bases for tracking subdivision, site development plan activities, land use and building permits.

Conduct research and provide data to support departmental, interdepartmental, County, state and regional agency activities.

Forecast population and employment, maintain and distribute census information, provide GIS information, respond to public requests for data and provide computer support for department.

## Outlook for '98

Continue to update and maintain various data-bases on population, employment and census data.

Conduct research and provide forecasts for population and employment for planning and transportation purposes.

Produce GIS maps for land use, zoning development activity and related information.

## Personnel Summary

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

\*Transfers from within department

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	257,140	255,110	255,110
Contractual Services	0	0	0	2,390	2,390	2,390
Supplies & Materials	0	0	0	6,150	6,150	6,150
Business & Education Expense	0	0	0	500	500	500
Other Operating Expenses	0	0	0	0	46,150	46,150
<b>TOTAL</b>	0	0	0	266,180	310,300	310,300

Fiscal 1998

# 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 '98

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 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	68,151	66,880	66,880	68,670	67,860	67,860
Contractual Services	4,873	9,010	9,010	8,030	8,030	8,030
Supplies & Materials	1,880	1,300	1,300	1,300	1,300	1,300
Business & Education Expense	1,404	2,000	2,000	2,000	2,000	2,000
Capital Outlay--Operating Budget	1,521	0	0	0	0	0
<b>TOTAL</b>	<b>77,829</b>	<b>79,190</b>	<b>79,190</b>	<b>80,000</b>	<b>79,190</b>	<b>79,190</b>

Fiscal 1998

# General Government

DEPT. OF PLANNING AND ZONING

TRANSPORTATION DEVELOPMENT 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 '98

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, the Intermodal Surface Transportation Efficiency Act (ISTEA) and the Transportation Emissions Reduction Pilot program.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	116,393	114,020	114,020	117,270	116,050	116,050
Contractual Services	760	179,130	179,130	186,780	186,780	186,780
Supplies & Materials	3,526	7,260	7,260	7,260	7,260	7,260
Business & Education Expense	2,750	5,450	5,450	5,450	5,450	5,450
<b>TOTAL</b>	123,429	305,860	305,860	316,760	315,540	315,540

Fiscal 1998

# 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 '98

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

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	362,700	362,700	362,700	362,700	362,700
TOTAL	0	362,700	362,700	362,700	362,700	362,700

Fiscal 1998

# 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.

Offset project expenses incurred by the Howard Area Transit Services (HATS), including ADA services, HATS West and Statewide Special Transportation Assistance Program (SSTAP).

## Outlook for '98

This program is funded entirely by Federal and state grant monies.

Activities include the operation of an urban mass transit program to serve all citizens of Howard County, including ADA/Para-transit service and a rural transportation element.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	1,231,790	1,231,790	1,428,400	1,428,400	1,428,400
TOTAL	0	1,231,790	1,231,790	1,428,400	1,428,400	1,428,400

Fiscal 1998

# 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 '98

Continue administration of the Agricultural Land Preservation Program, including support to the Agricultural Land Preservation Advisory Board.

## Personnel Summary

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	101,672	96,300	96,300	89,000	88,190	88,190
Contractual Services	55,763	149,320	149,320	82,110	82,110	82,110
Supplies & Materials	918	2,400	2,400	2,700	2,700	2,700
Business & Education Expense	1,511	5,340	5,340	5,340	5,340	5,340
Capital Outlay	145	1,300	1,300	0	0	0
Other Operating Expenses	4,153,025	5,835,000	5,835,000	4,265,000	4,365,000	4,365,000
<b>TOTAL</b>	<b>4,313,034</b>	<b>6,089,660</b>	<b>6,089,660</b>	<b>4,444,150</b>	<b>4,543,340</b>	<b>4,543,340</b>

Fiscal 1998

# 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.

Promote the preservation of agricultural land in Howard County.

## Outlook for '98

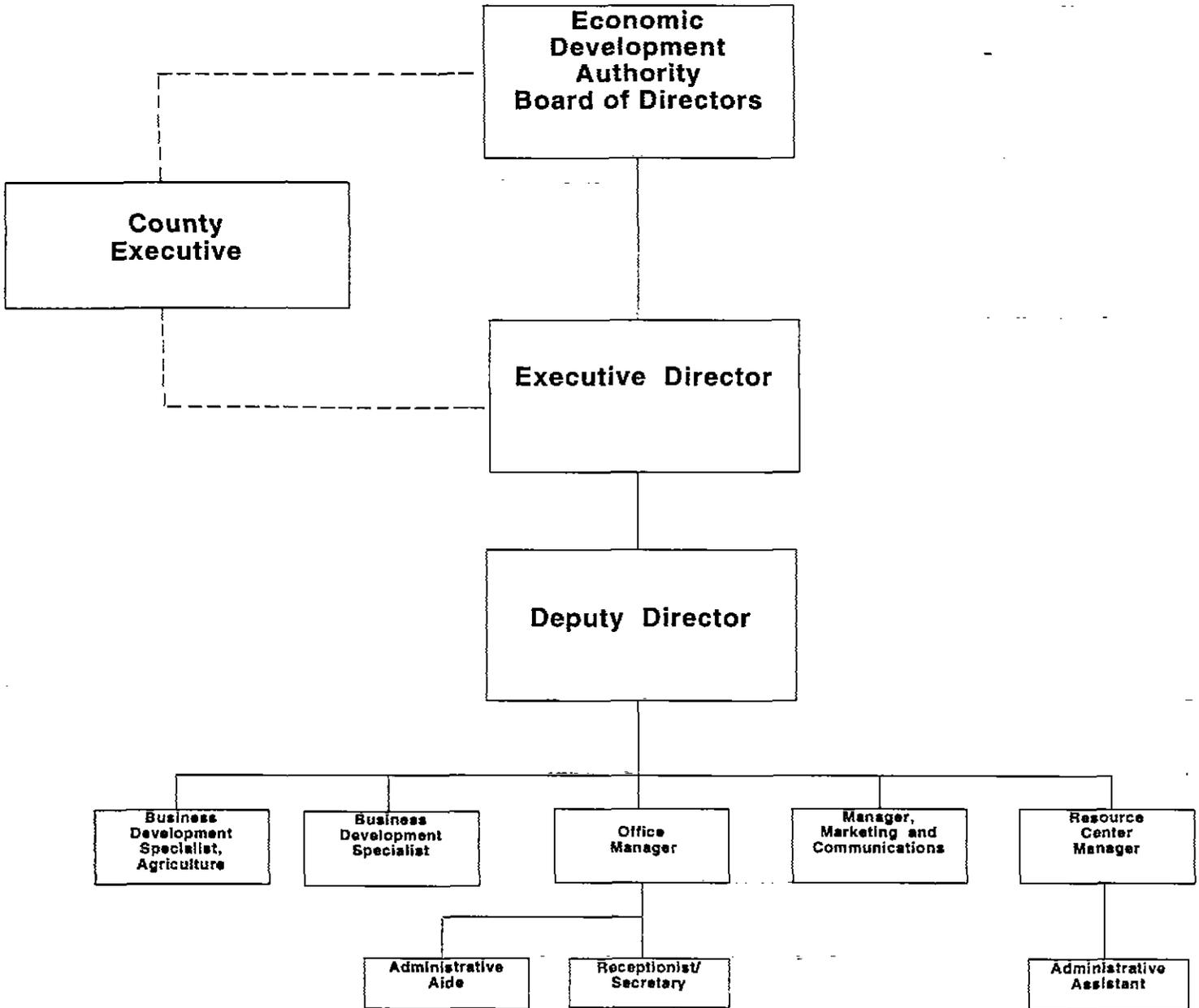
Continue to make sound recommendations on issues pertaining to agricultural districts in the County.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	250	190	190	200	200	200
Supplies & Materials	0	600	600	600	600	600
Business & Education Expense	0	1,000	1,000	1,000	1,000	1,000
<b>TOTAL</b>	<b>250</b>	<b>1,790</b>	<b>1,790</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>

Fiscal 1998

# General Government

ECONOMIC DEVELOPMENT AUTHORITY



Fiscal 1998

# 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 '98

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

Revenue Sources Include:		-
Howard County		\$599,680
Private Sector		200,000
Agriculture		50,000
Interest Income		4,300
JREF Support		6,000
CDBG Administration		20,000
Program/Event Income		40,000
Miscellaneous Income		<u>10,000</u>
Total		\$929,980

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	715,290	525,700	525,700	525,700	599,680	599,680
<b>TOTAL</b>	715,290	525,700	525,700	525,700	599,680	599,680

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Fiscal 1998

# Debt Service, Capital & Reserves

SECTION VIII

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Fiscal 1998

# Debt /Other

DEBT SERVICE

011-470

## Description

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

## Outlook for '98

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

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Police Department	150,392	193,000	193,000	139,890	139,890	139,890
Schools	6,771,039	7,853,260	7,853,260	9,314,150	9,314,150	9,314,150
Community College	874,923	659,840	659,840	703,580	703,580	703,580
Fire Fund	273,441	309,500	309,500	300,030	300,030	300,030
General County Projects	8,837,377	9,122,890	9,122,890	9,514,330	9,514,330	9,514,330
Recreation And Parks	2,823,526	3,272,590	3,272,590	3,366,650	3,366,650	3,366,650
Community Renewal	577,777	729,980	729,980	605,430	605,430	605,430
Storm Drainage	451,520	533,950	533,950	495,970	495,970	495,970
Certificates Of Participation	54,316	201,720	201,720	200,410	200,410	200,410
MICRF Debt Service	0	0	0	78,100	78,100	78,100
Police	108,239	100,590	100,590	96,750	96,750	96,750
Schools	5,736,049	7,163,140	7,163,140	8,133,340	8,133,340	8,133,340
Community College	453,962	530,800	530,800	527,380	527,380	527,380
Fire Fund	175,450	216,040	216,040	227,460	227,460	227,460
General County Projects	6,608,589	6,906,700	6,906,700	6,820,320	6,820,320	6,820,320
Recreation & Parks	1,975,448	1,948,870	1,948,870	1,896,570	1,896,570	1,896,570
Community Renewal	467,790	576,550	576,550	592,980	592,980	592,980
Storm Drainage	283,257	289,250	289,250	300,490	300,490	300,490
Kiwanis Park Debt Service	65,750	62,250	62,250	58,750	58,750	58,750
<b>TOTAL</b>	<b>36,688,845</b>	<b>40,670,920</b>	<b>40,670,920</b>	<b>43,372,580</b>	<b>43,372,580</b>	<b>43,372,580</b>

Fiscal 1998

# 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 '98

This year, the paygo account includes \$8,792,000 to be appropriated to the capital budget. Major expenditures include three million dollars for road resurfacing and one half million dollars for storm water projects. Also included, for the first time, is four million dollars in surplus funds in excess of what is needed to maintain the Rainy Day Fund at the required level. These funds will be used for the landfill remediation projects.

In addition, \$708,000 has been included in this account to pay for water hookups for affected properties surrounding the Alpha Ridge Landfill.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Pay-As-You-Go Funds	0	5,000,000	5,000,000	9,500,000	9,500,000	9,500,000
<b>TOTAL</b>	0	5,000,000	5,000,000	9,500,000	9,500,000	9,500,000

Fiscal 1998

# Debt/Other

CONTINGENCY RESERVE

## 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 '98

Included this year is \$1,016,920 in regular contingency funds and \$3,400,000 to implement the Human Resources Study, proposed to be implemented during this fiscal year.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	1,188,000	1,188,000	1,000,000	4,416,920	4,416,920
TOTAL	0	1,188,000	1,188,000	1,000,000	4,416,920	4,416,920

Fiscal 1998

# 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 '98

The funds have been grouped in this account as a cost saving measure. No change in the process or policy for tuition reimbursement has been made.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Business & Education Expenses	49,384	75,000	75,000	75,000	75,000	75,000
TOTAL	49,384	75,000	75,000	75,000	75,000	75,000

Fiscal 1998

# Debt Service, Capital & Reserves

GAIN SHARING

011-460-0100

## Description

Gain Sharing is a formal system an organization uses to divide with its employees the financial benefits of improvements in overall productivity and quality.

Gain Sharing systems encourage employees to devise better work methods and act as advocates for new ideas. A sense of equity and fairness usually prevails with these programs, because rewards are given to groups as opposed to individuals.

## Outlook for '98

Howard County will introduce a pilot Gain Sharing Program on July 1, 1997. Included in this account are funds to assist with the administration and implementation of the pilot program.

BUDGET	FY 1996	FY 1997		FY 1998		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	0	0	125,000	125,000	125,000
TOTAL	0	0	0	125,000	125,000	125,000

Fiscal 1998

# Restricted Funds/Statements

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Fiscal 1998

# 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 FY 1996	Estimated FY 1997	Budget FY 1998
<b>Source of Funds</b>			
Beginning Fund Balance	1,134,390	1,248,399	(413,120)
Transfer Tax	1,289,815	1,400,000	1,400,000
Bonds Proceeds	1,206	0	0
Bonds Unissued	0	5,738,000	0
Bonds Requested in Budget	0	0	790,000
Pay-As-You-Go	0	0	0
Grants	168,000	(640)	0
Unrealized Grants	0	0	0
Other	0	0	0
Operating Transfer In	1,076,000	341,000	0
<b>TOTAL</b>	<b>3,669,411</b>	<b>8,726,759</b>	<b>1,776,880</b>
<b>Use of Funds</b>			
Construction Program	1,973,112	864,530	790,000
Equipment Program	0	0	415,000
Committed Appropriations	0	1,693,450	0
Unencumbered Appropriations	0	5,873,940	0
Operating Transfers Out (Debt)	448,900	707,959	527,490
<b>TOTAL</b>	<b>2,421,012</b>	<b>9,139,879</b>	<b>1,732,490</b>
<b>ENDING FUND BALANCE</b>	<b>1,248,399</b>	<b>(413,120)</b>	<b>44,390</b>

**Fiscal 1998**

# **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 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	34,923,146	66,652,481	41,714,362
Bond Proceeds	130,471,827	0	0
Bonds Unissued	0	22,009,389	0
Bonds Requested in Budget	0	0	1,404,000
Federal/State Grant	206,860	13,535	2,249,000
Unrealized Grants	0	518,605	0
Transfer Tax	0	0	0
Pay As You Go	0	126,658	5,140,000
Other	3,693,155	1,765,812	3,715,000
Other Unrealized	0	1,496,422	0
Developer Contribution	0	111,565	110,000
Operating Transfer In	37,000	250,000	0
<b>TOTAL</b>	<b>169,331,988</b>	<b>92,944,467</b>	<b>54,332,362</b>
<b>Use of Funds</b>			
Capital Project Expenditures	28,650,869	23,560,525	12,618,000
Committed Appropriations	0	2,326,302	0
Unencumbered Appropriations	0	18,561,278	0
Operating Transfers Out	13,485,888	6,782,000	16,502,238
BANS Refunding	60,000,000	0	0
Bond Issue Expense	542,750	0	0
<b>TOTAL</b>	<b>102,679,507</b>	<b>51,230,105</b>	<b>29,120,238</b>
<b>ENDING FUND BALANCE</b>	<b>66,652,481</b>	<b>41,714,362</b>	<b>25,212,124</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	12,372,537	16,823,431	21,606,042
Bond Proceeds	21,385	0	0
Bonds Unissued	0	40,342,229	0
Bonds Requested in Budget	0	0	2,455,000
Federal/State Grants	318,088	1,791,004	1,761,000
Unrealized Grants	0	2,606,033	0
General Fund Unreserved Fund Balance	0	0	0
Building Excise Tax (Development Road Improvement Fund)	6,069,403	3,984,858	6,000,000
Excise Bonds			18,109,000
Developer Contributions	665,107	548,130	360,000
Unrealized Developer	0	176,323	0
Other	624,276	801,961	1,209,000
Other Unrealized	0	5,754,071	0
Operating Transfers In	10,395,000	2,530,000	0
Pay-As-You-Go	0	3,264,000	3,145,000
<b>TOTAL</b>	<b>30,465,796</b>	<b>78,622,040</b>	<b>54,645,042</b>
<b>Use of Funds</b>			
Capital Projects Expenditures	13,634,020	4,960,723	29,546,000
Committed Appropriations	0	10,695,185	0
Unencumbered Appropriations	0	41,360,090	0
Operating Transfers Out	8,345	0	0
<b>TOTAL</b>	<b>13,642,365</b>	<b>57,015,998</b>	<b>29,546,000</b>
<b>ENDING FUND BALANCE</b>	<b>16,823,431</b>	<b>21,606,042</b>	<b>25,099,042</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	(1,085,256)	(542,928)	15,001
Bond Proceeds	0	0	0
Bonds Unissued	0	329,620	0
Bonds Requested in Budget	0	0	64,000
Federal/State Grants	0	3,258	(64,000)
Unrealized Grants	0	0	0
Pay-As-You-Go	0	0	0
Operating Transfer In	543,000	911,000	0
<b>TOTAL</b>	<b>(542,256)</b>	<b>700,950</b>	<b>15,001</b>
<b>Use of Funds</b>			
Capital Projects Expenditures	672	357,773	0
Committed Appropriations	0	45,888	0
Unencumbered Appropriations	0	282,288	0
Operating Transfer Out	0	0	0
<b>TOTAL</b>	<b>672</b>	<b>685,949</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>	<b>(542,928)</b>	<b>15,001</b>	<b>15,001</b>

**Fiscal 1998**

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Middle Patuxent Ad Valorem Charges	415,978	335,000	335,000
Middle Patuxent In-Aid-of Construction Charges	168,300	150,000	155,000
Interest on Investments	19,868	13,000	13,000
Appropriation from Fund Balance	0	0	0
<b>TOTAL REVENUES</b>	<b>604,146</b>	<b>498,000</b>	<b>503,000</b>
<b>Use of Funds</b>			
Bond Principal Payments	459,883	441,899	438,396
Bond Interest Payments	116,415	184,731	343,778
<b>TOTAL EXPENSES</b>	<b>576,298</b>	<b>626,630</b>	<b>782,174</b>
<b>NET INCOME (LOSS)</b>	<b>27,848</b>	<b>(128,630)</b>	<b>(279,174)</b>
<b>BEGINNING FUND BALANCE</b>	<b>362,588</b>	<b>390,436</b>	<b>261,806</b>
<b>ENDING FUND BALANCE</b>	<b>390,436</b>	<b>261,806</b>	<b>(17,368)</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	8,156,320	(45,641)	(990,723)
Transfer Tax	2,579,631	2,800,000	2,800,000
Bond Proceeds	0	0	0
Bonds Unissued	0	8,301,150	0
Bonds Requested in Budget	0	0	0
Federal/State Grants	3,268,545	2,103,899	577,000
Unrealized Grants	0	3,452,919	0
Pay-As-You-Go	0	0	0
Other	346,252	132,415	500,000
Developer Contribution	0	35,000	(1,484,000)
Developer Contribution Unrealized	0	1,738,031	0
Operating Transfers In	1,412,041	2,286,000	0
<b>TOTAL</b>	<b>15,762,789</b>	<b>20,803,773</b>	<b>1,402,277</b>
<b>Use of Funds</b>			
Capital Project Expenditures	12,615,157	2,023,868	(407,000)
Committed Appropriations	0	1,568,500	0
Unencumbered Appropriations	0	14,353,565	0
Golf Course Debt Service	593,273	0	0
Operating Transfers Out (Debt)	2,600,000	3,848,564	2,016,568
<b>TOTAL</b>	<b>15,808,430</b>	<b>21,794,497</b>	<b>1,609,568</b>
<b>ENDING FUND BALANCE</b>	<b>(45,641)</b>	<b>(990,723)</b>	<b>(207,291)</b>

Fiscal 1998

# 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 FY 1996	Estimated FY 1997	Budget FY 1998
<b>Source of Funds</b>			
Beginning Fund Balance	(94,011)	(1,743,183)	0
Bonds Issued	30,476,741	21,352,000	0
Unissued Bonds	0	32,078,580	0
Bonds Requested in Budget	0	0	19,753,000
Pay-as-You-Go	0	1,000,000	0
Other	2,228,873		
<b>TOTAL</b>	<b>32,611,603</b>	<b>52,687,397</b>	<b>19,753,000</b>
<b>Use of Funds</b>			
Bonds Spent	34,354,786	51,687,397	19,753,000
Budgeted Bonds	0	0	0
Pay-as-You-Go Spent	0	1,000,000	0
<b>TOTAL</b>	<b>34,354,786</b>	<b>52,687,397</b>	<b>19,753,000</b>
<b>ENDING FUND BALANCE</b>	<b>(1,743,183)</b>	<b>0</b>	<b>0</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	5,188,983	3,672,622	(1,122,739)
Transfer Tax Collections	2,579,631	2,800,000	2,800,000
Interest Income	168,650	120,000	125,000
Miscellaneous	0	92,863	0
<b>TOTAL</b>	<b>7,937,264</b>	<b>6,685,485</b>	<b>1,802,261</b>
<b>Use of Funds</b>			
1995 Expenditures	4,264,642	0	0
Unspent Balance	0	4,708,224	0
Fiscal 96 Budget	0	3,100,000	0
Fiscal 97 Budget	0	0	2,500,000
<b>TOTAL</b>	<b>4,264,642</b>	<b>7,808,224</b>	<b>2,500,000</b>
<b>ENDING FUND BALANCE</b>	<b>3,672,622</b>	<b>(1,122,739)</b>	<b>(697,739)</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	823,949	1,606,110	841,402
Bond Proceeds	0	0	0
Bonds Unissued	0	4,716,398	0
Bonds Requested in Budget	0	0	670,000
Federal/State Grants	343,922	(89,559)	490,000
Unrealized Grants	0	267,867	0
Developer Contributions	697,941	0	0
Unrealized Developer	0	0	0
Pay-As-You-Go	0	0	510,000
Other	0	0	(60,000)
Operating Transfers In	382,000	714,000	0
Storm Drain Fund	0	269,718	510,000
<b>TOTAL</b>	<b>2,247,812</b>	<b>7,484,534</b>	<b>2,961,402</b>
<b>Use of Funds</b>			
Capital Projects Expenditures	631,702	677,787	2,120,000
Committed Appropriations	0	2,001,198	0
Unencumbered Appropriations	0	3,964,147	0
Operating Transfers Out (Debt)	10,000	0	0
<b>TOTAL</b>	<b>641,702</b>	<b>6,643,132</b>	<b>2,120,000</b>
<b>ENDING FUND BALANCE</b>	<b>1,606,110</b>	<b>841,402</b>	<b>841,402</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	(43,657)	(120,460)	0
Bonds Issued	595,000	464,000	0
Bonds Unissued	0	1,122,000	0
Bonds Requested in Budget	0	0	500,000
<b>TOTAL</b>	<b>551,343</b>	<b>1,465,540</b>	<b>500,000</b>
<b>Use of Funds</b>			
Bond Expenditures	671,803	1,465,540	500,000
<b>TOTAL</b>	<b>0</b>	<b>1,465,540</b>	<b>500,000</b>
<b>ENDING FUND BALANCE</b>	<b>(120,460)</b>	<b>0</b>	<b>0</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Water In-Aid-Of-Construction Charges	1,540,800	1,000,000	1,400,000
Sewer In-Aid-Of-Construction Charges	1,299,130	1,000,000	1,400,000
Water and Sewer Property Taxes	10,732,120	11,159,000	11,400,000
Utility Pay-As-You-Go	0	0	0
Interest on Investments	2,640,879	2,200,000	2,200,000
Penalty & Interest	30,815	25,000	30,000
Bond Proceeds	3,250,000	5,100,000	5,000,000
Bonds Unissued	0	41,717,316	0
State Water Quality Loan Proceeds	1,083,815	522,810	0
Developer Contributions	1,003,208	1,140,393	800,000
User Connections	516,490	416,060	450,000
Unrecognized User Connections	0	85,970	0
Unrecognized Developer Contributions	0	8,540,896	0
Revenue from Other Government Agencies	340,540	973,980	0
Unrecognized Revenue other agencies	0	0	0
Miscellaneous	1,428	10,000	0
<b>TOTAL REVENUES</b>	<b>22,439,225</b>	<b>73,891,225</b>	<b>22,680,000</b>
<b>Use of Funds</b>			
Capital Project Expenditures	11,642,787	19,862,402	12,000,000
Committed Obligations	0	11,222,275	0
Unencumbered Funds	0	66,712,523	0
Bond Registration	3,291	16,000	16,000
Other Financial Matters	44,100	55,000	55,000
Bond Sale Expenses	109,637	100,000	100,000
Operating Transfers Out:			
Major Water IAC Charges (to 730 fund)	240,000	3,600	170,000
Major Sewer IAC Charges (to 730 fund)	11,000	24,100	180,000
Ad Valorem Charges (to 730 fund)	6,135,468	6,000,000	6,296,720
Ad Valorem Charges (to 710 fund)	0	150,000	2,175,056
Pay-As-You-Go (to Non W&S Capital Projects)	4,170,000	0	0
<b>TOTAL EXPENSES</b>	<b>22,356,283</b>	<b>104,145,901</b>	<b>20,992,776</b>
<b>NET INCOME</b>	<b>82,942</b>	<b>(30,254,676)</b>	<b>1,687,224</b>
<b>BEGINNING FUND BALANCE</b>	<b>26,477,832</b>	<b>26,560,774</b>	<b>(3,693,902)</b>
<b>ENDING FUND BALANCE</b>	<b>26,560,774</b>	<b>(3,693,902)</b>	<b>(2,006,678)</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Commercial Paper Bond Anticipation Notes Interest Income	4,229,104	3,790,000	7,410,000
<b>TOTAL</b>	<b>4,229,104</b>	<b>3,790,000</b>	<b>7,410,000</b>
<b>Use of Funds</b>			
Commercial Paper Bond Anticipation Notes Debt Service Expenses of Sale	2,115,197 178,582	2,790,000 100,000	6,500,000 210,000
<b>TOTAL</b>	<b>2,293,779</b>	<b>2,890,000</b>	<b>6,710,000</b>
<b>RETURN TO GENERAL FUND</b>	<b>1,932,325</b>	<b>900,000</b>	<b>700,000</b>

**Fiscal 1998**

# **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 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	16,641,020	16,245,836	8,784,386
Transfer Tax	2,579,631	2,800,000	2,800,000
County Development Tax	324,769	350,000	300,000
Interest Income	1,008,702	600,000	600,000
Unallocated Purchase Agreements	0	1,500,000	0
Accreted Value of Zero Coupons	0	(6,266,520)	0
<b>TOTAL</b>	<b>20,554,122</b>	<b>15,229,316</b>	<b>12,484,386</b>
<b>Use of Funds</b>			
Administrative Costs	194,705	581,140	295,140
Interfund Reimbursement	134,000	101,790	88,510
Unallocated Purchase Agreements	0	1,500,000	0
Debt Service			
Principal	302,000	112,000	250,000
Interest	3,677,581	4,000,000	4,000,000
Unallocated Debt Service	0	150,000	150,000
Contingency Reserve	0	0	7,700,736
<b>TOTAL</b>	<b>4,308,286</b>	<b>6,444,930</b>	<b>12,484,386</b>
<b>ENDING FUND BALANCE</b>	<b>16,245,836</b>	<b>8,784,386</b>	<b>0</b>

Fiscal 1998

# Restricted Funds

COMMUNITY RENEWAL PROGRAM FUND/  
Operating/Capital/Rehab Loan

FUND 420/430

## 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	1,113,885	829,106	884,946
Transfer Tax	1,289,815	1,400,000	1,400,000
Administrative Fee Repayments	480,711	369,400	476,600
Interest	18,138	10,000	14,500
Loan Repayments	0	45,000	160,670
Guilford Gardens/Hilltop	454,605	448,550	459,800
Concessions	5,934	11,000	6,000
Rents	338,867	373,800	306,900
Transfer from Rehab Loan	200,000	138,000	200,000
Harmony Lane	0	141,500	149,500
Pleasant Chase	0	0	28,800
Housing Commission Service Contract	0	150,700	195,000
CDBG Program	10	60,000	416,000
<b>TOTAL</b>	<b>3,901,965</b>	<b>3,977,056</b>	<b>4,698,716</b>
<b>Use of Funds</b>			
Housing	947,904	1,059,670	1,462,230
Community Development Board	934	3,000	2,500
Housing Initiatives	248,541	555,000	850,000
Harmony Lane Administration	29,196	167,910	227,910
Pleasant Chase	0	0	28,800
Debt Service	1,045,580	1,306,530	1,198,410
Transfer to Rehab Loan Fund	172,837	0	0
Contingency	0	0	928,866
<b>TOTAL</b>	<b>2,444,992</b>	<b>3,092,110</b>	<b>4,698,716</b>
Outstanding Loans	(324,830)	0	0
Capital Projects	(623,709)	0	0
Rehab Loan Fund	320,672	0	0
<b>ENDING FUND BALANCE</b>	<b>829,106</b>	<b>884,946</b>	<b>0</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	324,098	590,082	940,369
CATV Franchise Fee	1,270,750	1,413,907	1,467,804
<b>TOTAL</b>	<b>1,594,848</b>	<b>2,003,989</b>	<b>2,408,173</b>
<b>Use of Funds</b>			
Cable Administrator	548,497	619,790	967,820
CATV Service Advisory Committee	1,459	3,550	3,550
Cable 15	389,810	375,280	563,020
General Fund Administrative Support	65,000	65,000	65,000
Contingency Reserve	0	0	808,783
<b>TOTAL</b>	<b>1,004,766</b>	<b>1,063,620</b>	<b>2,408,173</b>
<b>ENDING FUND BALANCE</b>	<b>590,082</b>	<b>940,369</b>	<b>0</b>

Fiscal 1998

# 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 FY98 is 24 cents.

	Audit FY 1996	Estimated FY 1997	Budget FY 1998
<b>Source of Funds</b>			
Beginning Fund Balance	933,464	1,693,555	1,779,450
General Fund (Miscellaneous)	113,740	104,890	0
Fire Tax Collection	13,547,704	14,290,705	14,543,226
Chargeback from Rural to Metro	1,659,150	1,503,480	1,367,590
Penalty & Interest	35,665	88,900	40,000
<b>TOTAL REVENUES</b>	<b>16,289,723</b>	<b>17,681,530</b>	<b>17,730,266</b>
<b>Use of Funds</b>			
Budgeted	14,596,168	15,902,080	17,323,740
Chargeback from Rural to Metro	0	0	0
Operating Transfer Out	0	0	0
<b>TOTAL</b>	<b>14,596,168</b>	<b>15,902,080</b>	<b>17,323,740</b>
<b>ENDING FUND BALANCE</b>	<b>1,693,555</b>	<b>1,779,450</b>	<b>406,526</b>

Fiscal 1998

# 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 FY98 is 19 cents.

	Audit FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	443,973	178,101	(10,849)
Miscellaneous	10,275	0	0
Fire Tax Collection	2,158,930	2,224,495	2,318,261
Penalty & Interest	0	7,995	5,000
<b>TOTAL REVENUES</b>	<b>2,613,178</b>	<b>2,410,591</b>	<b>2,312,412</b>
<b>Use of Funds</b>			
Budgeted	775,927	917,960	903,490
Chargeback from Rural to Metro	1,659,150	1,503,480	1,367,590
Operating Transfer Out	0	0	0
<b>TOTAL</b>	<b>2,435,077</b>	<b>2,421,440</b>	<b>2,271,080</b>
<b>ENDING FUND BALANCE</b>	<b>178,101</b>	<b>(10,849)</b>	<b>41,332</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Water Use Charge (8111)	6,734,963	6,504,075	7,115,000
Sewer Use Charge (8121)	10,807,876	10,507,203	11,305,000
Fire Protection (8115)	284,531	293,203	330,000
Septic Tank/Chemical (8122)	1,383	2,000	2,000
Industrial Waste Surcharge (8126)	298,946	289,388	325,000
Water and Sewer Penalty (8128)	296,385	259,280	350,000
Special Charges (8130)	22,740	29,840	33,000
Developer Overhead Fees (4212)	156,000	143,000	156,000
Water Connections (8211)	213,934	130,000	135,000
Sewer Connections (8221)	127,651	75,000	90,000
Miscellaneous Sales (Various)	46,114	43,000	45,000
Installment Interest (5211)	303	1,700	3,000
Outside County Sewage Usage (8836)	48,965	67,869	84,150
Interest on Investments (5210)	623,315	400,000	450,000
Recoveries for Interfund Services (5339)	20,321	10,000	20,000
Capital Water & Sewer Charges (5338)	507,985	250,000	450,000
Utility Construction Permits (2325)	33,200	75,000	35,000
Miscellaneous Revenue (6290)	904	0	5,000
Shared Septic Fees	4,730	12,000	15,000
<b>OPERATING TRANSFERS IN</b>			
Ad Valorem Charges (from 500 fund) (8700)	0	150,000	1,575,056
Ad Valorem charges to offset FY97 GAAP Basis Loss in excess Budget Loss	0	0	600,000
<b>TOTAL REVENUES AND OPERATING TRANSFERS IN</b>	<b>20,230,246</b>	<b>19,243,105</b>	<b>23,123,206</b>
<b>Use of Funds</b>			
<b>TOTAL EXPENSES</b>	<b>20,699,384</b>	<b>20,614,614</b>	<b>22,106,560</b>
<b>NET INCOME (LOSS)</b>	<b>(469,138)</b>	<b>(1,371,509)</b>	<b>1,016,646</b>
Estimated FY97 GAAP Basis Loss in excess of Budget Basis Loss	0	0	(600,000)
<b>BEGINNING FUND BALANCE</b>	<b>1,424,001</b>	<b>954,863</b>	<b>(416,646)</b>
<b>ENDING FUND BALANCE</b>	<b>954,863</b>	<b>(416,646)</b>	<b>0</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Water Front Foot Benefit Charges (8310)	2,529,864	2,612,000	2,660,000
Sewer Front Foot Benefit Charges (8320)	4,168,414	4,271,000	4,322,000
Interest on Investments (5210)	(42,526)	(80,000)	0
Penalty and Interest (8943)	17,119	14,000	20,000
Operating Transfers In			
Major Water in-aid-of Construction (8450)	240,000	3,600	170,000
Major Sewer in-aid-of Construction (8460)	11,000	24,100	180,000
Ad Valorem Charges (8700)	6,135,448	6,000,000	6,296,720
<b>TOTAL REVENUES AND OPERATING TRANSFERS IN</b>	<b>13,059,319</b>	<b>12,844,700</b>	<b>13,648,720</b>
<b>Use of Funds</b>			
Bond Principle Payments (0601)	6,360,118	6,468,102	6,646,605
Bond Interest Payments (0602)	5,029,142	4,996,951	4,948,691
Major Water & Sewer Loan Payments (0607)	478,490	300,000	495,000
State Loan Principal Payments (0645)	552,085	652,474	680,058
State Loan Interest Payments (0646)	635,505	627,162	682,356
<b>TOTAL EXPENSES</b>	<b>13,055,340</b>	<b>13,044,689</b>	<b>13,452,710</b>
<b>NET INCOME</b>	<b>3,979</b>	<b>(199,989)</b>	<b>196,010</b>
<b>BEGINNING FUND BALANCE</b>	<b>0</b>	<b>3,979</b>	<b>(196,010)</b>
<b>ENDING FUND BALANCE</b>	<b>3,979</b>	<b>(196,010)</b>	<b>0</b>

Fiscal 1998

# Restricted Funds

ENVIRONMENTAL SERVICES FUND

FUND 640

## Description

The Environmental Services Fund was established in Fiscal Year 1997.

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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	0	0	2,074,670
Trash Fees	0	8,300,000	8,422,000
Landfill Fees	0	1,165,300	400,000
Interfund Reimbursement	0	2,699,020	3,299,860
Other	0	205,000	41,520
<b>TOTAL</b>	<b>0</b>	<b>12,369,320</b>	<b>14,238,050</b>
<b>Use of Funds</b>			
Bureau of Waste Management Operating Expenses	0	10,294,650	12,947,220
Contingency Reserve	0	0	1,290,830
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>10,294,650</b>	<b>14,238,050</b>
<b>ENDING FUND BALANCE</b>	<b>0</b>	<b>2,074,670</b>	<b>0</b>

# Restricted Funds

GRANTS FUNDS - 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 governmental 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
<b>Department of County Administration</b>						
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	8,773,480	0	0	0	8,773,480	HUD
Rental Allowance	0	50,000	0	0	50,000	HUD
Local Law Enforcement	142,200	0	0	0	142,200	Bureau of Justice
CDBG Retrofit Program	0	2,000,000	0	0	2,000,000	HUD
Employment and Training Center	1,631,876	95,634	170,000	0	1,897,530	D.E.E.D.
Drug Asset Forfeiture	0	0	0	250,000	250,000	Seized Funds
MICRF	0	700,000	0	0	700,000	Dept. of Bus.&Econ.Devel.
Comprehensive Highway Safety	150,000	0	0	0	150,000	U.S. Dept. Transportation
Duratek MICRF	0	250,000	0	0	250,000	Dept. of Bus.&Econ. Devel.
<b>Department of Planning and Zoning</b>						
Ridesharing Coordination Program	79,190	0	0	0	79,190	MD Dept. of Transportation
Transportation Development Program	315,540	0	0	0	315,540	Dept. of Transportation
General Aviation Airport	362,700	0	0	0	362,700	Fed. Aviation Admin.
Transit Operation Grant	1,117,010	311,390	0	0	1,428,400	U.S./MD Dept. of Transp.
<b>Department of Police</b>						
COPS Ahead	94,730	0	263,620	0	358,350	U.S. Dept. of Justice
Alcohol Enforcement Unit	45,870	0	15,430	0	61,300	Gov. Drug & Alcohol
Investigations w/Federal agencies	1,000,060	0	0	0	1,000,060	DEA / FBI
Victim Assistance Program	47,190	0	0	0	47,190	MD DHR
Federal Task Force	50,850	0	0	0	50,850	DEA / FBI
Vehicle Theft Reduction Program	0	172,280	0	0	172,280	MD Dept. of Public Safety
COPS as Peers	0	5,000	0	0	5,000	Gov. Office of Crime Control
Harper's Choice After School	0	123,870	30,570	0	154,440	Gov. Office of Crime Control
Hot Spots	0	200,000	0	0	200,000	Juvenile Justice
<b>Department of Recreation and Parks</b>						
Middle Patuxent Management	0	0	0	46,440	46,440	Middle Patuxent Area Trust
<b>Department of Fire &amp; Rescue Services</b>						
Section 508 Equipment	0	181,620	0	0	181,620	MD Dept. of Public Safety

**Restricted Funds**

GRANTS FUNDS - REVENUES

FUND 051

Grant Title	Federal	State	Local	Other	Total	Source of Funds
<b>Department of Public Works</b>						
Noxious Weed Grant	0	4,900	4,900	0	9,800	State of MD
Automated Enforcement	0	135,000	0	0	135,000	State Highway Administration
Alpha Ridge Water Connection	0	0	1,300,000	0	1,300,000	Howard County
<b>Department of Citizen Services</b>						
Child Care Food Program	174,630	0	0	0	174,630	U.S. Dept. Of Education
Juvenile Delinquency Program	0	91,000	0	0	91,000	MD Juvenile Services Admin.
Child Services Headstart Parents	0	49,590	0	0	49,590	MD Dept. Of Human Res.
Homeless Services	352,500	0	160,000	0	512,500	MD Dept. Of Hum. Res./HoCo
Interagency Early Childhood Comm. Programming	0	10,000	0	0	10,000	Gov. Of Child-Yth. Fam./DHR
Long Term Care	186,510	83,630	708,980	241,890	1,221,010	MD Of. On Aging, Howard Co.
Disability Services	22,530	830,160	310,720	1,150	1,164,560	MD Of. On Aging, Howard Co.
Victim Support Liaison	103,680	0	163,140	0	266,820	MD Of. On Aging, Howard Co.
Children's Services, Local Planning	0	24,800	0	0	24,800	MD Dept. Of Human Res.
Community Development Block Grant	0	100,000	18,200	0	118,200	Gov. Of Child-Yth. Fam., HoCo
Social Services Grant	350,000	0	0	0	350,000	HUD
Circuit Court	200,000	0	0	0	200,000	U.S. Health & Human Res.
Child Support Enforcement	122,800	0	63,620	0	186,420	MD Dept. Of Human Res.
Family Law Grant	53,240	0	0	0	53,240	Dept. Of Justice
<b>State's Attorney</b>						
Victim Assistance	0	24,330	0	0	24,330	Gov. Of. Of Justice Admin.
<b>Sheriff's Office</b>						
Juvenile Options Program	0	30,560	10,320	0	40,880	Gov. Of. Crime Control
Alternative Sentencing Program	0	177,410	0	0	177,410	Dept. Of Public Safety
<b>Dept. Of Health &amp; Mental Hygiene</b>						
Mental Health Authority	0	3,425,000	0	0	3,425,000	Health & Mental Hygiene
Unanticipated Grants Contingency	0	0	0	4,000,000	4,000,000	
<b>TOTAL</b>	<b>15,402,336</b>	<b>9,146,194</b>	<b>3,286,500</b>	<b>4,539,480</b>	<b>32,374,510</b>	

Fiscal 1998

# Restricted Funds

GRANTS FUND - EXPENDITURES

FUND 051

Grant Title	Salaries	Other	Total
<b>DEPARTMENT OF COUNTY ADMINISTRATION</b>			
Equal Opportunity	0	25,750	25,750
Carroll Baldwin Hall Renovation	0	137,000	137,000
Local Law Enforcement Grant	0	142,200	142,200
Section Eight Rental Assistance		8,773,480	8,773,480
Rental Allowance Program		50,000	50,000
CDBG Retrofit	75,000	1,925,000	2,000,000
Employment & Training Center	432,270	1,465,260	1,897,530
Drug Asset Forfeiture	30,000	220,000	250,000
MICRF	0	700,000	700,000
Comprehensive Highway Safety	65,000	85,000	150,000
Duratek MICRF	0	250,000	250,000
<b>DEPARTMENT OF PLANNING &amp; ZONING</b>			
Ridesharing Coordination Program	67,860	11,330	79,190
Transportation Development Program	116,050	199,490	315,540
General Aviation Airport	0	362,700	362,700
Transportation Operations Grant	0	1,428,400	1,428,400
<b>DEPARTMENT OF POLICE</b>			
COPS Ahead	358,350	0	358,350
Investigations w/Federal Agencies	0	1,000,060	1,000,060
Victim Assistance Program	43,290	3,900	47,190
Alcohol Reinforcement Unit	53,700	7,600	61,300
Federal Task Force	50,850	0	50,850
Vehicle Theft Reduction Program	102,680	69,600	172,280
COPS as Peers	0	5,000	5,000
Harper's Choice After School	115,130	39,310	154,440
Hot Spots	150,000	50,000	200,000
<b>DEPARTMENT OF PUBLIC WORKS</b>			
Noxious Weed Grant	7,800	2,000	9,800
Automated Enforcement	0	135,000	135,000
Alpha Ridge Water Connection	0	1,300,000	1,300,000
<b>DEPARTMENT OF CITIZEN SERVICES</b>			
Child Care Food Program	174,630	0	174,630
Juvenile Delinquency Program	0	91,000	91,000
Child Services Headstart Parents	30,390	19,200	49,590
Homeless Services	5,740	506,760	512,500
Interagency Early Childhood Comm. Programming	0	10,000	10,000
Long Term Care Administration	803,560	417,450	1,221,010
Victim Support Liaison	348,850	815,710	1,164,560
Children's Services, Local Planning	222,840	43,980	266,820
Community Development Block Grant	20,910	3,890	24,800
Social Services Grant	40,560	77,640	118,200
	0	350,000	350,000
	0	200,000	200,000

Fiscal 1998

# Restricted Funds

GRANTS FUND - EXPENDITURES

FUND 051

Grant Title	Salaries	Other	Total
<b>CIRCUIT COURT</b>			
Child Support Enforcement	163,280	23,140	186,420
Family Law Grant	0	53,240	53,240
<b>SHERIFF'S OFFICE</b>			
Alternative Sentencing Program	169,300	8,110	177,410
Juvenile Options Program	31,940	8,940	40,880
<b>STATE'S ATTORNEY</b>			
Victim Assistance	24,330	0	24,330
<b>DEPARTMENT OF RECREATION &amp; PARKS</b>			
Middle Patuxent Management	38,440	8,000	46,440
<b>DEPARTMENT OF FIRE &amp; RESCUE SERVICES</b>			
Section 508 Equipment	0	181,620	181,620
<b>UNANTICIPATED GRANTS CONTINGENCY</b>			
	0	4,000,000	4,000,000
<b>DEPARTMENT OF HEALTH &amp; MENTAL HYGIENE</b>			
Mental Health Authority	0	3,425,000	3,425,000
<b>TOTAL</b>	<b>3,742,750</b>	<b>28,631,760</b>	<b>32,374,510</b>

Fiscal 1998

# 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.

	Audir FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Howard County	3,197,581	3,341,640	3,341,640
State of Maryland	5,847,598	6,597,760	6,853,230
Collections	1,507,748	1,507,450	1,477,010
<b>TOTAL</b>	<b>10,552,927</b>	<b>11,446,850</b>	<b>11,671,880</b>
<b>Use of Funds</b>			
Operating and Administrative Costs	10,552,927	11,446,850	11,671,880
<b>TOTAL</b>	<b>10,552,927</b>	<b>11,446,850</b>	<b>11,671,880</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	262,429	(397,539)	(397,539)
Program Fees from Budgeted Programs	4,836,513	4,258,000	4,712,192
Concession Revenues	0	105,000	145,500
Donations	0	0	0
Rentals & Fees/Waverly	0	237,000	431,158
General Fund Contribution/Waverly	23,700	0	0
<b>TOTAL</b>	<b>5,122,642</b>	<b>4,202,461</b>	<b>4,891,311</b>
<b>Use of Funds</b>			
Programs and Administration	5,114,181	1,067,200	839,150
Part-time Staff	0	1,889,220	2,329,620
Concession Operations	0	109,020	1,81,600
Operating & Administration Costs	0	1,534,560	1,928,750
Payment to General Fund O.H.	406,000	0	0
Contingency	0	0	0
<b>TOTAL</b>	<b>5,520,181</b>	<b>4,600,000</b>	<b>5,279,120</b>
<b>ENDING FUND BALANCE</b>	<b>(397,539)</b>	<b>(397,539)</b>	<b>(387,809)</b>

Fiscal 1998

# 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. It opened in September 1997.

	Audit FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	0	0	28,740
Greens Fees	0	819,500	1,269,530
Cart Fees	0	220,460	374,290
Driving Range	0	69,070	136,460
Merchandise Sales	0	78,360	115,720
Food and Beverage Sales	0	110,200	239,750
Other	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>1,297,590</b>	<b>2,164,490</b>
<b>Use of Funds</b>			
Golf Course Management/Operations Fees	0	1,188,850	1,329,100
Depreciation	0	80,000	80,000
Debt Service	0	0	755,390
<b>TOTAL</b>	<b>0</b>	<b>1,268,850</b>	<b>2,164,490</b>
<b>ENDING FUND BALANCE</b>	<b>0</b>	<b>28,740</b>	<b>0</b>

**Fiscal 1998**

# **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 1998

# 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

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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Retained Earnings (Beginning of Year)	2,134,429	2,359,468	(946,025)
County Agency Charges (Central Stores)	894,563	949,965	1,294,920
Fleet Operations Chargebacks	4,902,935	5,795,725	5,410,830
Sales of Fixed Assets	4,660	0	0
Non-Cash Assets		(3,691,013)	
<b>TOTAL</b>	<b>7,936,587</b>	<b>5,414,145</b>	<b>5,759,725</b>
<b>Use of Funds</b>			
Central Services Operations	5,577,119	1,124,830	1,303,150
Fleet Operations Division	0	5,235,340	5,923,440
Contingency Reserve	0	0	0
<b>TOTAL</b>	<b>5,577,119</b>	<b>6,360,170</b>	<b>7,226,590</b>
<b>ENDING FUND BALANCE</b>	<b>2,359,468</b>	<b>(946,025)</b>	<b>(1,466,865)</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	1,725,332	2,146,032	1,804,140
Appropriations from Users	3,754,070	3,417,430	3,190,970
GIS Charge Backs	0	242,460	270,220
Miscellaneous	0	0	250,000
Non-Cash Assets	0	(337,412)	0
<b>TOTAL</b>	<b>5,479,402</b>	<b>5,468,510</b>	<b>5,515,330</b>
<b>Use of Funds</b>			
Data Processing Operations	3,162,179	3,231,910	3,601,440
Geographic Information System	0	242,460	270,220
Depreciation	171,191	190,000	286,740
Contingency Reserve	0	0	1,106,930
Telephone Installation	0	0	250,000
<b>TOTAL</b>	<b>3,333,370</b>	<b>3,664,370</b>	<b>5,515,330</b>
<b>ENDING FUND BALANCE</b>	<b>2,146,032</b>	<b>1,804,140</b>	<b>0</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	2,715,958	2,388,698	2,016,028
Appropriations from Users	6,881,620	5,946,330	5,951,860
Interest Income	280,013	292,000	292,000
Other	0	0	0
<b>TOTAL</b>	<b>9,877,591</b>	<b>8,627,028</b>	<b>8,259,888</b>
<b>Use of Funds</b>			
Administrative Costs	353,349	122,290	189,000
Payment of Claims	7,135,544	6,488,710	6,759,260
Claims Reserve	0	0	1,311,628
<b>TOTAL</b>	<b>7,488,893</b>	<b>6,611,000</b>	<b>8,259,888</b>
<b>ENDING FUND BALANCE</b>	<b>2,388,698</b>	<b>2,016,028</b>	<b>0</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	1,024,660	1,158,827	836,645
Appropriations from User Agencies	679,904	548,470	550,820
Tower Rental	0	53,000	129,000
Non-Cash Assets	0	(235,772)	0
<b>TOTAL</b>	<b>1,704,564</b>	<b>1,524,525</b>	<b>1,516,465</b>
<b>Use of Funds</b>			
Radio Repair & Maintenance	435,381	597,880	589,220
Depreciation	78,177	90,000	90,000
Other	32,179	0	0
Contingency	0	0	837,245
<b>TOTAL</b>	<b>545,737</b>	<b>687,880</b>	<b>1,516,465</b>
<b>ENDING FUND BALANCE</b>	<b>1,158,827</b>	<b>836,645</b>	<b>0</b>

Fiscal 1998

# Restricted Funds

RISK MANAGEMENT FUND

FUND 242

## Description

This fund combines County government risk management activities including: Workers' Compensation, General Liability, Vehicle Liability and Physical Damage, Property, Environmental Liability 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, the Economic Development Authority, the Housing Commission

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. In accordance with recently adopted accounting principals, the County established a Claims Reserve of \$6,585,406 in the FY1996 Annual Financial Report.

	Audit FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Beginning Fund Balance	2,138,739	2,580,584	1,634,578
Appropriations from Users	2,364,627	1,758,060	1,724,990
Appropriations from Allied Agencies	included	298,484	241,930
Interest Income	564,061	675,000	699,982
Insurance Recoveries	38,249	35,000	35,000
Reduction in Unpaid Claims Reserve	0	0	500,000
<b>TOTAL</b>	<b>5,105,676</b>	<b>5,347,128</b>	<b>4,836,480</b>
<b>Use of Funds</b>			
Operating Claims Cost	1,437,954	1,977,600	3,000,000
Administrative Costs	775,832	1,426,520	1,468,890
Interfund Transfer to General Fund	311,306	308,430	308,430
Contingency Reserve	0	0	59,160
<b>TOTAL</b>	<b>2,525,092</b>	<b>3,712,550</b>	<b>4,836,480</b>
<b>ENDING FUND BALANCE</b>	<b>2,580,584</b>	<b>1,634,578</b>	<b>0</b>

**Fiscal 1998**

# **Statements**

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## **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 1998

# 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 73 percent of its operating budget from the county and the remainder from the state and other sources. This page shows the complete General Fund of the Board of Education.

	Audit FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Howard County	170,839,870	177,425,140	184,605,140
Debt Service	12,507,088	15,016,400	17,447,490
Federal/State/Other	59,402,967	62,616,000	68,776,230
Special Federal/State Projects	0	0	
<b>TOTAL</b>	<b>242,749,925</b>	<b>255,057,540</b>	<b>270,828,860</b>
<b>Use of Funds</b>			
Operating/Administrative Costs	242,749,925	255,057,540	270,828,860
<b>TOTAL</b>	<b>242,749,925</b>	<b>255,057,540</b>	<b>270,828,860</b>

Fiscal 1998

# 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 35 percent of its unrestricted budget from the county with the remaining coming from state aid and tuition.

	Audit FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds (Unrestricted)</b>			
Howard County	9,484,250	9,709,250	10,149,080
County Debt Service Share	1,328,885	1,190,640	1,230,960
State/Tuition/Other	15,250,711	17,604,730	18,696,875
<b>TOTAL</b>	<b>26,063,846</b>	<b>28,504,620</b>	<b>30,076,915</b>
<b>Use of Funds (Unrestricted)</b>			
Operating/Administrative Costs	25,120,426	27,313,980	28,845,955
County Debt Service	1,328,885	1,190,640	1,230,960
<b>TOTAL</b>	<b>26,449,311</b>	<b>28,504,620</b>	<b>30,076,915</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Howard County	7,302,270	7,110,660	7,234,710
State/Other	1,019,085	1,298,399	1,362,040
<b>TOTAL</b>	<b>8,321,355</b>	<b>8,409,059</b>	<b>8,596,750</b>
<b>Use of Funds</b>			
Administrative/Operating Costs	8,321,355	8,409,059	8,596,750
<b>TOTAL</b>	<b>8,321,355</b>	<b>8,409,059</b>	<b>8,596,750</b>

Fiscal 1998

# 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 FY1996	Estimated FY1997	Budget FY1998
<b>Source of Funds</b>			
Contributions	130,754	545,740	600,000
<b>TOTAL</b>	130,754	545,740	600,000
<b>Use of Funds</b>			
Operating Expenses	124,447	545,740	600,000
<b>TOTAL</b>	124,447	545,740	600,000

**Fiscal 1998**

# **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 1998

# Statements

Howard County, Maryland  
Statement of Long Term Debt Outstanding  
June 30, 1997

	Principal	Interest	Total
School Construction:			
Bonds	168,288,403	87,658,373	255,946,776
Total school Construction	168,288,403	87,658,373	255,946,776
General County Bonds			
Community College	9,263,805	4,674,623	13,938,428
Community Renewal	11,097,045	5,379,329	16,476,374
Fire Department	4,998,363	2,496,025	7,494,388
General County	138,520,908	64,150,412	202,671,320
Police Department	1,981,156	781,478	2,762,634
Recreation & Parks	39,918,067	16,723,580	56,641,647
Storm Drains	6,436,854	2,764,460	9,201,314
Total General County	212,216,198	96,969,907	309,186,105
Commercial Paper Bans	60,000,000	6,236,000	66,236,000
Total School and General County Bond	440,504,601	190,864,280	631,368,881
Water & Sewer Bonds	103,169,678	64,306,282	167,475,960
Special Facility Revenue Bond	10,665,000	9,649,415	20,314,415
Total Howard County Bonds	554,339,279	264,819,977	819,159,256

Fiscal 1998

# Statements

Howard County, Maryland  
All Howard County Bonds--Debt Service Requirements  
Fiscal Year 1998

	Principal	Interest	Total
School Construction:			
Bonds	9,314,149	8,133,333	17,447,482
Total School Construction	9,314,149	8,133,333	17,447,482
General County Bonds			
Community College	703,571	527,373	1,230,944
Community Renewal	605,425	592,973	1,198,398
Fire Department	300,025	227,452	527,477
General County	9,514,329	6,800,318	16,314,647
Police Department	139,887	98,746	236,633
Recreation & Parks	3,366,650	1,896,563	5,263,213
Storm Drains	495,964	300,483	796,447
Total General County	15,125,851	10,441,908	25,567,759
Commercial Paper BANS	60,000,000	6,236,000	66,236,000
Total School and General County Bonds	84,440,000	24,811,241	109,251,241
Special Assessment Debt			
Water & Sewer Bonds	7,085,000	5,096,472	12,181,472
Special Facility Revenue Bonds*	135,000	620,393	755,393
Total Howard County Bonds	91,660,000	30,528,106	122,188,106

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

Fiscal 1998

# Statements

## Projected Revenue Estimates Fiscal Years 1999 Through 2003

	Projected Budget FY1999	Projected Budget FY2000	Projected Budget FY2001	Projected Budget FY2002	Projected Budget FY2003
Prior Year's Funds	0	0	0	0	0
Property Taxes	196,031,000	203,872,000	212,027,000	220,508,000	229,328,000
Income Taxes	123,497,000	127,202,000	131,018,000	134,949,000	138,997,000
Other Local Taxes	11,256,000	11,819,000	12,410,000	13,031,000	13,683,000
State Shared Taxes	9,229,000	9,321,000	9,414,000	9,508,000	9,603,000
Licenses & Permits	3,949,000	4,067,000	4,189,000	4,315,000	4,444,000
Revenue from Other Agencies	3,725,000	3,837,000	3,952,000	4,071,000	4,193,000
Charges for Services	5,730,000	6,017,000	6,318,000	6,634,000	6,966,000
Investment Income	1,854,000	1,910,000	1,967,000	2,026,000	2,087,000
Use of Money/Fines	1,341,000	1,368,000	1,395,000	1,423,000	1,451,000
Interfund Reimbursements	10,227,000	10,534,000	10,850,000	11,176,000	11,511,000
Subtotal	366,839,000	379,947,000	393,540,000	407,641,000	422,263,000
Amount required to fund projected future budgets. The difference must be covered from increased taxes, other revenues or expense cuts	(5,837,700)	(2,760,200)	(5,841,000)	(9,724,900)	(14,475,000)
Total	361,001,300	377,186,800	387,698,500	397,916,100	407,788,000

Fiscal 1998

# Statements

Projected Budget  
Fiscal Years 1999 Through 2003

	Projected Budget FY 1999	Projected Budget FY 2000	Projected Budget FY 2001	Projected Budget FY 2002	Projected Budget FY 2003
County Executive	417,200	429,700	442,600	455,900	469,600
Dept. of County Administration	4,775,300	4,918,600	5,066,200	5,218,100	5,347,700
Dept. of Finance	4,095,200	4,095,200	4,095,200	4,095,200	4,095,200
Office of Law	1,520,000	1,520,000	1,520,000	1,520,000	1,520,000
Dept. of Planning & Zoning	4,169,900	4,268,800	4,366,700	4,497,800	4,632,600
Dept. of Police	25,320,000	25,870,000	26,440,000	27,020,000	27,615,000
Dept. of Recreation & Parks	6,075,100	6,196,600	6,320,500	6,446,900	6,575,900
Dept. of Public Works	21,000,000	22,000,000	23,000,000	25,000,000	26,000,000
Dept. of Citizen Services	2,255,700	2,255,700	2,255,700	2,255,700	2,255,700
Dept. of Corrections	6,044,000	6,100,000	6,100,000	6,100,000	6,100,000
Dept. of Insp./Licenses/Permits	3,692,800	3,766,700	3,842,000	3,918,800	3,997,200
Dept. of Technology & Comm. Services	3,605,000	3,695,000	3,787,000	3,882,000	3,979,000
Legislative	1,737,300	1,737,300	1,737,300	1,737,300	1,737,300
Circuit Court	1,700,000	1,750,000	1,850,000	1,900,000	2,000,000
Orphans' Court	35,200	35,200	35,200	35,200	35,200
State's Attorney	3,055,600	3,065,600	3,140,600	3,140,600	3,170,600
Sheriff's Office from 5-Yr. Forecast	2,028,800	2,089,600	2,131,400	2,195,300	2,239,300
Libraries	9,195,300	9,660,300	9,900,300	10,275,300	10,310,300
Elections	1,028,100	786,300	843,100	698,400	1,542,400
Health Department	3,341,700	3,341,700	3,400,000	3,400,000	3,400,000
Dept. of Social Services	318,600	339,300	339,300	361,000	371,800
Cooperative Extension	241,100	341,500	351,000	351,000	351,000
Soil Conservation	430,600	430,600	430,600	430,600	430,600
Debt Service	46,477,000	50,318,000	52,359,000	54,754,000	56,996,000
Education	191,436,000	200,592,000	205,809,000	209,624,000	213,468,000
Community College	10,605,800	11,083,100	11,581,800	12,103,000	12,647,600
Contingencies	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Pay-Go - Capital Funding	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>TOTAL</b>	<b>361,001,300</b>	<b>377,186,800</b>	<b>387,698,500</b>	<b>397,916,100</b>	<b>407,788,000</b>

Fiscal 1998

# Statements

Howard County, Maryland  
Statement of Estimated Surplus  
June 30, 1997

	Total
Unappropriated Balance, July 1, 1996	
Add:	276,976
Estimated revenues*	332,665,819
Interfund Reimbursement	<u>11,235,258</u>
Subtotal:	344,278,053
Deduct:	
Estimated Expenditures Year Ending June 30, 1997*	339,350,120
Estimated Balance June 30, 1997	4,827,933
Less:	
Additional funds appropriated to the Rainy Day Fund	815,002
Estimated Excess Surplus available for use in the FY98 budget	4,012,931

\* Note: Includes the revenues and expenditures of the Bond Anticipation Note Management Fund.

Fiscal 1998

# 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 1996 Audited General Fund	\$327,636,515
Rainy Day Fund Percentage	7%
Optimal Size of Fund for FY 1998:	<u>\$22,934,556</u>
Amount in the Fund from Prior Years	\$20,282,441
General Fund Surplus that should be appropriated to the Fund in FY 1998	<u>\$2,652,115</u>
Subtotal Rainy Day Fund	<u>\$22,934,556</u>
Excess Surplus as of June 30, 1996:	276,976
Anticipated FY 1997 General Fund Expenditures:	\$339,285,120
Rainy Day Fund Percentage	7%
Projected size of the Rainy Day Fund for FY 1999:	<u>\$23,749,958</u>
Anticipated FY 1997 General Fund Surplus:	4,827,933
Amount needed to maintain Rainy Day Fund at Optimal level for FY 1998.	\$815,402
This is the additional amount of the General Fund anticipated surplus to be appropriated to the Rainy Day Fund in FY 1998.	815,402
Total Excess Surplus available to be appropriated to the FY 1998 Capital Budget:	
Excess Surplus from FY 1996:	276,976
Anticipated Excess Surplus from FY 1997:	<u>3,735,555</u>
TOTAL AVAILABLE FOR THE FY 1998 BUDGET	4,012,531

Fiscal 1998

# Statements

Howard County, Maryland  
Legal Debt Limits  
Fiscal Year 1998

	Audit FY 1996	Estimated FY 1997	Budget FY 1998
Assessable Base	\$6,846,429,730	\$7,183,853,300	\$7,280,000,000
Debt Limitation	12.00%	12.00%	12.00%
Legal Limit of Borrowing	821,571,568	862,062,396	873,600,000
Amount of General Obligation Bonds Applicable to the Limit	364,381,822	384,206,000	416,540,000
Percent of Assessed Value	5.32%	5.34%	5.72%
Legal Debt Margin	457,189,746	477,856,396	457,060,000

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 1998

# Statements

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

(Thousands of Dollars)

	Fiscal 1996		Fiscal 1997		Fiscal 1998	
	Audited Assessable Base	Audited Revenues	Estimated Assessable Base	Estimated Revenues	Projected Assessable Base	Budgeted Revenues
Real Property (Gross)	6,009,313	154,502	6,236,036	160,331	6,465,334	166,399
Personal Property	231,249	5,989	297,298	7,700	238,187	6,169
Operating Property	578,097	14,973	598,456	15,500	640,475	16,588
Ordinary Business Corporation	27,771	719	52,379	1,357	28,604	741
Merchants & Personal Property	837,117	21,681	948,133	24,557	907,266	23,498
Subtotal Personal Property	6,846,430	176,183	7,184,169	184,888	7,372,600	189,897
Total Net Real & Personal Property		2.59		2.59		2.59
County Property Tax Rate per \$100 Assessed Valuation						

Note: Revenues do not reflect reductions for tax credits.

# 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 1998 BUDGET SUMMARY

## All Funds Summary

Fund Category	FY1996 Actual	FY1997 Estimated	FY1998 Budget
<b>I. General Fund</b>			
Beginning Fund Balance	23,003,332	276,976	276,976
Revenues	329,450,979	344,178,053	358,201,760
Expenditures	327,636,515	339,350,120	358,201,760
Ending Fund Balance	24,817,796	5,104,909	0
Reserved for Rainy Day Fund	20,282,441	22,934,556	23,749,958
Reserved for Encumbrances	1,606,264	0	0
Designated for Subsequent Year	2,652,115	4,827,933	0
Undesignated	276,976	276,976	276,976
<b>II. Capital Funds</b>			
<b>a. General County Projects</b>			
Beginning Fund Balance	56,325,086	85,741,851	62,772,963
Revenues	164,610,454	123,540,672	52,360,000
Expenditures	135,193,689	146,509,560	64,128,296
Ending Fund Balance	85,741,851	62,772,963	51,004,667
<b>b. Education/Howard Community College Projects</b>			
Beginning Fund Balance	5,051,315	1,808,979	(1,122,739)
Revenues	36,048,895	59,029,443	23,178,000
Expenditures	39,291,231	61,961,161	22,753,000
Ending Fund Balance	1,808,979	(1,122,739)	(697,739)
<b>TOTAL CAPITAL PROJECTS FUNDS</b>			
Beginning Fund Balance	61,376,401	87,550,830	61,650,224
Revenues	200,659,349	182,570,115	75,538,000
Expenditures	174,484,920	208,470,721	86,881,296
Ending Fund Balance	87,550,830	61,650,224	50,306,928
<b>III. Special Revenue Funds</b>			
Beginning Fund Balance	19,718,869	20,345,953	11,949,345
Revenues	54,895,625	75,460,952	95,435,531
Expenditures	54,268,541	83,857,560	111,624,145
Ending Fund Balance	20,345,953	11,949,345	(4,239,269)
<b>IV. Internal Service Funds</b>			
Beginning Fund Balance	9,739,118	10,633,609	5,345,366
Revenues	20,364,702	15,747,727	20,542,522
Expenditures	19,470,211	21,035,970	27,354,753
Ending Fund Balance	10,633,609	5,345,366	(1,466,865)
<b>V. Water and Sewer Funds</b>			
<b>a. Operating</b>			
Beginning Funds Balance	1,424,001	954,862	(416,646)
Revenues	20,230,246	19,243,105	23,123,206
Expenditures	20,699,384	20,614,614	22,706,560
Ending Fund Balance	954,863	(416,646)	0
<b>b. Capital/Special Benefits Charges</b>			
Beginning Funds Balance	26,560,774	26,647,695	(3,806,970)
Revenues	35,498,544	86,735,925	36,328,720
Expenditures	35,411,623	117,190,590	34,445,486
Ending Fund Balance	26,647,695	(3,806,970)	(1,923,736)

# FISCAL 1998 BUDGET SUMMARY

## All Funds Summary

Fund Category	FY1996 Actual	FY1997 Estimated	FY1998 Budget
<b>TOTAL WATER &amp; SEWER FUNDS</b>			
<i>Beginning Fund Balance</i>	27,984,775	27,602,558	(4,223,616)
Revenues	55,728,790	105,979,030	59,451,926
Expenditures	56,111,007	137,805,204	57,152,046
<i>Ending Fund Balance</i>	27,602,558	(4,223,616)	(1,923,736)
<b>VI. Other Funds Expended by County Agencies (Federal/State/Collections)</b>			
<b>Howard County Public School System</b>			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	242,749,925	255,057,540	270,828,860
Expenditures	242,749,925	255,057,540	270,828,860
<i>Ending Fund Balance</i>	0	0	0
<b>Howard Community College</b>			
<i>Beginning Fund Balance</i>	385,465	0	0
Revenues	26,063,846	28,504,620	30,076,915
Expenditures	26,449,311	28,504,620	30,076,915
<i>Ending Fund Balance</i>	0	0	0
<b>Department of Libraries</b>			
<i>Beginning Fund Balance</i>	0	0	0
Revenues	8,321,355	8,409,059	8,596,750
Expenditures	8,321,355	8,409,059	8,596,750
<i>Ending Fund Balance</i>	0	0	0
<b>Trust &amp; Agency Multifarious Fund</b>			
<i>Beginning Fund Balance</i>	0	6,307	6,307
Revenues	130,754	545,740	600,000
Expenditures	124,447	545,740	600,000
<i>Ending Fund Balance</i>	6,307	6,307	6,307
<b>TOTAL OTHER FUND</b>			
<i>Beginning Fund Balance</i>	362,588	390,436	261,806
Revenues	604,146	498,000	503,000
Expenditures	576,298	626,630	782,174
<i>Ending Fund Balance</i>	390,436	261,806	(11,368)
<b>TOTAL ALL FUNDS</b>			
<b>BEGINNING FUND BALANCE</b>	142,570,548	146,806,669	75,266,408
<b>REVENUES</b>	938,969,471	1,016,950,836	919,775,264
<b>EXPENDITURES</b>	934,733,350	1,088,491,097	952,098,699
<b>ENDING FUND BALANCE</b>	146,806,669	75,266,408	42,942,973

# Fiscal Year 1998 Approved Budget Summary

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# 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
- Transportation Services and Coordination
- 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
- Gain Sharing Program

## RESTRICTED FUNDS/STATEMENTS

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



**Fiscal Year 1998  
Approved  
Budget**

*Submitted by  
County Executive, Charles I. Ecker*

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

# FISCAL 1998 BUDGET SUMMARY

*This budget prepared by the:*

**Department of County Administration**  
Raquel Sanudo, Chief Administrative Officer

**Budget Office**

Raymond S. Wacks, Administrator  
Gale P. Benson, Assistant Administrator  
Thomas T. Hare  
Sherry M. Lawler  
Hai D. Nguyen  
Eileen P. Skidmore  
Donald L. Stitely, Jr.

*with the assistance of the:*

**Department of Finance**

Nyana D. Bussard  
Sharon F. Greisz  
Johnny E. Ramsey

**Office of Central Services**

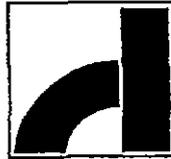
A. Roy Stecher, Administrator  
Terry M. Bromery  
Douglas A. Hargett  
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*This book printed on recycled paper*





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO  
Howard County,  
Maryland

For the Fiscal Year Beginning  
July 1, 1996

*Arthur R. Lynch*      *Jeffrey L. Esser*  
President                      Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Howard County Government Budget Office for its annual budget for the fiscal year beginning July 1, 1996.

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 communication device.

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



# *Our Mission*

HOWARD COUNTY GOVERNMENT

*Howard County is widely recognized as being a great place to live and work. The mission of the Howard County Government is to enhance this well-deserved reputation by promoting an open, responsive government that involves and serves the community, and that provides fiscal responsibility to ensure a solid foundation for the future. To do this we will:*

*Have a compassionate, friendly, service-oriented, efficient and effective government.*

*Renew and reinforce public confidence and involvement in all areas of county government.*

*Use every tax dollar efficiently.*

*Emphasize quality education, health, safety and welfare for all of our citizens.*

*Develop and implement growth management tools that will encourage orderly and planned growth in accordance with the principles in the general plan.*

*Create and implement comprehensive plans and actions to achieve the mission.*



CHARLES I. ECKER, COUNTY EXECUTIVE

# From the Executive

To: The Citizens of Howard County

In accordance with the County Charter, I am pleased to present to you the FY 98 Operating Budget.

This budget totals \$358,201,760, an increase of 6.5% over the approved FY '97 budget. Once again, and for the fifth straight year, I am able to present to the County Council a budget that requires no increase in the property tax rate. In spite of this however, the average assessment of residential property increased by 2%, meaning that the dollar amount of property taxes paid by our property owners may increase depending on their assessment.

The proposed piggyback income tax rate also remains unchanged. Yet, this proposed budget reflects continued support for our top priorities of education, public safety, economic development and the environment. We are again able to maintain, and in some cases enhance basic services while holding the line on taxes.

Our pledge to use every tax dollar efficiently is stronger than ever with renewed emphasis on "how to do it better." Above all, I believe this budget strongly supports community needs that will maintain the quality of life for the citizens of Howard County, and places our county in a favored position to mount the challenges of the twenty-first century.

Our commitment to educational excellence is reflected herein. Once again, education receives the single largest increase in the budget. Nearly 60% of the operating budget is devoted to education. More than half of every tax dollar is invested in our future generations. We are fully funding the required Maintenance of Effort and adding an additional \$800,000 to that amount. This brings the total local contribution increase for our public school system to \$7,180,000, or 4% over the fiscal 1997 budget. Adding state aid, the Department of Education's budget will total

\$253,381,370.00, an increase of \$13,340,230 (5.6%) over last year. With this strong support, I am confident the Board of Education will be able to fund all of its priorities, including the negotiated salary increases for employees. We have been able to do this even though debt service on school construction increased by 16% over last year.

In this proposal, we are providing an increase to Howard Community College of 4.5% which will fund merit raises for its employees, and brings the ratio of full time to part-time faculty up to the required 50% for the first time in many years.

Public Safety is our second priority. In order to ensure safer neighborhoods we are adding 22 additional police officers. Twenty additional fire and emergency personnel are proposed to strengthen and enhance our fire, rescue and emergency services. This is the second year of a three year program planned to add a total of 60 fire and emergency personnel that is projected to provide adequate protection for our citizens. Even with this additional service level, there is no recommendation for an increase in the fire tax rates.

Deaths, injuries, and property losses due to drivers running red lights have prompted Howard County's initiative to actively support state legislation approved this year to implement red light cameras. I am allocating \$200,000 in this budget to implement this law in our County. This will allow the County to issue fines based on photos taken by cameras that snap pictures of automobiles when ignoring a red signal. As you know, Howard County was the first county in the state to utilize these cameras. Red light running is a serious safety issue that warrants this investment. The purpose of the cameras at intersections is not to raise money, but rather to reduce the number of people who break the law by going through red lights. The purpose is to save lives by increasing awareness of this dangerous practice.

Another significant investment in the proposed FY '98 budget is directed toward Recreation and Parks programs. These

## FISCAL 1998 BUDGET SUMMARY

programs and facilities enhance our quality of life and enrich the lives of our families, children, and individuals. I hope to maintain the current level of services throughout this year without substantial fee increases. This translates to an increase in the Department's budget of 11.2% from the General Fund. The increased funding provides for the continuation of scholarships, and for programs dedicated to people with disabilities, such as therapeutic sports and fitness.

More funds are allocated to Public Works, a 9.3% increase over last year. Some of this additional funding is earmarked for our extremely successful recycling program. Howard Countians are clearly supporting our desire to maintain a clean environment by reducing, reusing, and recycling. The current market for recyclables is down, and we must take necessary financial steps to ensure that these environmentally friendly programs continue while we wait for the market to adjust.

Enhanced recycling programs have assisted residents of the County to adjust to the four container trash limit implemented last year. As a result of the \$125 yearly fee imposed on households to cover the cost of exporting trash to an out of state landfill, we have been able to dramatically reduce operations at the Alpha Ridge Landfill. We continue to face environmental problems at the Alpha Ridge site.

Last year I promised that the County would implement a pilot project with about 1,000 homes to test a weight-based trash collection system. This is a system where residents would be charged by the amount of trash that they throw away. To date, we have not been able to find a residential area with enough people to 'volunteer' for this pilot project. I am reluctant to force this system on any household.

Some of the additional funding included for Public Works is necessary to continue the scheduled maintenance program for County buildings. It is wisely prudent that we maintain the structures owned by the County in order to protect their value and useful life.

The FY '98 Public Works allocation also provides for:

- \$1,000,000 increase to upgrade our storm water management system, in lieu of a recommended fee.

### Pay-as-you-go funds for:

- Landfill remediation costs
- Water hook-ups for affected properties surrounding the Alpha Ridge landfill
- Road resurfacing

The budget includes \$3.4 million to implement much needed reforms to our human resources system. Some of these reforms are:

- Full time employees now working less than 40 hours a week, will be moved to a standard 40 hour work week. I see this as an additional way to provide customers with enhanced services and longer business hours. I also feel it is fair to compensate employees for the additional hours added to their schedule, and money has been allocated for that purpose.
- Employee classifications will be reduced from over 400 to about 150.
- "Pay for performance" will be initiated. Employees will be compensated for exemplary work that enhances services at less cost with cash awards in the future.

Provisions are being made for "gain sharing." Some of the best ideas come from employees. That is why I remain committed to the "gain sharing" concept which rewards employees who identify and implement cost saving measures and practices. This budget allocates \$125,000 for the implementation of a pilot gain sharing program at selected sites in county government.

County employees have already done a wonderful job over the past few years of identifying cost savings that enable them to work more efficiently. We have made excellent progress in reducing the non-education and non-debt service portions of the budget, but I believe there is more that can be done. Therefore, I have allocated \$80,000 in this year's budget to enable employees to "do it better" with outside assistance. We plan to initiate additional bench marking studies in several County departments. These studies will, with the aid of a skilled consultant, measure the

# FISCAL 1998 BUDGET SUMMARY

departments' processes, organization, management, and/or performance with similar agencies in other parts of the country. One such study has already been completed at our Wastewater Treatment Plant. The consultant, working with employees, identified several cost cutting measures that resulted in a more efficient operation, amounting to an annual savings when fully implemented, of about \$600,000.

In conclusion, I want to caution that this modest increase in the FY '98 budget does not signal a dramatic upturn in our economic picture, but what I hope is a healthy economic foundation. We must continue to balance the needs of our community with fiscal responsibility. This budget does that. It delivers good value for every tax dollar spent and protects our precious quality of life. It maintains needed community services, but holds the line on taxes.

I want to thank all the employees, department directors and citizens for their advice and assistance in compiling this budget.

As always, my staff is ready to assist you in your review.

Sincerely,

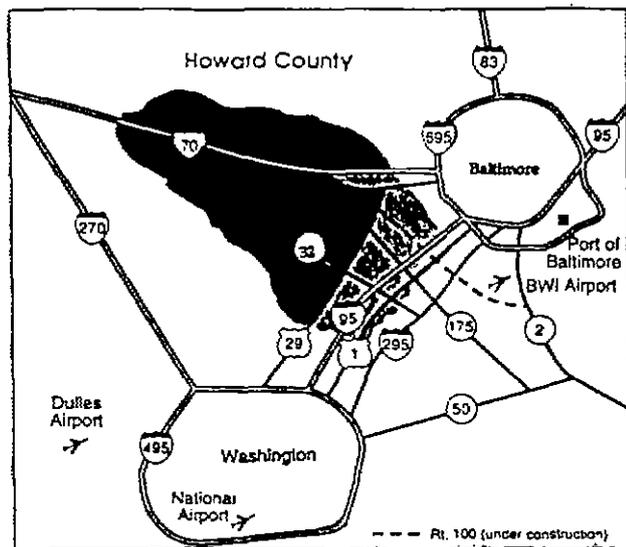


Charles I. Ecker  
County Executive

# 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 232,800 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.

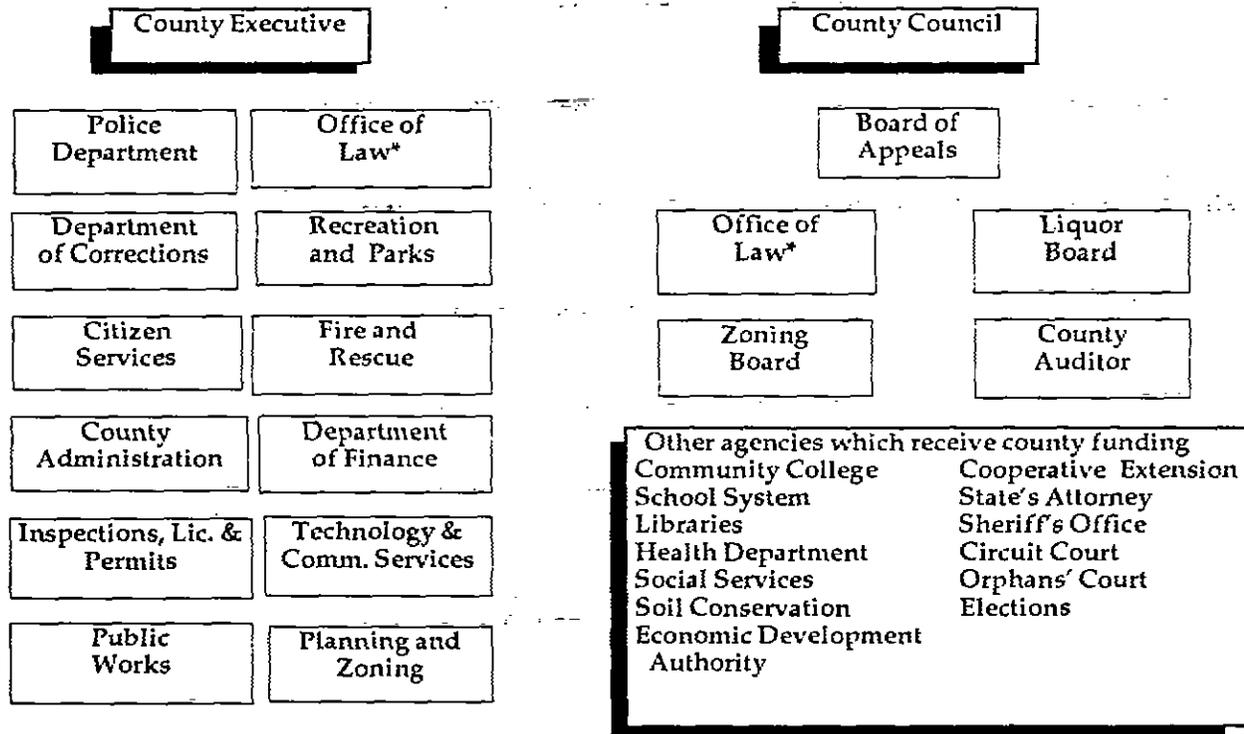
The county is a major commercial/industrial center for the Washington-Baltimore region, with 254 buildings offering over 20 million square feet of space to over 5,000 businesses. Seven of the 20 largest office and business/industrial parks in the Washington-Baltimore region are located in the county, 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**  
Dennis Schrader, Chairman  
Charles Feaga, Vice Chairman  
Darrel Drown  
C. Vernon Gray  
Mary Lorsung

## Department/Agency Officials

### Education

Dwight Burrill, President, Howard  
Community College  
**Board of Education (Elected Officials)**  
Sandra H. French, Chairman  
Stephen C. Bounds, Vice Chairman  
Karen Campbell  
Linda L. Johnston  
Jane Schuchardt  
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's central location in the Washington-Baltimore region provides many benefits. Rapid growth and development over the past two decades, stimulated by the planned community of Columbia, has provided a sound economic foundation. The County has continued to attract new businesses and now employs an average of 101,113 people. Average weekly wages for workers is now \$586, which ranks second in the state. Currently, the County has the second highest median household income in Maryland. Educational resources offered are some of the best in the nation and educational attainment levels are among the highest in the state and region.

During the early 90's the County's overall economy followed national trends and slowed when compared to the growth trends of the 1980's. Federal cutbacks over the past several years made the recovery in Maryland and the County slower than in other parts of the nation. Despite the loss of federal contracts, the continued emphasis on economic development, job growth and quality of life issues has provided the county with a bright economic outlook. Innovative lending programs and accelerated permit processes, associated with a supportive government and business community, have fostered a business friendly climate. New retail and wholesale businesses have increased the commercial tax base. High technology firms have discovered the advantages of doing business in Howard County and several have relocated or announced significant expansions. Real estate markets have improved significantly over the past year as the sale of previously owned homes and new homes have posted solid increases. Commercial real estate vacancy rates are at record lows and the market is responding to pent up demand with the return of speculative building projects. Long term, optimism prevails, with modest growth but steady growth predicted. Unemployment is expected to remain low and employment growth will be due to new job creation and expansion of existing businesses. Planned improvements to the transportation system will increase access to Washington and Baltimore markets and the

large pool of highly qualified labor. The County must continue to take a modest approach to revenue growth, an approach that reflects the often mentioned softlanding of the economy. Although confidence in the economy has improved markedly in the past year a cautious approach remains the best approach.

## County Response to Changing Economic Times

The county's general fund operations and financial position historically have been strong. However, with the onset of the recession in the early 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 1997 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 1998, 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 more than \$23 million was funded.

Again for Fiscal Year 1998 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 largest share of the new dollars in the budget. The bulk of the increase goes to funding pay-as-you-go capital expenses for infrastructure repair, additional police officers and a personnel classification restructuring.

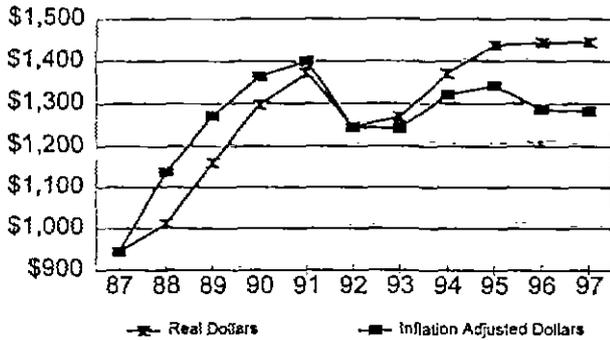
Following is a chart of county general fund spending on a per capita basis in both real and

# FISCAL 1998 BUDGET SUMMARY

constant dollars over the last ten years. As a result of spending adjustments made as a response to the recession, spending per capita in inflation adjusted dollars continues nearly level.

## Spending Per Capita

In Real and Inflation Adjusted Dollars

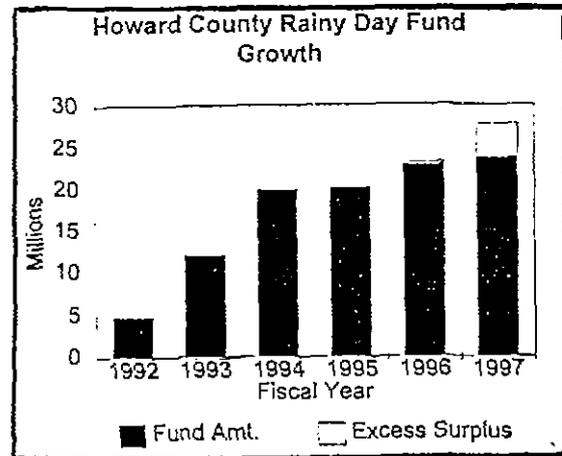


## Implementing the Rainy Day Fund

Prior to November 1992 the county was required by the County Charter to rebudget all surplus funds for the upcoming year's budget. The fiscal distress felt in the county budget in the early 90's was caused in large measure by the county having to absorb the loss of the over \$20 million surplus projected to fund over 10% of the budget in Fiscal Year 1991. When that surplus did not materialize, the county had no reserve funds to fall back on to absorb other revenue shortfalls that were occurring.

To avoid that situation in the future, the County Executive proposed, and the County Council approved an amendment to the County Charter to establish a rainy day fund. That amendment was approved by the voters of the county in November 1992 by a majority of over 80%. The amendment established a rainy day fund for the county and required all surplus funds in the county be placed in that fund until it reaches 7% of the prior year's audited expenditures. The amendment further states that any surplus in excess of that needed to maintain the rainy day fund at the 7% level can only be used for capital or other one time expenses. The impact of the

implementation of this change in policy has been to remove the surplus as a revenue source to fund ongoing expenses in the county. For FY 1998 the fund is at 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. For the first time since the creation of the fund there is substantial surplus in excess of what is needed to maintain the Rainy Day fund at the 7% level. Four million dollars of excess surplus has been budgeted in the paygo section of the Operating Budget to help pay for the landfill remediation projects.

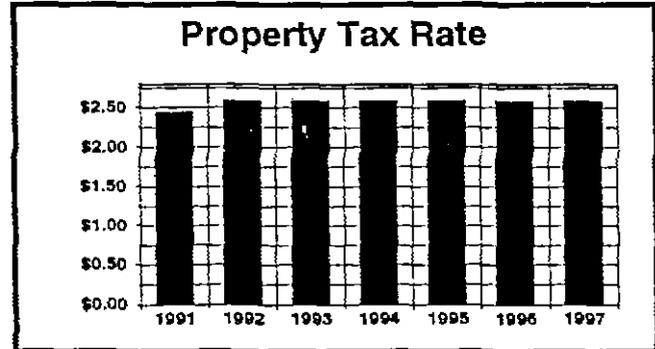


# FISCAL 1998 BUDGET SUMMARY

## Financial Indicators

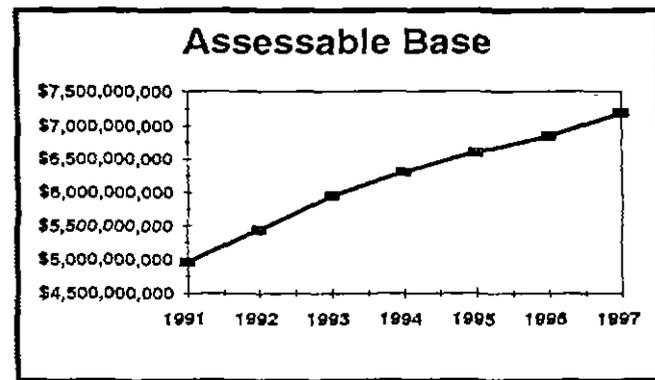
### Property Tax Rate

Fiscal Year	Rate
1991	\$2.45
1992	\$2.59
1993	\$2.59
1994	\$2.59
1995	\$2.59
1996	\$2.59
1997	\$2.59



### Assessable Base

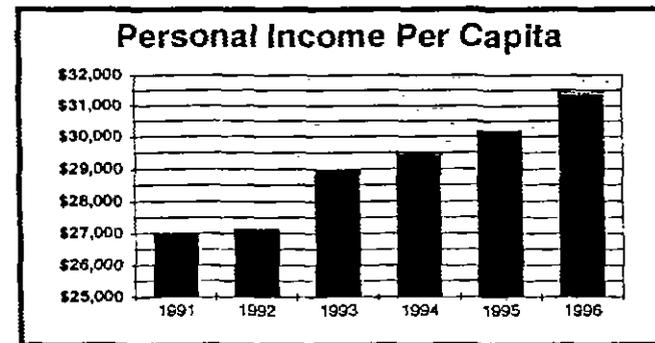
Fiscal Year	Assessable Base
1991	\$4,966,503,710
1992	\$5,438,796,720
1993	\$5,949,007,762
1994	\$6,304,297,030
1995	\$6,605,155,760
1996*	\$6,846,429,730
1997*	\$7,183,853,300



\*Estimated

### Personal Income Per Capita

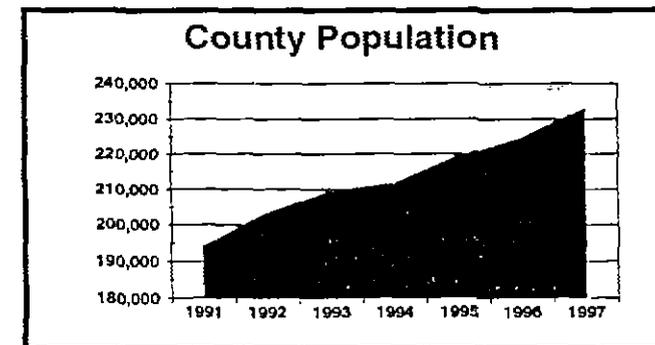
Fiscal Year	Personal Income Per Capita
1991	\$27,031
1992	\$27,152
1993	\$27,973
1994*	\$29,419
1995*	\$30,193
1996*	\$31,360



\*Estimated

### County Population

Fiscal Year	County Population
1991	194,030
1992	203,190
1993	209,345
1994	211,517
1995	219,286
1996	224,428
1997*	232,806



\*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

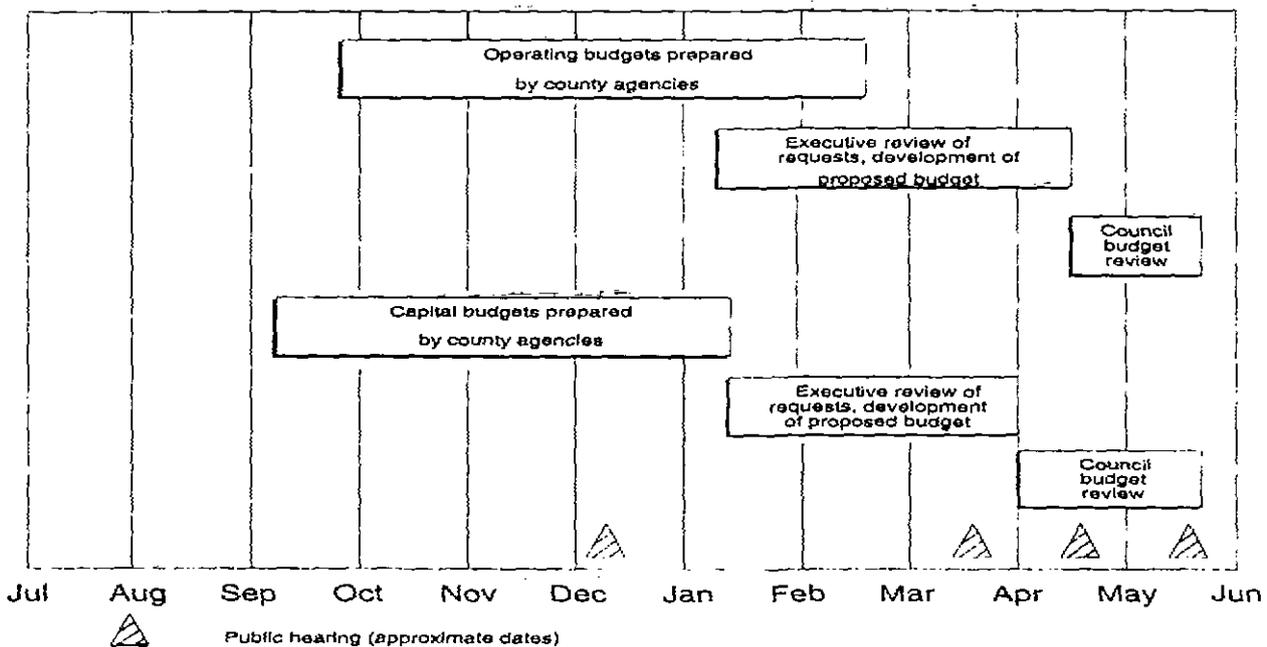
the economic and fiscal data which are indicators of the economic condition in the county and to report on its findings which shall be used as guidelines in setting revenue and spending levels for the upcoming budget.

## 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



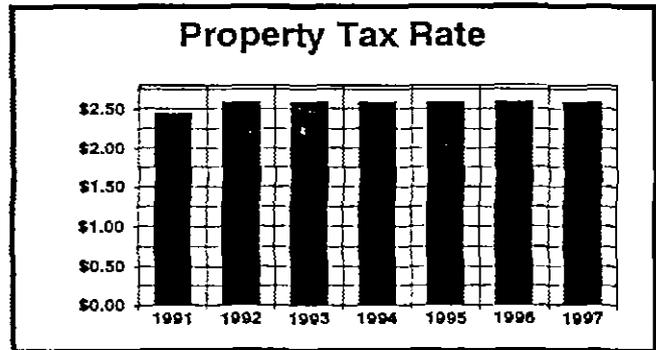
THE BUDGET PROCESS

# FISCAL 1998 BUDGET SUMMARY

## Financial Indicators

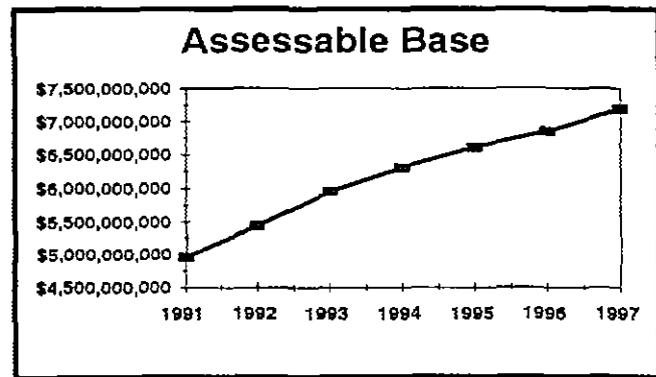
### Property Tax Rate

Fiscal Year	Rate
1991	\$2.45
1992	\$2.59
1993	\$2.59
1994	\$2.59
1995	\$2.59
1996	\$2.59
1997	\$2.59



### Assessable Base

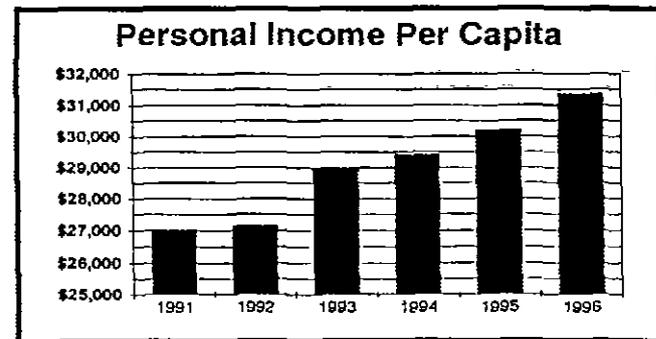
Fiscal Year	Assessable Base
1991	\$4,966,503,710
1992	\$5,438,796,720
1993	\$5,949,007,762
1994	\$6,304,297,030
1995	\$6,605,155,760
1996*	\$6,846,429,730
1997*	\$7,183,853,300



\*Estimated

### Personal Income Per Capita

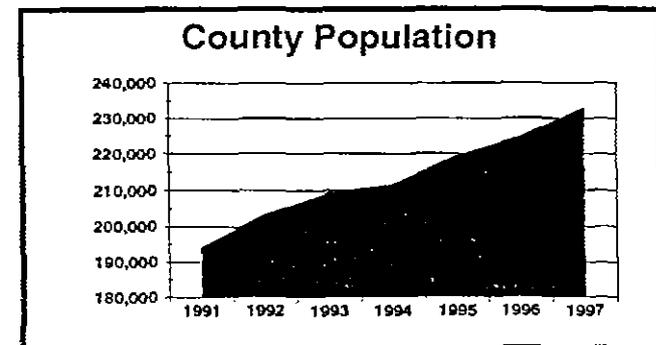
Fiscal Year	Personal Income Per Capita
1991	\$27,031
1992	\$27,152
1993	\$27,973
1994*	\$29,419
1995*	\$30,193
1996*	\$31,360



\*Estimated

### County Population

Fiscal Year	County Population
1991	194,030
1992	203,190
1993	209,345
1994	211,517
1995	219,286
1996	224,428
1997*	232,806



\*Estimated

## FISCAL 1998 BUDGET SUMMARY

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 1998 BUDGET SUMMARY

## Fiscal 1998 Operating Budget Calendar

Dates	Items
December 3, 1996	CITIZENS' BUDGET MEETING
January 10, 1997	Initial review of departmental capital budget requests. (Decide which projects go to Planning Board)
February 18, 1997	Deadline for departmental operating budget requests
March 3 - 7, 1997	Initial review of departmental operating budget requests. (Decide how to present at citizens' budget meeting)
March 4, 1997	CITIZENS' BUDGET MEETING
March 17 - 21, 1997	Meet with Dept. Directors to review budget requests
March 24 - April 7, 1997	Make final decisions on the operating budget
April 21, 1997	Deadline (70 days prior to end of fiscal year) to submit operating budget to County Council
April - May 1997	Council hearings and work sessions on capital and operating budget
June 2, 1997	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year - June 1 is a Sunday)

## Fiscal 1998 Capital Budget Calendar

Dates	Items
October 21, 1996	County agencies submit descriptive forms for new capital projects to Public Works, Bureau of Admin., for costing and coordination
November 4, 1996	Agencies submit changes to existing projects to Public Works, Bureau of Administration
December 3, 1996	Executive holds initial Citizens' Budget Meeting
December 9 - 13, 1996	Project forms complete, Public Works reviews projects with user agencies
January 6, 1997	Public Works submits capital budget requests to Chief Administrative Officer (Budget Office)
January 10, 1997	Initial review of departmental capital budget requests. (Decide which projects go to Planning Board)
January 22, 1997	Executive transmits departmental budget requests to Planning Board (By law, Feb. 1 is the deadline)
February 10, 1997	Planning Board hearing on capital budget requests
February 26, 1997	Planning board recommendations to Executive
March 3 - 31, 1997	Make final decisions on capital budget
March 4, 1997	Executive holds Citizens' Budget Meeting to review operating and capital budget requests
April 1, 1997	Deadline (90 days prior to end of Fiscal Year) for Executive to submit Proposed Capital Budget to County Council
April-May 1997	Council hearings and work sessions on capital and operating budget
June 2, 1997	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year - June 1 is a Sunday)

# 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 1998 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.

### Assessable Base

The value of all real and personal property in the County which is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

### Assessed Valuation

The valuation set upon real estate or other property by the State through its Department of Assessments and Taxation. This valuation is multiplied by the tax rates set annually by the Council to determine taxes due. Assessed value is less than market value.

### Audit(ed Expenses)

The actual amount spent in the last complete fiscal year.

## Bond Rating

An evaluation by investor advisory services indicating the probability of timely repayment of principal and interest on bonded indebtedness. These ratings significantly influence the interest rate that a borrowing government must pay on its bond issues. Howard County bonds are rated by three major advisory services: Moody's Investors Service, Standard & Poor's Corporation, and Fitch Investors Service.

## 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.

## 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.

## Capital Budget

The annual request for capital project appropriations. Project appropriations are normally for only that amount necessary to enable the implementation of the first year of the program expenditure plan. However, if contracted work is scheduled that will extend beyond the upcoming fiscal year, the entire contract appropriation is required, even if the work and expenditures will be spread over two or more fiscal years.

## Capital Improvements Program (CIP)

The comprehensive presentation of capital project expenditure estimates, funding requirements, capital budget requests, and program data for the construction of all public buildings, roads, and other facilities planned by County agencies over a six-year period. The CIP constitutes both a fiscal plan for proposed project expenditures and funding,

# FISCAL 1998 BUDGET SUMMARY

and an annual capital budget for appropriations to fund project activity during the first fiscal year of the plan.

## Capital Project

Governmental effort involving expenditures and funding for the creation, expansion, renovation, or replacement of permanent facilities and other public assets having relatively long life. Expenditures within capital projects may include costs of planning, design and construction management; land; site improvement; utilities; construction; and initial furnishings and equipment to make a facility operational.

## Chargebacks/Charges to Others

In the budget presentation, costs of services or workyears which, while shown as expenditures within an agency, are chargeable to another agency or fund.

## Collective Bargaining Agreement

A legal contract between the County Government or an agency as employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment; e.g., hours, working conditions, salaries or employee benefits.

## 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.

## Department (See Agency)

## Division (See Organization)

## Encumbrance

An accounting commitment that reserves appropriated funds for a future expenditure. The total of all expenditures and encumbrances for a department or agency in a fiscal year may not exceed its total appropriation. The commitments relate to unperformed contracts for goods or services.

## Enterprise fund

A fund used to record the fiscal transactions of government activities financed and operated in a manner similar to private enterprise, with the intent that the costs of providing goods and services, including financing, are wholly recovered through charges to consumers or users. An example is: Water & Sewer.

## 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).

## Expenses

Money budgeted and spent by the county.

## Fee

A charge for service to the user or beneficiary of the service. According to State law, charges must be related to the cost of providing the service.

## Fines

Charges levied for violation of laws, regulations, or codes. They are established through Executive Regulation as provided for in County law.

## 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.

# FISCAL 1998 BUDGET SUMMARY

## Full-time Equivalent (FTE)

A method of showing part-time positions as portions of full-time slots. An employee who works half of the regular full-time workweek in a position is shown as 0.5 FTE.

## Fund

Resources segregated for the purpose of implementing specific activities or achieving certain objectives in accordance with special regulations, restrictions, or limitations, and constituting an independent fiscal and accounting entity.

## Fund Balance

Undesignated reserves in a fund, the amount by which resources exceed the obligations of the fund. Fund balance may be measured as a percentage of revenues or expenditures.

## General Obligation (GO) Debt

Bonded debt incurred under the general obligation and backed by the full faith and credit of the County to pay its scheduled retirement of principal and interest.

## General Revenues

Money received which may be used to fund general County expenditures such as education, public safety, welfare, debt service, etc. Funds received which are restricted as to use (such as recreation) are not general revenues and are accounted for in other funds.

## 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.

## Interfund Transfer

A transfer of resources from one fund to another as required by law or appropriation. The funds are considered revenue of the source fund, not the receiving fund.

## Licenses and Permits

Documents issued in order to regulate various kinds of businesses and other activity within the community. Inspection may accompany the issuance of a license or permit, as in the case of food vending licenses or building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the related cost.

## 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.

## Rainy Day Fund

An account in which money is set aside for emergencies, such as severe revenue shortfalls, or recovery from natural disasters. In Howard County, the formal name of the rainy day fund is the Budget Stabilization Account. According to the County Charter, any surplus general funds the County has must be put into this account until it equals seven percent (7%) of the prior year's audited general fund expenditures. The Charter further states that any money in excess of that amount can only be used for *one-time expenditures*.

# FISCAL 1998 BUDGET SUMMARY

## **Real Property**

Real estate, including land and improvements (buildings, fences, pavements, etc.), classified for purposes of assessment.

## **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.

## **Risk Management**

A process used to identify and measure the risks of accidental loss, to develop and implement techniques for handling risk, and to monitor results. Techniques used may include self-insurance, commercial insurance, and loss control activities.

## **Spending Affordability Advisory Committee**

A group of Howard County citizens appointed by the County Executive to review in detail the status and projections of County revenue, expenditures and debt capacity. The task force prepares an annual report which includes revenue projections, recommended spending levels for the next fiscal year, as well as recommended levels of new County debt authorization.

# FISCAL 1998 BUDGET SUMMARY

## Reading a typical budget page

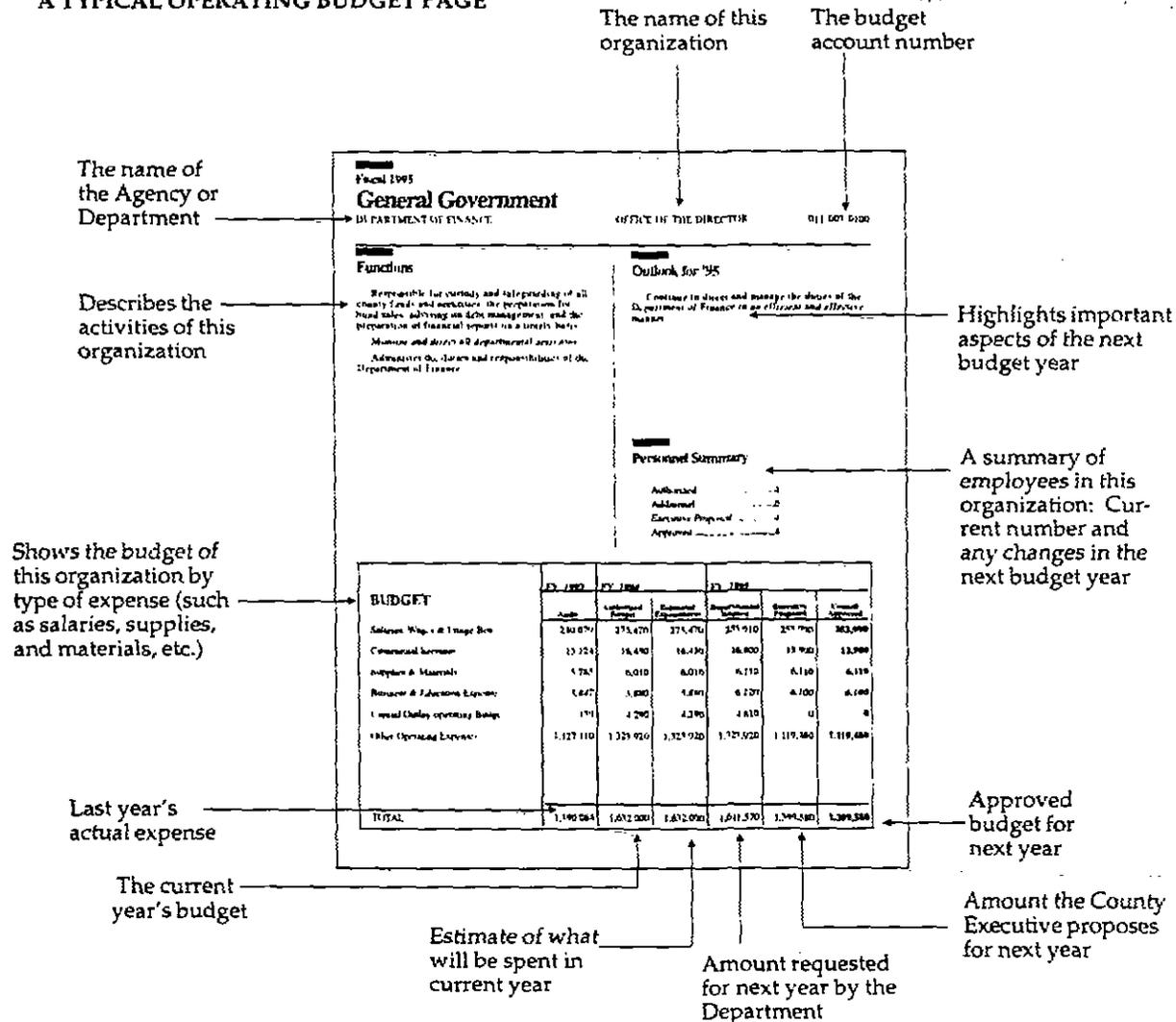
A typical county agency has several sub-units; they may be called divisions or offices, but they are all referred to as organizations in the county

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



# About the Total Budget

When the question is raised, what is the size of the budget, it is usually answered by referring to the General Fund. The General Fund is the portion of the budget where general tax revenues such as property and income taxes are collected and where general expenditures such as the County's cost for education, police, snow removal and libraries are made.

However, in recent years a larger percentage of the County's expenditures have come in what are known as special revenue funds. In these funds revenues collected are for a special purpose and can only be spent for that purpose. These funds collect and spend revenues for many essential services including fire and rescue services, trash collection and disposal, and water and sewer.

The County Operating Budget also includes a class of funds called internal service funds. They are, however, not included in this list because they spend money collected from the general and special revenue funds. The list also does not include funds that support the capital budget.

The list below includes a more accurate picture of the total County operating budget.

*For a more comprehensive review, see the All Funds Summary in Section IX, Restricted Funds, Statements.*

## THE HOWARD COUNTY BUDGET

	Audit Fiscal 1996	Estimated Fiscal 1997	Budget Fiscal 1998	Percent Change
General Fund	315,589,284	336,460,120	358,201,760	6.46%
Agricultural Land Preservation	4,308,286	15,229,316	12,484,386	(18.02%)
Community Renewal (Housing)	2,444,992	3,977,056	4,698,716	18.15%
Commercial Paper/Bond Mgt.	2,293,779	2,890,000	6,710,000	132.18%
Public Ser. Communications (Cable TV)	1,004,766	1,370,000	2,408,170	75.78%
Metro Fire & Rescue	14,596,168	15,902,080	17,323,740	8.94%
Rural Fire & Rescue	2,435,077	2,421,440	2,271,080	(6.21%)
Water & Sewer	20,699,384	20,614,614	22,106,560	7.24%
W&S Special Benefits (Debt Service)	13,055,340	13,044,689	13,452,710	3.13%
Environmental (Garbage Collection)	0	10,294,650	14,238,050	38.31%
Grants Fund	11,267,629	24,433,030	32,374,510	32.50%
Self Sustaining Recreation Programs	5,520,181	4,600,000	5,279,120	14.76%
Recreation Special Facilities (Golf)	0	1,268,850	2,164,490	70.59%
State Health Department	10,522,927	11,466,850	11,671,880	1.79%
<b>TOTAL</b>	<b>403,737,813</b>	<b>463,972,695</b>	<b>505,385,172</b>	<b>8.93%</b>

# 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 FY98 each cent of property tax generates \$728,000 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 FY98 there is an increase of 258.10 positions requested by the Public School System and a net increase of one Community College position. The County workforce includes a net of 3.12 new positions in the Department of County Administration, twenty-two new police officers and three new civilian positions in the Department of Police, twenty firefighter trainees and one new fire lieutenant in the Department of Fire and Rescue Services. The following County agencies each have one new position: State's Attorney, the Department of Finance, Circuit Court, the Department of Technology and Communication Services, the Department of Recreation and Parks and the Department of Licenses and Permits. Overall, there is a net increase of 42.33 County positions. For more details on positions see pages 33, 34 and 35 of this summary.

**Q.** *The FY 1998 budget has increased by \$21,741,640. How were these new dollars allocated in the budget?*

**A.** Forty-six percent of the new dollars will go to the Board of Education, the Community College and their related debt service.

Twenty-one percent of the increase is from excess surplus in the Rainy Day Fund and has been allocated to paygo expenses to pay for the landfill remediation projects. Sixteen percent has been allocated to fund the implementation of the Human Resources Study and is included in the contingency reserve.

Nine Percent of the increase will pay for the increase in recycling costs and increases to the storm water management system.

Five percent is for the Police Department for the 22 new police officer positions proposed in the budget.

Three percent covers all of the other increases in the proposed budget.

**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 FY97 at a rate of \$2.59 and for FY98 with the same rate. On average residential assessments increased by 2% this year. That reassessment is reflected in the taxes paid for FY98.

Home Value	Taxes FY97	Taxes FY98	Diff.
\$150,000	\$1,554	1,585	\$31
\$180,000	\$1,865	1,901	\$37
\$200,000	\$2,072	2,113	\$41

**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

# FISCAL 1998 BUDGET SUMMARY

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 1998 budget, the amount needed for the Rainy Day Fund is based on the audited expenditures for FY 1996. Seven percent of that amount is \$22,934,556. This amount was achieved when the surplus was \$276,976 in excess of what was needed to achieve this level. In FY 1997 the County expects to generate a surplus that will be approximately \$4 million more than is needed to keep the Rainy Day Fund at the optimal level. Consequently, that \$4 million has been appropriated to the FY98 Capital Budget for landfill remediation costs.

**Q. What funds are in the budget to implement the Human Resources Personnel Classification Study?**

**A.** This budget includes \$3,400,000 in the Contingency Reserve that has been allocated to implement the results of the study when they are adopted by the County. Included in this amount are funds to: compensate employees who move from a 35 hour work week to a 40 hour work week; to slot all employees into the new pay plan and to insure that all employees receive a minimum \$600 dollar increase in the FY98 budget.

**Q. What are the county tax rates for FY98?**

**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 FY98 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 FY97)

**Rural District - 19 cents**  
(same rate as FY97)

**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 FY98?**

**Landfill Fees**

Broken paving, stone or brick - \$30 per ton (was \$12 in FY97)

Recyclable yard/wood waste - \$25 per ton (was \$35 in FY97)

**Refuse Collection Charges**

Residential & Commercial - \$125 per year, 1 collection/wk (No change in rate, but the 1 collection/wk applicable also to Ellicott City area)

**Utility Construction Permits**

Increase annual blanket permits  
From \$10,000 to \$12,000 (gas/electirc utility)

From \$3,000 to \$3,600 (Telephone Utility)  
From \$1,000 to \$1,200 (Cable TV)

Increase repair & maintenance no blanket permits & new construction blanket permits: From \$50 to \$75

**Weekend Prisoner Charge**

From \$9/day to \$10/day

**Animal Control Fees - Increase**

From \$0 to \$5 (flea treatment)

From \$0 to \$2 (small animal carrier)

From \$25 to \$40 (small trap deposit)

**Front Foot Benefit Charges**

\$0.81 for water and \$1.13 for sewer  
(same rates as FY97)

Rates shown are first 150 feet residential properties

# FISCAL 1998 BUDGET SUMMARY

## **In Aid of Construction Charges**

Water: \$600; Sewer: \$600  
(same rates as FY97)

## **Water Use Charges**

\$0.76/ 100 cu. ft. of water used  
(same rate as FY97)

## **Sewer Use Charges**

\$1.31/100 cu.ft.  
(same rate as FY97)

## **Water & Sewer Connection Charges**

\$1,530 for 5/8" water meter  
(same rate as FY97)

\$1,550 for 3/4" water meter  
(same rate as FY97)

\$1,950 for 4" or 6" sewer  
(same rate as FY97)

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

\$72,000 / acre foot  
(same rate as FY97)

## **Solicitor & Peddler**

Annual ID - \$100

ID with "Code of Ethics Exemption" - \$50  
(Same rates as FY97)

## **Registration Fee for Towing Companies**

Annual fee \$150  
(Same rate as FY97))

**Q. *What organizational changes have been made in county agencies for FY98?***

**A.** For this fiscal year no formal organizational changes have been requested. However, the costs associated with HATS (Howard Area Transit System), the County's transportation system, has been moved from the Grant-in-Aid section to a separate account since the program is no longer operated through the Grant-in-Aid process.

# FISCAL 1998 BUDGET SUMMARY

How  
the  
budget  
is funded



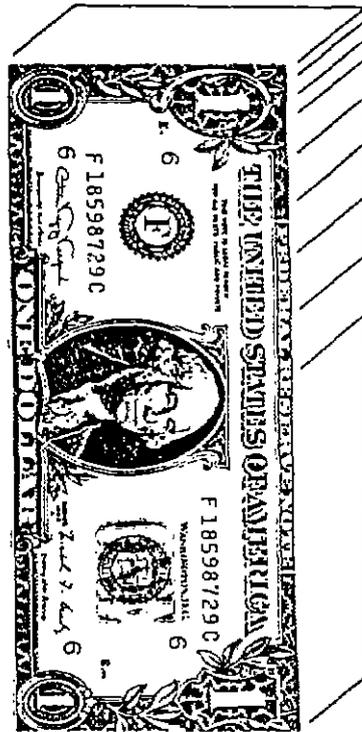
- 1.1% Prior Year
- 1.1% Licenses and Permits
- 1.0% Revenue from Other Agencies
- .9% Interest Income
- Use of Money
- 3.0% Other Local Taxes
- 2.8% Interfund Reimbursements
- 1.5% Charges for Services
- 2.5% State Shared Taxes
- 33.5% Income Taxes
  
- 52.6% Property Taxes

## REVENUE SUMMARY

	Audit Fiscal 1996	% Increase (Decrease)	Approved Fiscal 1997	% Increase (Decrease)	BUDGET 1998
Prior Years Funds	325,659	(100%)	0	100%	4,000,000
Property Taxex	174,168,214	4.1%	181,362,649	3.9%	188,491,808
Income Taxex	106,717,196	3.6%	110,510,340	8.5%	119,900,000
Other Local Taxes	10,110,102	(1.5%)	9,955,000	7.7%	10,720,000
State Shared Taxes	8,076,723	(3.2%)	7,820,000	16.9%	9,138,059
Licenses & Permits	3,500,610	1.7%	3,561,770	7.6%	3,834,050
Revenue from Other Agencies	3,624,550	(5.9%)	3,410,330	6.1%	3,616,730
Charges for Services	7,909,944	(35.4%)	5,106,300	6.8%	5,457,000
Interest, Use of Money / Fines	6,529,429	(53.6%)	3,028,473	2.8%	3,114,650
Interfund Reimbursements	8,590,714	36.2%	11,705,258	(15.2%)	9,929,463
<b>TOTAL</b>	<b>329,553,141</b>	<b>2.1%</b>	<b>336,460,120</b>	<b>6.5%</b>	<b>358,201,760</b>

# FISCAL 1998 BUDGET SUMMARY

How  
the  
budget  
is spent



- 1.6% Recreation & Parks
- 2.4% Legislative/Judicial
- 3.2% Community College
- 4.8% Human Services
- 10.9% Debt, Reserves, etc.
- 5.0% General Government
- 7.0% Public Works/Inspections,  
Licenses & Permits
- 8.7% Public Safety

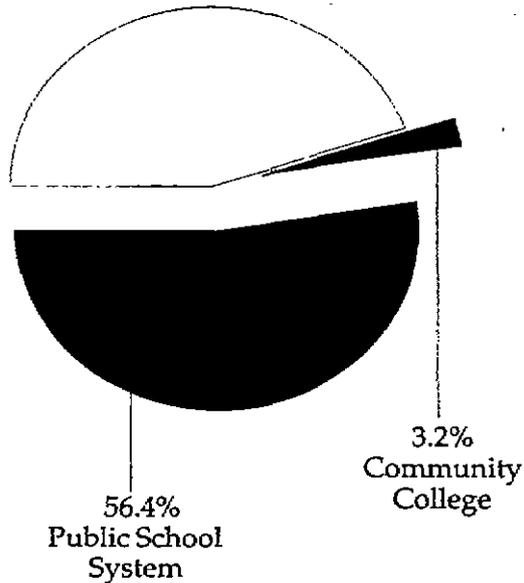
56.4% Public School System

## APPROPRIATION SUMMARY

	Audit Fiscal 1996	% Increase (Decrease)	Approved Fiscal 1997	% Increase (Decrease)	BUDGET 1998
Public School System	182,346,958	6.08%	193,441,540	4.45%	202,052,630
Community College	10,826,963	.67%	10,899,8900	4.41%	11,380,040
Public Safety	30,157,650	.74%	30,380,600	2.78%	31,225,620
Public Works/Inspections	22,512,148	2.69%	23,116,900	8.67%	25,120,940
Human Services	17,016,034	(.92%)	16,860,010	-2.01%	17,198,070
Recreation & Parks	5,245,869	(.23%)	5,233,780	11.24%	5,822,290
General Government	15,912,846	13.08%	17,994,680	(.82%)	17,847,180
Legislative/Judicial	8,668,560	1.58%	8,805,840	(2.78%)	8,560,860
Capital Expense, Debt Service & Reserves	22,902,256	29.8%	29,726,880	31.17%	38,994,130
<b>TOTAL</b>	<b>315,589,284</b>	<b>6.61%</b>	<b>336,460,120</b>	<b>6.46%</b>	<b>358,201,760</b>

## Education

59.6% of the County's operating budget is dedicated to providing quality education for its residents.



## Outlook for '98

### Public School System

#### Funding included for...

- Accommodating an expected 1,600 new students
- Opening three new schools and the Technology Magnet Applications and Research Laboratory
- New staff, including teachers, principals, classroom assistants, custodians, guidance counselors, and health assistants
- Equipping new schools which will open in September 1998
- Employee salary increases
- Increased security coverage for schools
- Elementary school lunchroom/recess monitors
- Beginning an eight-year effort to upgrade all media centers collections to the 1997 average media collection size.

### Community College

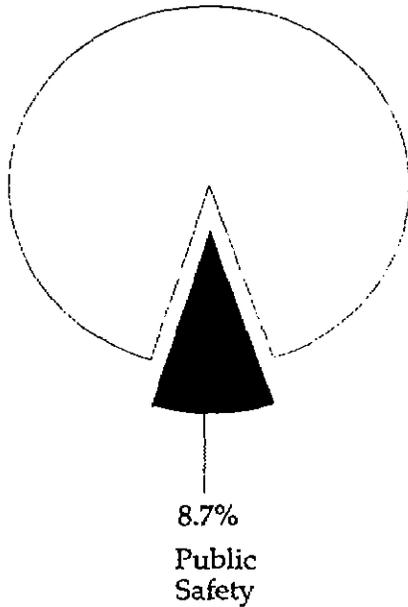
#### Funding included for...

- Additional faculty positions
- Expanded hours for student recruitment, library opening and computer maintenance
- Outcomes assessment projects in the instructional area
- Local match for federal workstudy revenues
- Internet access and other telecommunication supplies

	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
Howard County Public School System	177,425,140	184,605,140	4.0%
Debt Service	15,016,400	17,447,490	16.2%
Pay-as-you-Go	1,000,000	0	(100.0)%
<b>Sub-Total</b>	<b>193,441,540</b>	<b>202,052,630</b>	<b>4.5%</b>
Community College	9,709,250	10,149,080	4.5%
Debt Service	1,190,640	1,230,960	3.4%
<b>Sub-Total</b>	<b>10,899,890</b>	<b>11,380,040</b>	<b>4.4%</b>
<b>TOTAL</b>	<b>204,341,430</b>	<b>213,432,670</b>	<b>4.4%</b>

## Public Safety

The second largest portion of the budget, 8.7%, is reserved for protecting the lives and property of county residents.



## Outlook for '98

### Police

Funding included for...

- Partial year funding for 22 police officer positions
- 11 additional police vehicles
- Two records clerks and one animal handler position

### Fire

Funding included for...

- Partial year funding for 20 fire fighter positions
- Repairs and upgrades to volunteer and county stations
- Full-year funding for positions partially funded in FY97

### Corrections

Funding included for...

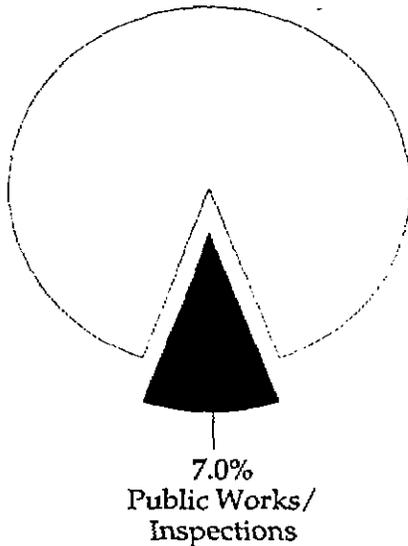
- Overtime for staff training on the new Tiburon Jail Management Program
- Increased supplies and materials due to a 23% increase of processed inmates

	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
Police Department	24,123,630	25,314,790	4.1%
Fire Administration	104,890	0*	(100.0)%
Fire Districts*	19,720,590*	20,050,720*	1.7%*
Corrections	6,152,080	6,110,830	(0.7)%
<b>TOTAL</b>	<b>30,380,600</b>	<b>31,425,620</b>	<b>2.8%</b>

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

## Public Works/Inspections

Public facilities and services such as recycling, road maintenance, water and sewer service and building inspections constitute 7.0% of the budget.



	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
<b>Public Works</b>			
General Fund	19,583,100	21,403,770	9.3%
Water & Sewer Fund*	21,512,430*	22,106,560*	2.8%*
Environ. Svcs Fund*	10,294,650*	12,947,220*	25.8%*
<b>Sub-Total</b>	<b>19,583,100</b>	<b>21,403,770</b>	<b>9.3%</b>
Licenses & Permits	3,533,800	3,717,170	5.2%
<b>TOTAL</b>	<b>23,116,900</b>	<b>25,120,940</b>	<b>8.7%</b>

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

## Outlook for '98

### Public Works

Funding included for...

- Stormwater management
- Increased interfund reimbursement for recycling
- Major, routine and emergency building maintenance
- Contractual assistance for snow removal
- Full-year funding for waste export
- Cost increase for recyclables processing
- Cost increase for environmental services prorata

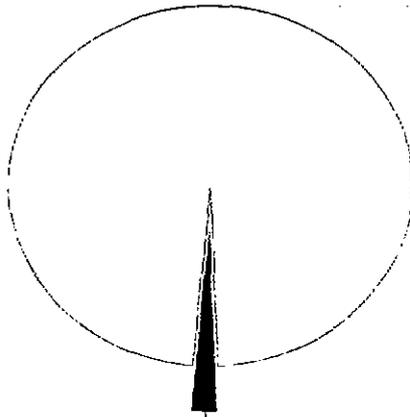
### Inspections, Licenses & Permits

Funding included for...

- Disability leave conversion
- Overtime for inspections outside of normal working hours
- Increased cost for private vehicle mileage reimbursement
- One additional Permit Clerk position and relevant operating expenses to implement the cat licensing legislation

## 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.



1.6%  
Recreation  
&  
Parks

	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
General Fund	5,233,780	5,822,290	11.2%
Self-Sustaining Fund*	6,226,990*	5,279,120*	(15.2)%*
Recreation Special Facilities*	1,482,090*	1,302,250*	(12.1)%*
<b>TOTAL</b>	<b>5,233,780</b>	<b>5,822,290</b>	<b>11.2%</b>

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

## Outlook for '98

### Recreation and Parks

Funding included for...

- Renovations/improvements to fields
- Youth and senior subsidies for fees
- New park maintenance
- Continued operation and maintenance of recreation and parks facilities

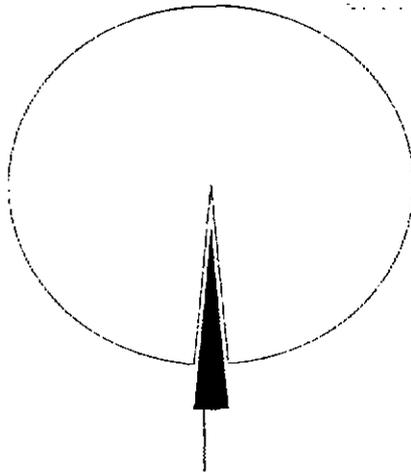
### Recreation Special Facilities

Funding included for...

- Full-year operation and maintenance costs
- Payment of debt service related to the facility

## Legislative & Judicial

*Making laws, maintaining justice, and operation of the county court system accounts for 2.4% of the total budget.*



2.4%  
Legislative  
&  
Judicial

	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
Legislative	1,753,000	1,667,480	(4.9)%
Circuit Court	1,605,770	1,587,980	(1.1)%
Orphan's Court	32,780	34,380	4.9%
State's Attorney	2,729,140	2,771,550	1.6%
Sheriff's Office	1,942,050	1,980,290	2.0%
Board of Elections	743,100	519,180	(30.1)%
<b>TOTAL</b>	<b>8,805,840</b>	<b>8,560,860</b>	<b>(2.8)%</b>

## Outlook for '98

### Legislative

#### Funding included for...

- Reduction of one auditor position from full-time to part-time status
- Elimination of the part-time position and addition of a contract employee in the Board of Appeals
- Transfer of the responsibility for Grants-in-Aid and the Department of Libraries audits to those organizations

### Circuit Court

#### Funding included for...

- Increased county matching due to an additional senior clerk and expanded hours of the existing part-time deputy sheriff in the Child Support Enforcement grant

### Orphan's Court

#### Funding included for...

- Increase in compensation for Orphans Court judges as provided by House Bill 776

### State's Attorney

#### Funding included for...

- A new investigator position
- Increase in professional services for blood tests

### Sheriff

#### Funding included for...

- County matching funds for the new Juvenile Options Program grant
- New model of uniforms

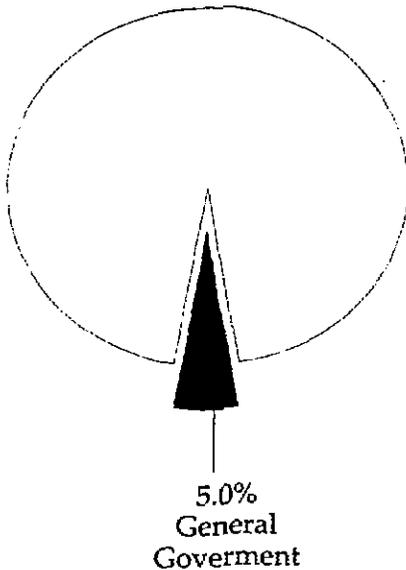
### Board of Elections

#### Funding included for...

- Temporary personnel to prepare for the September 1998 primary elections (FY99)
- Significant budget reduction as there are no elections in FY98

## General Government

5.0% of the overall budget goes toward the daily operation of county government which is shared by a number of different departments.



	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
County Executive	391,020	402,940	3.0%
County Administration	4,767,200	4,975,040	4.4%
Finance	3,957,970	3,958,730	0.0%
Office of Law	1,459,880	1,470,110	0.7%
Planning & Zoning	3,250,280	3,299,660	1.5%
Technology & Communication Services	3,642,630	3,141,020	(13.8)%
Economic Development Authority	525,700	599,680	14.1%
<b>TOTAL</b>	<b>17,994,680</b>	<b>17,847,180</b>	<b>(0.8)%</b>

## Outlook for '98

### County Administration

#### Funding included for...

- A records management program which will use digital imaging to electronically move documents to the desktop
- Major rewrite of the County's computerized budget system
- Implementation and administration of the new Human Resources system

### Law

#### Funding included for...

- Continuation of the current level of legal services

### Planning & Zoning

#### Funding included for...

- Continuation of the current level of service to the public
- Management of the County transit operation

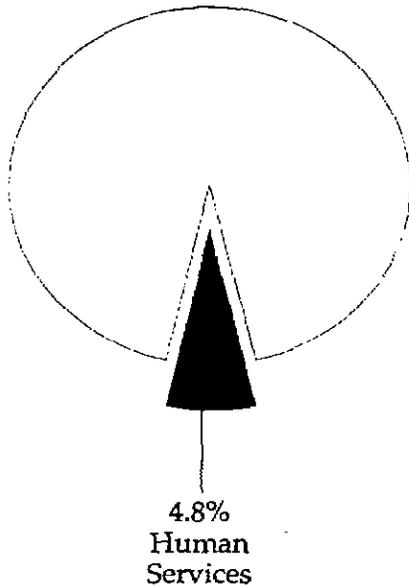
### Technology & Communication Services

#### Funding included for...

- Continued support for county information services systems
- Ongoing development and implementation of the geographical information system (GIS)
- Full-year funding for one partial year position approved in FY97 and one new position in FY98
- Upgrades to cable equipment for Howard Community College and the Public School System

## Human Services

*The special needs of county citizens are addressed by a 4.8% portion of the budget which is used to provide services that help improve the quality of life for all.*



	Fiscal Year 1997	Fiscal Year 1998	% Increase (Decrease)
Citizen Services	2,120,650	2,193,150	3.4%
Health & Mental Hygiene	3,341,640	3,341,640	0.0%
Social Services	318,560	330,960	3.9%
Cooperative Extension	220,520	244,250	10.8%
Soil Conservation	393,550	416,170	5.7%
Libraries	7,110,660	7,234,710	1.7%
Grants-In-Aid	2,544,870	2,610,710	3.3%
Transportation Svs.	809,560	809,560	0%
<b>TOTAL</b>	<b>16,860,010</b>	<b>17,198,070</b>	<b>2.1</b>

## Outlook for '98

### Citizen Services

Funding included for...

- Continued administration and management of comprehensive human services programs
- Operation of the Consumer Affairs Office
- Operation and management of the Office on Aging and support of associated grant programs
- Continuation budgets for the Commission on Aging, Women's Commission, Disabilities Issues Commission and the Consumer Affairs Advisory Board

### Grants-In-Aid

Funding included for...

- Continuation of support for local human service agencies
- Continuation of support for county and regional arts institutions
- Support for Howard County Tourism Council and Historic Ellicott City

### Social Services

Funding included for...

- Automation, contractual staff, and foster care supplements
- Staff incentive program

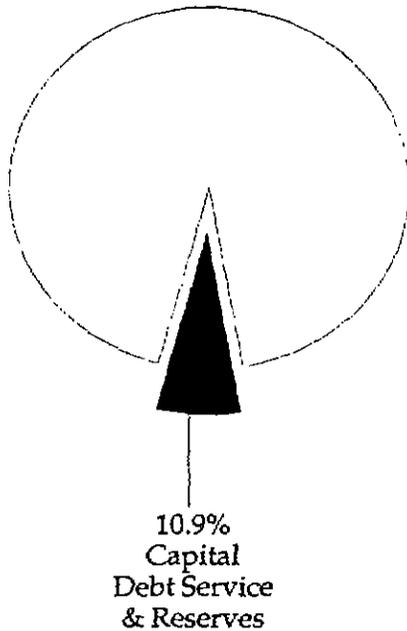
### Cooperative Extension

Funding included for...

- Office lease increase
- Cost for telephone voice mail
- Increase in County contributions towards a Master gardener position

## 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 1997	Fiscal Year 1998	% Increase (Decrease)
Capital Expenses (Pay-as-you-go)	4,000,000	9,500,000	137.5%
County Debt Service*	24,463,880	24,694,130	(0.8)%
Contingency Reserve	1,188,000	4,600,000	287.2%
Employee Tuition Reimbursement	75,000	75,000	0.0%
Gain Sharing	0	125,000	100.0%
<b>TOTAL</b>	<b>29,726,880</b>	<b>38,994,130</b>	<b>31.2%</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 '98

### Debt Service

Funding included for...

- Debt payment on non-education bonds

### Pay-as-you go Funds

Funding included for...

- Road Resurfacing
- Water hookups at Alpha Ridge
- Funding from excess surplus for landfill remediation projects

### Contingency Reserve

Funding included for...

- Implementation of unforeseen events or emergencies
- Human Resources Study
- Red Light Running Program when authorized

# FISCAL 1998 BUDGET SUMMARY

## Employee Information

### Summary of Employees by Department/Agency

Department/ Agency	Actual Fiscal 1996	Budgeted Fiscal 1997	Proposed Fiscal 1998	Change Fiscal 1997/ 1998
Board of Education (Requested)	4,356.50	4,583.3	4,841.4	258.10
Howard Community College	<u>270.08</u>	<u>272.09</u>	<u>273.09</u>	<u>1</u>
<b>Sub-total Education</b>	<b>4,626.58</b>	<b>4,855.39</b>	<b>5,114.49</b>	<b>259.10</b>
Libraries	187.00	181.50	180.5	(1)
Health Department	<u>180.80</u>	<u>175.70</u>	<u>172.4</u>	<u>(3.30)</u>
<b>Sub-total Other Agencies</b>	<b>367.80</b>	<b>357.20</b>	<b>352.90</b>	<b>(4.3)</b>
County Executive	6	6	6	0
County Administration	155.53	156.3	159.42	3.12
Dept. of Finance	55	50	51	1
Office of Law	21.43	21.43	21.43	0
Dept. of Planning & Zoning	62	60.48	60.48	0
Dept. of Police	420.2	418.19	443.19	25
Sheriff's Dept.	48	48	48	0
Dept. of Fire & Rescue Services	251	259	280	21
Dept. of Corrections	118	118	118	0
Dept. of Recreation & Parks	274	272	266	(6.0)
Dept. of Public Works	404.17	379.97	374.18	(5.79)
Soil Conservation	7	7	7	0
Cooperative Extension	1.86	1.86	1.86	0
Dept. of Citizen Services	64.8	60.7	60.7	0
County Council	30.57	28.22	27.72	(.5)
Circuit Court	28	26	27.5	1.5
State's Attorney	57.97	55.97	56.97	1
Dept. of Inspections, Licenses and Permits	65	63	64	1
Dept. of Social Services	1	1	1	0
Dept. of Technology and Communication Services	105.5	106.5	107.5	1
<b>Sub-total County Government Employees</b>	<u><b>2,177.03</b></u>	<u><b>2,139.62</b></u>	<u><b>2,181.95</b></u>	<u><b>42.33</b></u>
<b>TOTAL</b>	<b>7,171.41</b>	<b>7,352.21</b>	<b>7,649.34</b>	<b>297.13</b>

# FISCAL 1998 BUDGET SUMMARY

## New Positions

Department	Position
Finance	Accountant III
Circuit Court	Senior Clerk
State's Attorney	Investigator
Police	Animal Handler Senior Clerk Police Records Clerk Police Officer (22)
Fire and Rescue Services	Fire Lieutenant Firefighter Trainee (20)
County Administration	Records Supervisor Investigative Agent I Community Worker Associate I Accountant I
Technology and Communication Services	Computer Programmer/ Analyst
Recreation and Parks	Program Coordinator
Inspections, Licenses and Permits	Permit Clerk

# FISCAL 1998 BUDGET SUMMARY

## New Positions/Other Agencies

Department	Position	
Board of Education (Requested) *	Secretary	1.0
	Resource Teacher	1.0
	Classroom Teacher	113.4
	Media Specialist	3.0
	Guidance Counselor	4.0
	Media Assistant	3.0
	Instructional Assistant	11.0
	Lab Assistant	1.5
	Specialists - Parent Liaison	1.0
	Investigator	1.0
	Health Assistant	3.0
	Custodian	11.0
	Maintenance Worker	5
	Materials Handler	1.0
	Electronics Maint. Worker	2.0
	Grounds Worker	3.0
	Principal	3.0
	Assistant Principal	6.0
	Career Specialist	1.0
	Manager, Media Tech	1.0
	Dispatcher	2.0
	Secretary	18.0
	Assistant Principal - Special Education	1.0
	Special Education Teacher	28.0
	Occup/Physical Therapist - Special Education	1.0
	Speech Pathologist - Special Education	5.0
	Instructional Assistant - Special Education	24.0
Psychologist - Special Education	.2	
Account Clerk	1.0	
Cafeteria Staff (est. FTE)	8.2	
Howard Community College**	Faculty	2.0
	Professional	3.0

\* Does not reflect 11.80 existing grant positions or the reduction of 18 positions.

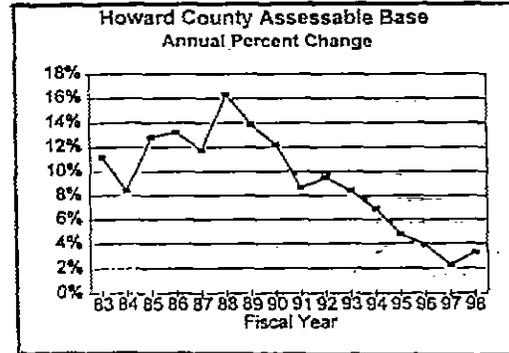
\*\* Does not reflect the reduction of 4 positions

# 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 86% of the total. The performance of these two revenues in large measure determines the health of the budget.

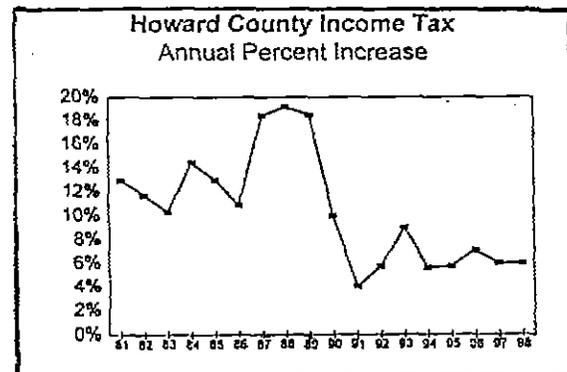
## Property Tax

The property tax makes up about 53% 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 1998 the assessable base is projected to grow by only 2% from reassessments. As the following chart shows, percentage increases in the assessable base peaked in Fiscal Year 1988 and have fallen since then. While the rate of increase turned up for the first time in six years it should stabilize at the rate for the next several years. 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 6% increase in income tax revenue for Fiscal Year 1998.



██████████

## State Revenues

State revenue as a major source has largely disappeared from the general fund of the county. All undesignated state revenues have been eliminated. Only highway gas tax funds and state aid for police protection remain. State funding for education has increased, however those funds go directly to the Board of Education and are not received by the general fund.

██████████

## Other Revenues

The other revenues of the county are made up of charges for services provided to individuals or businesses and license and permit fees largely as a part of the development process. The implementation of the adequate facilities process in the county has acted to stabilize the amount of revenue received from these sources. As the level of development stabilizes, the revenue generated by that process will not continue to increase unless a rate increase occurs. No significant rate increases in charges or fees are included as part of this budget.

Fiscal 1998

# 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.

Excess Surplus From the Rainy Day Fund -- The County Charter requires that the County maintain a reserve account known as the "Rainy Day Fund." The Charter further requires that any surplus generated must go to this account until it equals seven percent of the prior year's audited

expenditures. The Charter then states that any surplus in excess of that amount may be used for paygo capital or one time expenditures. The county estimates that it will generate a surplus \$4 million greater than the amount needed to maintain the Rainy Day Fund at the 7% level. This account receives that excess amount from the fund balance.

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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Board of Education Prior Year Funds	325,650	0	0	0
Other	345,439	0	0	0
Excess Surplus	0	0	0	4,000,000
TOTAL	671,098	0	0	4,000,000

Fiscal 1998

# 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 1998. 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Real, Personal and Corporate	176,080,702	183,038,076	184,887,873	189,897,208
Payment in Lieu of Taxes--Hopkins	328,132	341,257	330,220	336,600
Payment in Lieu of Taxes--Housing	(216,922)	(157,724)	(355,500)	(350,000)
Additions and Abatements	(230,973)	(332,800)	(332,800)	0
Interest on Taxes	628,923	780,000	510,000	575,000
Tax Sale Revenue	156,253	0	0	0
<b>TOTAL</b>	<b>176,746,115</b>	<b>183,668,809</b>	<b>185,039,793</b>	<b>190,458,808</b>



Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Local Income Tax Surcharge	106,717,196	110,510,340	113,120,000	119,900,000
Admissions & Amusement Tax	1,101,071	1,100,000	1,000,000	1,000,000
Local Recordation Tax	7,045,210	6,800,000	7,200,000	7,540,000
Mobile Home Tax	549,637	540,000	560,000	580,000
Hotel/Motel Tax	1,414,184	1,515,000	1,515,000	1,600,000
TOTAL	116,827,298	120,465,340	123,395,000	130,620,000

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Franchise Tax	865	0	0	0
Highway Users Tax	8,008,437	7,700,000	8,200,000	9,013,059
Auto Filing Fees	0	60,000	60,000	60,000
Recordation Tax (State)	57,698	30,000	30,000	35,000
State Transfer Tax	9,723	30,000	162,000	30,000
TOTAL	8,076,723	7,820,000	8,452,000	9,138,059

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Beer and Wine License Fee	146,705	136,000	136,000	137,500
Distilled Spirits License Fee	9,300	6,500	6,500	8,500
Traders' License	377,169	375,500	375,500	375,000
Building Permits	1,720,604	1,700,000	1,680,000	1,850,000
Electrical Licenses	104,580	24,000	30,000	100,000
Electrical Permits	272,981	425,000	350,000	425,000
Plumbing Permits	718,269	730,000	650,000	725,000
Plumbing/Gas Registration	3,080	4,200	5,000	4,200
Mobile Home Permits	8,100	8,870	8,870	8,750
Sign Permits	19,291	20,000	16,500	20,000
Animal Licenses	56,433	62,580	62,580	62,500
Cat Licenses	0	0	0	50,000
Marriage Licenses	8,210	8,500	8,000	8,000
Marriage Lic., Domestic Violence Surcharge	41,050	41,720	41,720	41,500
Peddlers' & Solicitors' Licenses	7,385	8,400	8,400	8,000
Other	4,194	5,500	6,500	6,500
Building Reinspection	1,937	2,500	1,600	2,100
Building Extensions	1,322	2,500	2,500	1,500
<b>TOTAL</b>	<b>3,500,610</b>	<b>3,561,770</b>	<b>3,389,670</b>	<b>3,834,050</b>

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Civil Defense Reimbursement	23,762	25,000	25,000	25,000
Dept. of Human Resources (State's Attorney)	364,249	312,900	315,000	325,000
State Aid for Police Protection	2,249,100	2,312,100	2,312,100	2,477,000
Soil Conservation	31,446	30,000	30,000	30,000
911 Reimbursement	710,306	620,000	620,000	650,000
Howard County Social Services	53,730	50,600	50,600	50,000
Community College Debt Service	58,275	59,730	59,730	59,730
Board of Education Telephone Debt Service	104,380	0	0	0
TOTAL	3,624,550	3,410,330	3,412,430	3,616,730

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Finance Payroll Services	19,796	37,300	20,000	20,000
Sale of Maps and Publications	22,980	15,000	15,000	19,500
Civil Marriages	6,570	6,000	6,000	6,000
Tax Lien Certifications	168,229	230,000	175,200	200,000
Planning and Zoning Fees	756,835	700,000	730,000	760,000
House Type Revision Fees	52,485	53,000	53,000	50,000
IRB and MIDFA Application Fees	3,000	3,000	3,000	3,000
Rental Housing Inspection Fee	630,940	380,000	340,000	650,000
Development Review Fees	1,223,616	1,100,000	1,170,000	1,190,000
Development Specification Fees	16,720	20,000	20,000	16,000
Development Overhead Fees: Water & Sewer	795,140	450,000	500,000	470,000
Private Water & Sewer Inspection Fees	8,591	11,000	11,000	10,000
Topographic Maps	10,456	8,500	8,500	8,000
Police Record Check	52,024	51,000	60,000	53,000
Police Vehicle Storage	2,000	5,000	3,600	5,000
Master in Chancery Fees	26,565	22,000	18,000	20,000
Sheriff Fees	259,083	270,000	270,000	270,000
Boarding of Prisoners	1,212,925	1,345,000	1,412,000	1,404,000
Other	263,188	32,500	30,500	37,500
Recreation and Parks Program Fees	74,898	200,000	75,000	80,000
Use of County Landfill	2,114,813	0	0	0
Parking Meter Revenue	6,681	8,000	17,000	17,000
Private Roads Reimbursement	28,359	29,000	29,000	25,000
Snow Removal Fees	107,500	100,000	100,000	100,000
Subdivision Process Fees	46,550	30,000	36,000	43,000
<b>TOTAL</b>	<b>7,909,944</b>	<b>5,106,300</b>	<b>5,107,300</b>	<b>5,457,000</b>

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Interest on Investments	5,688,629	1,600,000	2,000,000	1,800,000
Installment Interest	12,677	15,800	15,800	15,000
Clerk of the Court Interest	71,841	30,000	30,000	30,000
Golf Course Interest	0	0	0	0
Rental of Property	0	10,000	0	0
Sale of Property and Equipment	2,506	50,000	2,000	5,000
Other	62,996	499,473	499,473	500,000
Concessions	29,122	32,000	32,000	30,000
Savage Mill Interest Payment	0	0	0	78,100
TOTAL	5,867,771	2,237,273	2,579,273	2,458,100

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Parking Violation Citations	154,186	352,800	280,000	284,500
Animal Control Civil Penalties	68,981	55,000	75,000	65,000
Court Fines	73,279	82,000	82,000	65,000
Fines/Forfeitures	8,169	45,000	20,000	230,000
Other Fines	3,954	1,300	4,300	4,300
Civil Offenses	7,650	255,100	7,750	7,750
<b>TOTAL</b>	<b>316,219</b>	<b>791,200</b>	<b>469,050</b>	<b>656,550</b>

Fiscal 1998

# 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 1996	Budget FY 1997	Estimated FY 1997	Budget FY 1998
Public Service Communications Fund	65,000	79,108	79,108	79,108
Agricultural Land Preservation Fund	134,000	101,790	101,790	88,510
Fire Department Utilities	0	0	0	0
Street Light District Fund	35,435	40,000	40,000	40,000
Self-Insurance Funds	211,595	271,900	271,900	271,900
Water & Sewer Pro Rata Shares	2,235,101	2,357,840	2,357,840	3,036,527
DPW Developer Projects Pro Rata Share	81,272	92,000	92,000	95,000
General Capital Projects Pro Rata Share	846,648	950,000	950,000	950,000
Community Renewal Debt Interfund	1,045,580	1,082,410	1,082,410	1,198,410
Fire Debt Service Interfund	448,900	562,710	562,710	527,490
Recreation & Parks Debt Service Interfund	2,600,000	2,600,000	2,600,000	2,016,568
Return from BAN Management Fund	0	900,000	900,000	700,000
LGIT Debt Service Interfund	54,316	265,600	265,600	265,600
Return from Health Fund	426,867	818,000	818,000	0
Rec. Fund Self-Sustaining Fund Pro Rata Share	406,000	470,000	0	0
Solid Waste Fund Pro Rata Share	0	613,900	613,900	660,350
<b>TOTAL</b>	<b>8,590,714</b>	<b>11,705,258</b>	<b>11,335,258</b>	<b>9,929,463</b>

# 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 1998 the county has budgeted debt service payments of \$43,372,580 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 projected revenues. That evaluation made it clear that the county must hold new bond authorizations close to \$25 million each year. Consequently this proposal requests \$26.04 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 1998 BUDGET SUMMARY

March 27, 1997

Dennis Schrader, Chairman  
Howard County Council  
George Howard Building  
3430 Courthouse Drive  
Ellicott City, Maryland 21043

Dear Mr. Schrader:

Again this year, I am pleased to submit my proposed Capital Budget for Fiscal Year 1998 and Capital Program for FY 1999 to 2003 to the County Council. As always, the development of the Capital Budget is a balancing act between the needs of the county and our ability to pay for them. Over the past ten years, the county has made a substantial investment in expanding and maintaining our public facilities. We have expanded and upgraded our schools to meet increased enrollment demands without increasing class size. We have expanded our library and park systems and built the police and fire stations and other public buildings needed to maintain public services. We have also made a substantial investment in both the state and local road network in the county. All these things contribute to the quality of life that makes Howard County such a wonderful place in which to live and work. As we look forward to the next decade, I believe that we are better situated than any other jurisdiction in the state to continue the orderly development of the county without compromising our quality of life.

However, this has not come without cost. While we may have the best infrastructure in the state, we also have the highest debt in the state measured on a per capita basis. This means that we have to use more of our available revenue to pay the debt service on our bonds than other counties. It also means that as we go forward, we have to carefully manage our capital budget to insure that our debt burden begins to stabilize as a percent of our revenues.

The *Spending Affordability Advisory Committee*, in its report to me this year, again made it very clear that we must watch our debt per capita levels and debt service as a percent of the budget ratio. It recommended that the county authorize no more than \$25 million in new general obligation bonds in the budget. I have worked hard to maintain the spirit of those recommendations. This budget includes \$26 million in new general obligation bonds while at the same time funds the projects that I believe are critical to the county. I exceeded the cap recommended by the Committee by \$1 million to include a \$3 million project to purchase a building the county is now renting. I did this because the county will save more than \$200,000 a year by paying debt service rather than rent on this building. I believe that this budget proposal meets the spirit of the recommendations of the *Affordability Committee*.

Education continues to be my highest priority in the budget. Close to three quarters of our available debt capacity will go to school construction. In this budget, I have funded all requests for additional classroom seats except for the North East Middle School. However, I hope that additional state construction funds will be forthcoming to allow this project to move up to the current year. Following up on the commitments that I have made in prior years, any additional school construction funds received by the state will be used to increase education funding rather than decreasing local bonds.

In its report this year *The Spending Affordability Advisory Committee* also addressed the problem of landfill remediation costs at the county's three landfills. It recommended that instead of issuing 20-year bonds to pay for the remediation, the county issues 5-year bonds despite the higher taxes that would be needed to pay off the bonds in the short term. I have made a commitment not to raise taxes or fees so I am reluctant to follow these recommendations. Nevertheless, some tough decisions that we made several years ago are starting to return dividends. In 1992, the voters in the county approved a Charter amendment that created the Rainy Day Fund. It required that all available surplus funds in the budget be deposited to the Rainy Day Fund until it equaled 7% of the prior year's expenditures. It further said that any amount over that level could only be used for one-time expenses. For the past several years, any surpluses that have been generated have been used to fill the Fund to capacity.

## FISCAL 1998 BUDGET SUMMARY

I am pleased to announce that the county expects to have \$4 million surplus funds from the FY 1997 Budget above that needed to maintain the Rainy Day Fund at the 7% level. I believe that the best use for this surplus is to fund much of the landfill remediation cost with these pay-as-you-go funds rather than issuing bonds. Consequently, all of the \$4 million in anticipated surplus will be used to offset the need for additional bonds in these remediation projects and to eliminate as much of the previously approved bonds for this purpose as is possible. In addition, the county received a \$2.7 million settlement from the illegal dumping at the Carr's Mill Landfill. Using these one-time or surplus funds to pay for one-time capital costs is the best fiscal policy. We should not repeat the mistakes of the 70's and 80's, when the county used surplus funds to pay for operating or ongoing costs. When they disappeared, we had a fiscal crisis.

Last year the county, with the assistance of our local legislative delegation to the Maryland General Assembly, moved to change the structure of how development excise tax was used. The old structure prevented the county from effectively using these funds for road construction, the purpose for which the tax was created. Now that the structure has been changed, the county has begun to move aggressively to leverage these dollars to the best advantage by using them to pay debt service on short-term bonds specifically issued for road construction. The first of these bonds will not be issued until the Spring of 1998, but the work has begun. The most important short-term needs in the county's road network are overpasses at three critical junctions with state highways: Rt. 175 and Snowden River Parkway, Rt. 29 and Rt. 216 and Rt. 29 and Johns Hopkins Road. I believe that the county and the state should share in the cost of these projects. To jump-start the process and end the stalemate, I have proposed to the state that they pay for one and one half of the intersections with the county sharing an equal amount. In other words, both the county and state would pay the full cost on one overpass, and in the third the cost would be shared equally. I have included excise tax-funded bonds in the budget to pay for the first interchange. When the state agrees, we can begin.

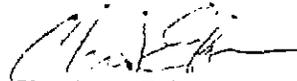
For Fiscal Year 1998, I am proposing a Capital Budget of \$92,661,000. New general obligation bonds funded with general revenue make up \$26,041,000 of the total. Education projects will receive \$18,734,000 of that amount.

The Budget also includes \$20,431,000 in new Excise Tax 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 second year in a five-year program to fund the high and medium priority road construction projects in our master plan.

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.

As always, my staff and I stand ready to assist you in your review.

Sincerely,

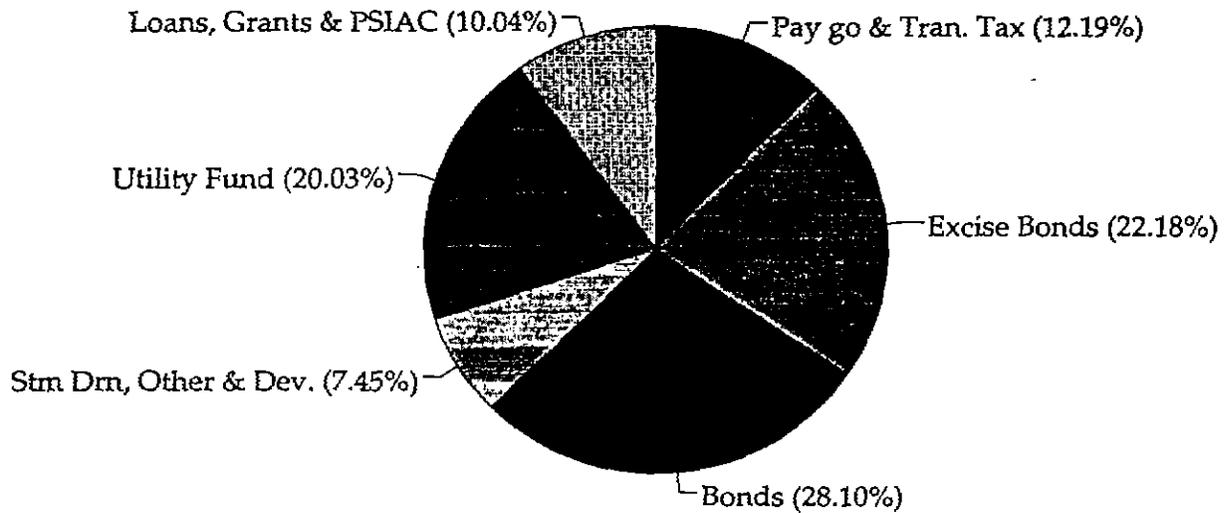


Charles I. Ecker  
County Executive

# FISCAL 1998 BUDGET SUMMARY

## Revenue Summary

Executive Proposed Capital Budget



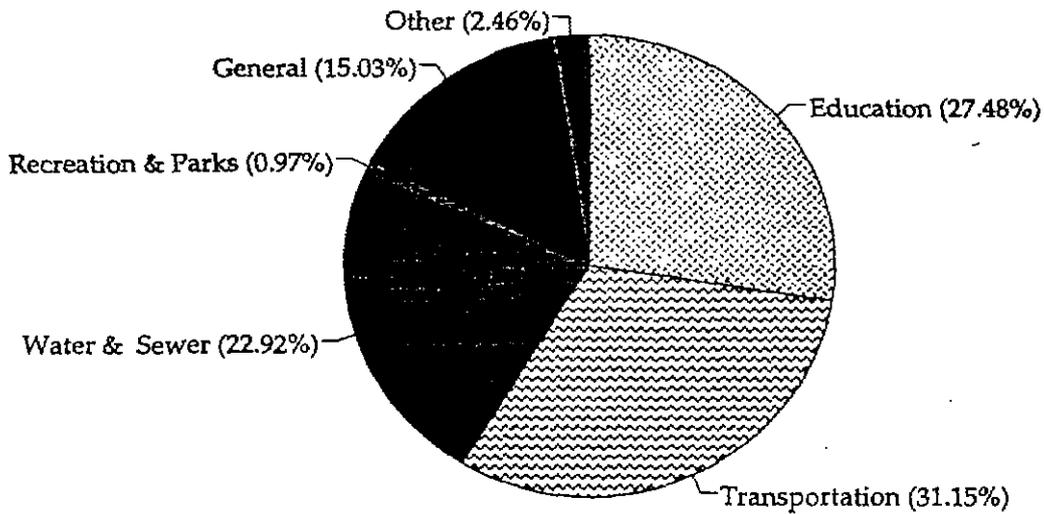
### REVENUE SUMMARY

\$ in Thousands

	Executive Proposed	Pay Go & Transfer Tax	Excise Bonds	Loans, Grants & PSIAC	Bonds	Storm Drain, Other & Develop	Utility Fund
Education	25,965	2,500	0	4,231	19,234	0	0
Transportation	29,436	3,145	20,556	1,761	2,405	1,569	0
Water & Sewer	21,659	0	0	250	0	2,845	18,564
General	14,198	5,140	0	2,001	3,232	3,825	0
Recreation & Parks	(917)	0	0	567	0	(1,484)	0
Other	2,320	510	0	490	1,170	150	0
<b>TOTAL</b>	<b>92,661</b>	<b>11,295</b>	<b>20,556</b>	<b>9,299</b>	<b>26,041</b>	<b>6,905</b>	<b>18,564</b>

# FISCAL 1998 BUDGET SUMMARY

## Expenditure Summary By Program Executive Proposed Capital Budget



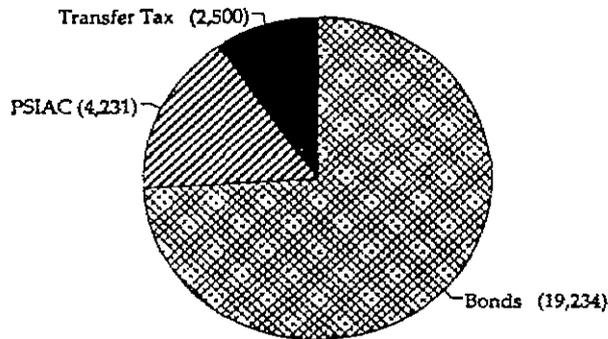
### APPROPRIATION SUMMARY

\$ in Thousands

	Prior Authorization	Exe. Proposed	Subtotal	FY 99	FY 00	FY 01	FY02	FY03	TOTAL
Education	215,768	25,965	241,733	31,436	32,574	45,571	32,870	15,369	399,553
Transportation	74,388	29,436	103,824	14,720	15,851	8,799	9,167	5,680	158,042
Water & Sewer	131,129	21,659	152,788	15,158	7,830	1,074	1,112	1,824	179,786
General	55,760	14,198	69,958	27,414	13,817	7,478	11,548	2,943	133,157
Recreation & Parks	52,185	(917)	51,268	7,440	7,977	7,074	8,185	5,001	86,945
Other	85,008	2,320	87,328	4,582	3,624	2,534	1,699	1,371	101,138
<b>TOTAL</b>	<b>614,237</b>	<b>92,661</b>	<b>706,899</b>	<b>100,750</b>	<b>81,672</b>	<b>72,530</b>	<b>64,581</b>	<b>32,188</b>	<b>1,058,620</b>

# Education

Capital Projects



## Outlook for '98

### Public School System

Funding included for...

- completion of additions to Mt. Hebron H.S., Deep Run Elementary School, Waterloo and Worthington Elementary Schools
- continuation of the systemic renovation, program, roofing projects, and completion of several middle & elementary schools

### Community College

Funding included for...

- systemic renovations

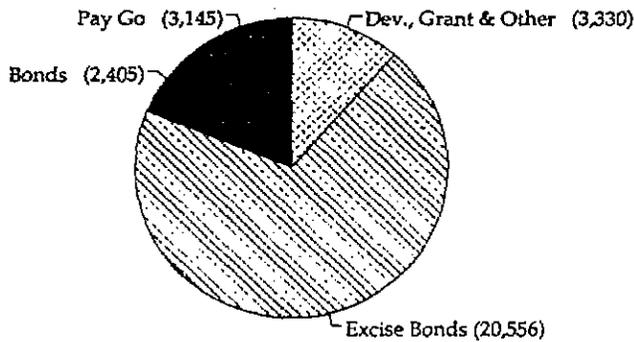
Future operating expenses associated with education projects will require payment of approximately \$14.2 million in annual debt service when the bonds are sold.

\$ in Thousands

	Prior Authorization	Executive Proposed	Subtotal	FY 99	FY 01	FY 01	FY 02	FY 03	Total
Board of Education	213,168	25,465	238,633	28,989	30,721	38,528	29,269	14,307	380,447
Community College	2,600	500	3,100	2,447	1,853	7,043	3,601	1,062	19,106
<b>TOTAL</b>	<b>215,768</b>	<b>25,965</b>	<b>241,733</b>	<b>31,436</b>	<b>32,574</b>	<b>45,571</b>	<b>32,870</b>	<b>15,369</b>	<b>399,553</b>

# Transportation

## Capital Projects



## Outlook for '98

### Transportation

#### Funding included for...

- \$20.6 million in 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
- initiate cost share program with state for construction of major interchanges

Annual debt service for transportation projects will be approximately \$4.1 million per year when the bonds are sold.

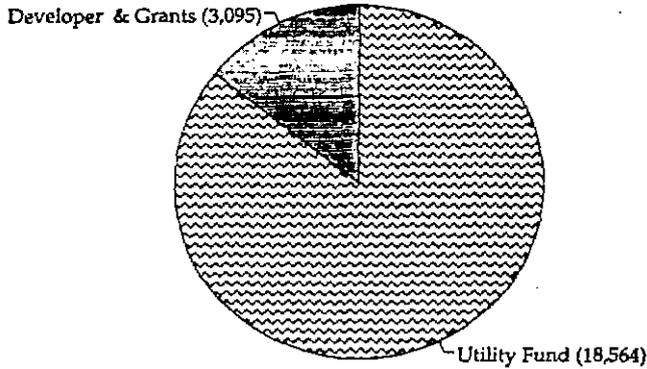
\$ in Thousands

	Prior Authorization	Executive Proposed	Subtotal	FY 99	FY 00	FY 01	FY 02	FY 03	Total
Bridge Improvements	7,147	1,283	8,430	3,813	1,112	1,363	124	28	14,870
Road Resurfacing	5,398	4,300	9,698	2,000	3,000	3,000	3,000	3,000	23,698
Road Construction	51,565	21,917	73,482	5,958	9,385	2,460	4,206	998	96,489
Sidewalks & Curbs	2,793	929	3,722	1,581	700	645	451	126	7,225
Intersection Improv.	7,485	1,007	8,493	1,368	1,654	1,331	1,386	1,528	15,760
<b>TOTAL</b>	<b>74,388</b>	<b>29,436</b>	<b>103,824</b>	<b>14,720</b>	<b>15,851</b>	<b>8,799</b>	<b>9,167</b>	<b>5,680</b>	<b>158,042</b>

# FISCAL 1998 BUDGET HIGHLIGHTS

## Water & Sewer

Capital Projects



## Outlook for '98

### Water & Sewer

Funding included for...

- upgrade of L. Pax Water Reclamation plant
- leachate disposal system at Alpha Ridge
- design & construction of Rockburn pump station, force main and sewer
- design & construction of sewer for the Guilford Rd./Clarksville area
- Rockburn Hill Rd. water extension project

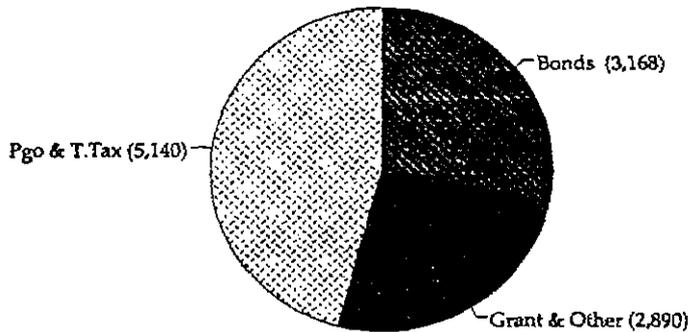
\$ In Thousands

	Prior Authorization	Council Approved	Subtotal	FY 99	FY 00	FY 01	FY 02	FY 03	Total
Water	82,560	16,129	98,689	7,325	535	181	754	1,466	108,950
Sewer	48,569	5,531	54,099	7,833	7,295	893	358	358	70,836
<b>TOTAL</b>	<b>131,129</b>	<b>21,659</b>	<b>152,788</b>	<b>15,158</b>	<b>7,830</b>	<b>1,074</b>	<b>1,112</b>	<b>1,824</b>	<b>179,786</b>

# FISCAL 1998 BUDGET HIGHLIGHTS

## General

Capital Projects



## Outlook for '98

### General

Funding included for...

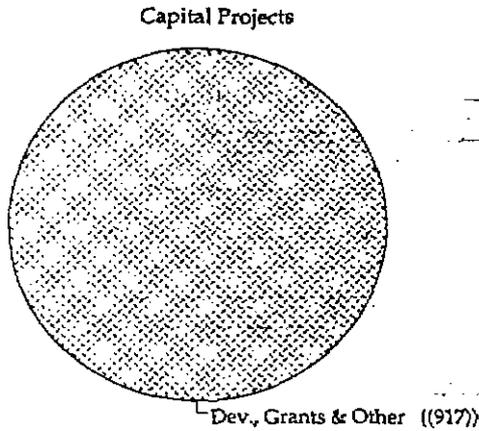
- purchase property and/or buildings to consolidate government sites
- purchase & install on-line cashier system
- systemic facility improvements & energy conservation retrofit of public facilities
- continue renovation & improvement of Fire and Police buildings
- upgrading of 911 equipment

The twenty-nine general projects funded will account for approximately \$4.4 million in future debt service costs when the bonds are sold.

\$ In Thousands

	Prior Authorization	Executive Proposed	Subtotal	FY 99	FY 00	FY 01	FY 02	FY 03	Total
General County	40,443	11,913	52,355	24,965	12,925	5,976	11,345	1,187	108,753
Fire	7,320	790	8,110		892	1,502			10,503
Police	2,436	1,495	3,931						3,931
Library	5,562		5,562	2,449			203	1,756	9,969
<b>TOTAL</b>	<b>55,760</b>	<b>14,198</b>	<b>69,958</b>	<b>27,414</b>	<b>13,817</b>	<b>7,478</b>	<b>11,548</b>	<b>2,943</b>	<b>133,157</b>

# Recreation & Parks



## Outlook for '98

### Recreation & Parks Funding included for...

- the Neighborhood Recreation Grant Program
- systemic improvements and resurfacing of roadways, parking lots, paths & courts
- the Historic Sites Preservation Program

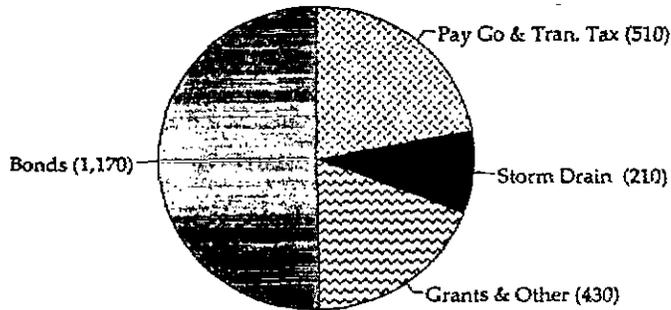
\$ in Thousands

	Prior Authorization	Executive Proposed	Subtotal	FY 99	FY 00	FY 01	FY 02	FY 03	Total
Recreation & Parks	52,185	(917)	51,268	7,440	7,977	7,074	8,185	5,001	86,945
<b>TOTAL</b>	<b>52,185</b>	<b>(917)</b>	<b>51,268</b>	<b>7,440</b>	<b>7,977</b>	<b>7,074</b>	<b>8,185</b>	<b>5,001</b>	<b>86,945</b>

# FISCAL 1998 BUDGET HIGHLIGHTS

## Other

Capital Projects



## Outlook for '98

### Other

Funding included for...

- improvements to various storm drainage systems
- the Emergency Storm Drainage Reconstruction Fund
- implementation of the Wilde Lake Sediment Study to stabilize Wilde Lake tributaries.
- continuation of the land banking program to purchase land suitable for development for low and moderate housing units.

Future annual bond service costs will be approximately \$1.3 million for Other projects after bonds are sold.

\$ in Thousands

	Prior Authorization	Executive Proposed	Subtotal	FY 99	FY 00	FY 01	FY 02	FY 03	Total
Storm Drainage	8,768	1,820	10,588	4,082	3,124	2,534	1,699	1,371	23,398
Agricultural Preserv.	69,030		69,030						69,030
Community Renewal	7,210	500	7,710	500	500				8,710
<b>TOTAL</b>	<b>85,008</b>	<b>2,320</b>	<b>87,328</b>	<b>4,582</b>	<b>3,624</b>	<b>2,534</b>	<b>1,699</b>	<b>1,371</b>	<b>101,138</b>