

Fiscal 1999

Education

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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 1999 Board of Education Approved Operating Budget document published by the Howard County Public School System.

Revenue Sources Include:

Howard County	\$199,072,140
County Debt Service Share	\$ 19,446,970
Federal/State/Other	<u>\$ 73,459,190</u>
Total	\$291,978,300

Highlights

Funding included for:

- negotiated increases for teachers and staff
- additional staff for increased enrollment, opening of two new schools and the expansion of the kindergarten program with 19.5 additional instructional assistants
- 11.5% increase in debt service
- pay-go funds for systemic improvements in schools.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	177,425,140	184,605,140	184,605,140	204,816,230	195,605,140	199,072,140
Debt Service	15,016,392	17,447,490	17,447,490	19,446,970	19,446,970	19,446,970
Pay-As-You-Go	1,000,000	0	0	0	1,194,000	1,194,000
TOTAL	193,441,532	202,052,630	202,052,630	224,263,200	216,246,110	219,713,110

Fiscal 1999

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 '99

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

Revenue Sources Include: (Unrestricted)

Howard County	\$10,675,080
County Debt Service Share	\$1,327,470
Pay-As-You-Go	\$2,070,000
State/Tuition/Other	<u>\$19,400,325</u>
Total	\$33,472,875

Pay-As-You-Go funds will be used to purchase, install and implement an administrative software system.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Contribution	9,709,250	10,149,080	10,149,080	10,776,980	10,675,080	10,675,080
Debt Service	1,190,632	1,230,960	1,230,960	1,327,470	1,327,470	1,327,470
Pay-As-You-Go	0	0	0	2,070,000	2,070,000	2,070,000
TOTAL	10,899,882	11,380,040	11,380,040	14,174,450	14,072,550	14,072,550

Public Safety

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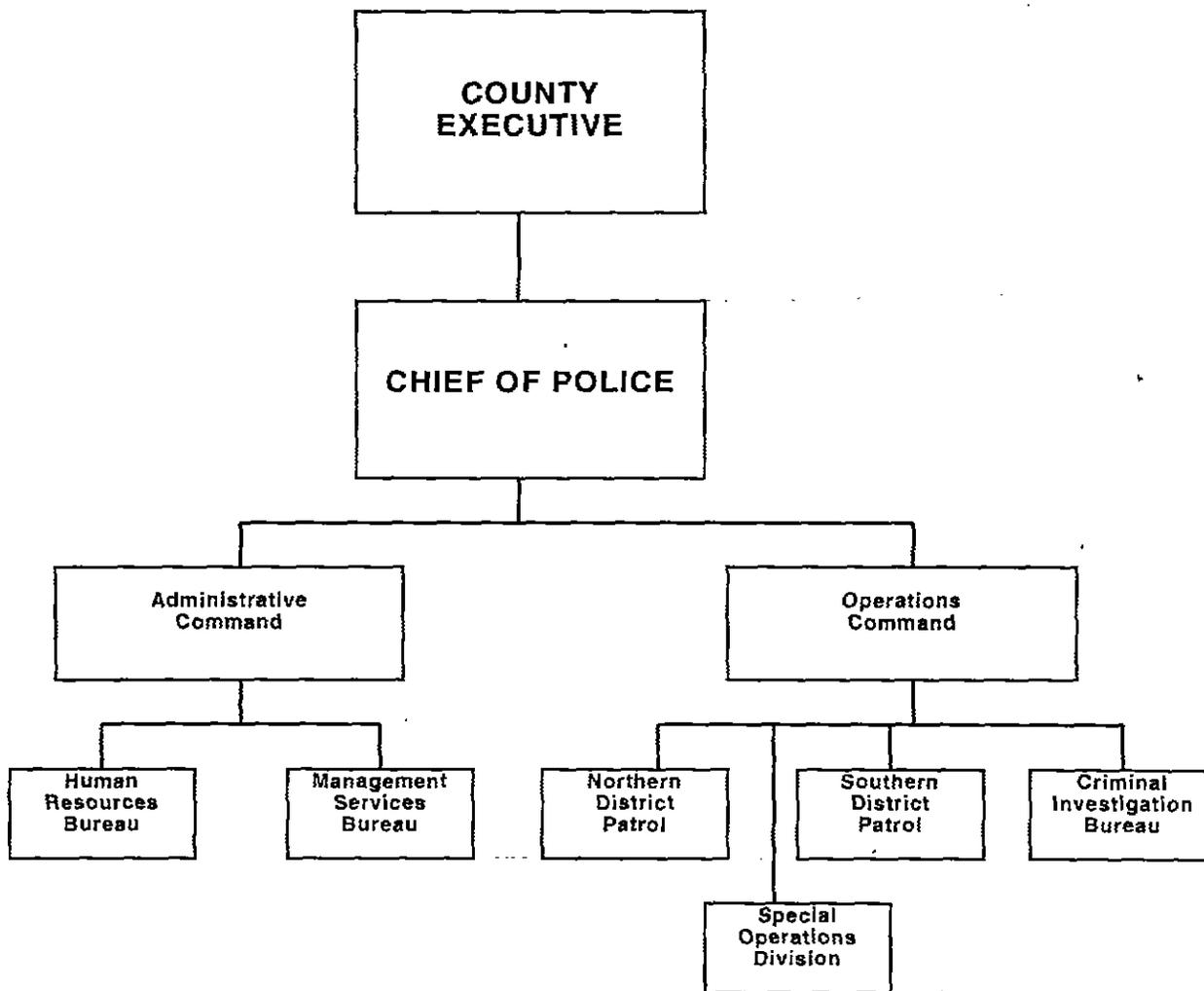
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Public Safety

DEPARTMENT OF POLICE



Fiscal 1999

Public Safety

POLICE DEPARTMENT SUMMARY

Description

The Police Departmental is responsible for providing comprehensive, 24-hour service to county residents. Responsibilities include crime prevention, orderly and safe traffic flow, investigation of criminal and traffic violations, maintenance of public order and safety, apprehension and arrest of violators, education of the public on prevention of activities and requirements of and conformance with the law and the resolution of problems and issues and concerns of the citizenry as they relate to law enforcement. In addition to these direct services, the department also maintains records and reports on all activities, cooperates with other law enforcement agencies in the analysis of data and public safety activities, assists other county and State agencies when requested and performs support and administrative functions necessary to the efficient operation of the department.

The department is organized into functional units consisting of the Office of the Chief, Animal Matters Hearing Board, Animal Control Division, Administration Command and Operations Command.

Highlights

Full-year funding for the Automated Enforcement Division (Red Light Enforcement), including new lieutenant and secretarial positions;

Implementation of a new 12-hour schedule for patrol officers and a 10-hour schedule for officers assigned to criminal investigations to improve the efficiency and allocation of employee resources;

Reduction in force by 37 sworn positions as a result of efficiencies realized through the implementation of the new schedules;

Introduction of two new patrol beats, one in the Ellicott City area and one in East Columbia, made possible by the implementation of the new schedules.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	24,129,366	25,600,698	25,600,700	29,401,390	30,071,270	29,871,270
Grants	577,388	2,057,470	2,057,480	2,285,930	2,296,750	2,296,750
Trust And Agency Multifarious	10,484	60,000	60,000	60,000	60,000	60,000
TOTAL	24,717,238	27,718,168	27,718,180	31,747,320	32,428,020	32,228,020

Fiscal 1999

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.

Research, develop and implement special projects.

Records and investigates complaints against the department and its employees.

Enforce county alcoholic beverages laws and conduct liquor inspections.

Provide for public information and administrative support to the Chief.

Establishes and maintains interaction and liaisons with other County, State and Federal agencies.

Outlook for '99

Tasks	FY98 Estimated	FY99 Projected
Complaints processed/investigated	120	140
Liquor establishment inspections	250	275

Personnel Summary

Authorized12 FTE
 Additional0
 Executive Proposed12 FTE
 Approved12 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	924,770	1,240,958	1,240,960	988,370	1,013,970	1,013,970
Contractual Services	7,600	7,600	7,600	7,600	7,600	7,600
Supplies & Materials	6,875	12,250	12,250	12,250	12,250	12,250
Capital Outlay-operating Budget	0	0	0	0	0	0
TOTAL	939,245	1,260,808	1,260,810	1,008,220	1,033,820	1,033,820

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	190	190	190	190	190	190
Supplies & Materials	54	150	150	150	150	150
TOTAL	244	340	340	340	340	340

Fiscal 1999

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 and provide care for stray or abandoned animals.

Outlook for '99

Tasks	FY98 Estimated	FY99 Projected
Dog licenses issued*	900	900
Number of compensation claims	10	10
Animals processed in the Animal Control facility	3,800	4,000
Adoptions	1,300	1,400
Animals euthanized	1,650	1,700

*Reflects licenses issued by Animal Control only.

Personnel Summary

Authorized13 FTE
 Additional0
 Executive Proposed13 FTE
 Approved13 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	451,056	486,600	486,600	506,170	512,250	512,250
Contractual Services	114,147	81,130	81,130	80,570	120,570	120,570
Supplies & Materials	31,942	43,250	43,250	43,250	43,250	43,250
Business & Education Expense	2,296	2,150	2,150	2,150	2,150	2,150
Capital Outlay-operating Budget	0	0	0	2,300	2,300	2,300
Other Operating Expenses	274	1,000	1,000	1,000	1,000	1,000
TOTAL	599,715	614,130	614,130	635,440	681,520	681,520

Fiscal 1999

Public Safety

POLICE DEPARTMENT

ADMINISTRATION COMMAND

011-006-1000

Functions

Provide the services, equipment and training required by the department in support of operational activities;

Prepare and manage the departmental budget; operate and maintain the information management; provide personnel services and manage the Office of Animal Control;

Control property and evidence flowing through the department;

Manage the warrants and central booking operations;

Provide youth education programs for all county elementary and middle schools.

Outlook for '99

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

	FY98 Estimated	FY99 Projected
GREAT Presentations	669	700
Youth Counseling Sessions	600	600
DARE Presentations	1,404	1,500
Runaway Investigations	700	800
Cases to Juvenile Justice	766	750

Personnel Summary

Authorized108 FTE
 Additional(20)
 Executive Proposed88 FTE
 Approved88FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,081,679	3,095,350	3,095,350	3,600,250	3,645,660	3,645,660
Contractual Services	689,894	569,150	569,150	3,586,570	3,586,570	3,386,570
Supplies & Materials	248,067	311,820	311,820	373,160	373,160	373,160
Business & Education Expense	1,688,237	1,609,830	1,609,830	1,769,890	1,769,890	1,769,890
Capital Outlay-operating Budget	0	0	0	208,690	167,980	167,980
Other Operating Expenses	376,890	429,830	429,830	440,830	626,910	626,910
TOTAL	6,084,767	6,015,980	6,015,980	9,979,390	10,170,170	9,970,170

Fiscal 1999

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.

Manage volunteer Police Auxiliary program.

Outlook for '99

Tasks	FY98	FY99
	Estimated	Projected
Calls for Service	108,000	110,000
Fatal Collision Investigation	18	20
Breathalyzer Tests	1,300	1,400
High Risk Call Outs	25	25
Barricade Situations	2	5
Commercial Security Surveys	24	30
Crime Prevention Meetings	120	120

Personnel Summary

Authorized263.875 FTE
 Additional(15)
 Executive Proposed248.87 FTE
 Approved248.87 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	13,178,087	14,055,420	14,055,420	14,397,020	14,728,140	14,728,140
Contractual Services	7,288	206,750	206,750	7,500	7,500	7,500
Supplies & Materials	36,563	38,180	38,180	38,180	38,180	38,180
Business & Education Expense	4,196	4,500	4,500	4,500	4,500	4,500
Capital Outlay-operating Budget	7,879	2,300	2,300	29,710	29,710	29,710
Other Operating Expenses	153,690	279,050	279,050	26,250	26,250	26,250
TOTAL	13,387,703	14,586,200	14,586,200	14,503,160	14,834,280	14,834,280

Fiscal 1999

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 crime laboratory assistance, polygraph examinations and other tasks related to the investigation of major and specialized crimes.

Outlook for '99

Tasks	FY98	FY99
	Estimated	Projected
Violent crime cases handled	545	545
Violent crime arrests	182	182
Major property cases handled	619	680
Major property crime arrests	181	198
Child abuse cases handled	133	146
Child abuse arrests	19	20
Vice and narcotics cases handled	1,100	1,210
Vice and narcotics arrests	200	220

Personnel Summary

Authorized54 FTE
 Additional0
 Executive Proposed54 FTE
 Approved54 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,892,414	2,909,020	2,909,020	3,054,120	3,136,920	3,136,920
Contractual Services	6,130	6,200	6,200	6,200	6,200	6,200
Supplies & Materials	47,314	41,730	41,730	48,230	41,730	41,730
Business & Education Expense	7,239	3,200	3,200	3,200	3,200	3,200
Capital Outlay-operating Budget	7,365	0	0	0	0	0
Other Operating Expenses	157,230	163,090	163,090	163,090	163,090	163,090
TOTAL	3,117,692	3,123,240	3,123,240	3,274,840	3,351,140	3,351,140

Fiscal 1999

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 '99

The partnership between the Police Department, the local community, and its religious and non-profit organizations will continue during FY99 with anticipated support from the Governor's Office on Crime Control & Prevention.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	150,000	150,000	71,850	71,850	71,850
Contractual Services	0	30,000	30,000	51,750	51,750	51,750
Supplies & Materials	0	20,000	20,000	9,450	9,450	9,450
Capital Outlay-operating Budget	0	0	0	2,320	2,320	2,320
TOTAL	0	200,000	200,000	135,370	135,370	135,370

Fiscal 1999

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 '99

This is the final year of this grant. Activities will be absorbed into the Traffic Enforcement Section in upcoming years.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	49,317	53,700	53,700	39,000	39,860	39,860
Supplies & Materials	957	1,600	1,600	1,880	1,880	1,880
Business & Education Expense	5,689	4,025	4,025	4,030	4,030	4,030
Other Operating Expense	0	1,975	1,975	1,980	1,980	1,980
TOTAL	55,963	61,300	61,300	46,890	47,750	47,750

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Contractual Services	0	3,120	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-operating Budget	23,741	982,940	982,940	1,482,880	1,482,880	1,482,880
TOTAL	23,741	1,000,060	1,000,060	1,500,000	1,500,000	1,500,000

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	41,479	43,290	43,290	56,840	58,060	58,060
Contractual Services	113	1,150	1,150	7,250	7,250	7,250
Supplies & Materials	92	1,000	1,000	100	100	100
Business & Education Expense	222	1,750	1,750	5,940	5,940	5,940
Capital Outlay-operating Budget	0	0	0	250	250	250
TOTAL	41,906	47,190	47,190	70,380	71,600	71,600

Fiscal 1999

Public Safety

POLICE DEPARTMENT COPS AHEAD GRANT

051-006-2003

Functions

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

Outlook for '99

This is the final year of this grant, pending an extension by the granting authority.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	280,585	358,350	358,350	56,250	62,050	62,050
TOTAL	280,585	358,350	358,350	56,250	62,050	62,050

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	25,537	50,850	50,850	50,850	50,850	50,850
TOTAL	25,537	50,850	50,850	50,850	50,850	50,850

Fiscal 1999

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 '99

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.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	84,414	102,680	102,680	116,930	118,650	118,650
Contractual Services	49,915	60,000	60,000	22,780	22,780	22,780
Supplies & Materials	3,256	1,600	1,600	1,600	1,600	1,600
Business & Education Expense	4,369	16,000	16,000	8,000	8,000	8,000
TOTAL	141,954	180,280	180,280	149,310	151,030	151,030

Fiscal 1999

Public Safety

POLICE DEPARTMENT

COPS AS PEERS

051-006-2016

Functions

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

Outlook for '99

This grant has expired.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Supplies & Materials	4,802	5,000	5,000	0	0	0
TOTAL	4,802	5,000	5,000	0	0	0

Fiscal 1999

Public Safety

POLICE DEPARTMENT

HARPER'S CHOICE AFTER SCHOOL

051-006-2018

Functions

Grant funding from the 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 '99

Full-year operation of the program.

Funding included for:

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	115,130	115,130	146,950	148,170	148,170
Contractual Services	0	20,000	20,000	0	0	0
Supplies & Materials	2,900	10,400	10,400	6,400	6,400	6,400
Business & Education Expense	0	8,910	8,910	12,920	12,920	12,920
TOTAL	2,900	154,440	154,440	166,270	167,490	167,490

Fiscal 1999

Public Safety

POLICE DEPARTMENT

ADVANCING COMMUNITY POLICING

051-006-2019

Functions

Examines the Department's community policing programs, evaluates activities, and designs training programs to improve community oriented efforts.

Outlook for '99

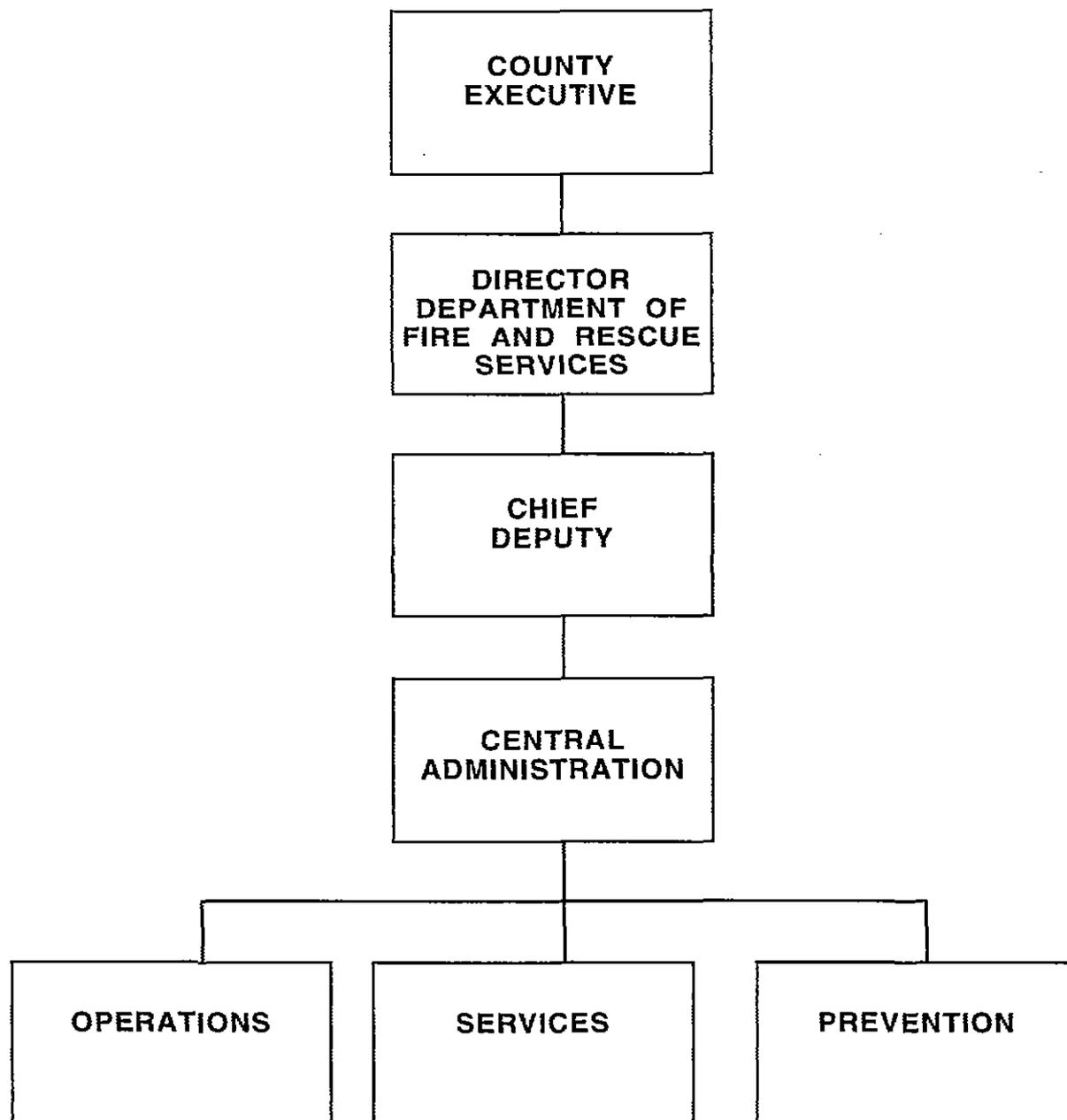
The grant will fund consultant-based program evaluation and training programs to improve community-oriented policing activities.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	42,400	42,400	42,400
Contractual Services	0	0	0	58,920	58,920	58,920
Capital Outlay-operating Budget	0	0	0	9,290	9,290	9,290
TOTAL	0	0	0	110,610	110,610	110,610

Fiscal 1999

Public Safety

FIRE AND RESCUE SERVICES



Fiscal 1999

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, contingent and career personnel. Stations 7, 9, 10 and 11 are County-managed and career-staffed operations.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
TOTAL General Fund	0	0	0	0	1,663,670	1,663,670
TOTAL Grants	180,327	181,620	181,620	185,640	185,640	185,640
TOTAL Metro Fire & Rescue Tax Fund	15,845,438	17,730,270	17,730,270	19,002,270	19,333,830	19,333,830
TOTAL Rural Fire & Rescue Tax Fund	2,404,709	2,312,420	2,312,420	2,818,130	3,204,240	3,204,240
TOTAL Trust And Agency Multifarious	24,856	30,500	30,500	56,200	56,200	56,200
TOTAL	18,455,330	20,254,810	20,254,810	22,062,240	24,443,580	24,443,580

Fiscal 1999

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 '99

Funding represents a continuation of the grant.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay-operating Budget	180,327	181,620	181,620	185,640	185,640	185,640
TOTAL	180,327	181,620	181,620	185,640	185,640	185,640

Fiscal 1999

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 '99

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

Personnel Summary

Authorized7.4 FTE
 Additional0
 Executive Proposed7.4 FTE
 Approved7.4 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	499,433	453,190	453,190	513,980	527,630	527,630
Contractual Services	60,207	237,230	237,230	238,580	118,580	118,580
Supplies & Materials	9,102	9,850	9,850	10,750	10,750	10,750
Business & Education Expense	4,767	2,950	2,950	6,500	6,500	6,500
Other Operating Expenses	258,020	208,220	208,220	208,220	19,950	19,950
TOTAL	831,529	911,440	911,440	978,030	683,410	683,410

Fiscal 1999

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 Chief.

Outlook for '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	300	0	0	420	420	420
Contractual Services	190	190	190	250	250	250
Supplies & Materials	290	550	550	550	550	550
Business & Education Expense	0	800	800	900	900	900
Other Operating Expenses	0	100	100	100	100	100
TOTAL	780	1,640	1,640	2,220	2,220	2,220

Fiscal 1999

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 quarter-master program 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.

Provide a variety of training programs to the community.

Personnel Summary

Authorized10.0 FTE
 Additional0
 Executive Proposed10.0 FTE
 Approved10.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	479,630	503,240	503,240	591,430	609,110	609,110
Contractual Services	21,258	19,240	19,240	40,030	40,030	40,030
Supplies & Materials	38,776	30,950	30,950	31,000	31,000	31,000
Business & Education Expense	60,951	54,150	54,150	56,850	56,850	56,850
Capital Outlay-operating Budget	83,329	90,000	90,000	90,000	0	0
TOTAL	683,944	697,580	697,580	809,310	736,990	736,990

Fiscal 1999

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.
- Provide record management for the department.

Outlook for '99

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

Personnel Summary

Authorized8.0 FTE
 Additional0
 Executive Proposed8.0 FTE
 Approved8.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	472,075	498,250	498,250	525,670	537,350	537,350
Contractual Services	17,666	17,230	17,230	15,870	15,870	15,870
Supplies & Materials	11,941	14,700	14,700	15,700	15,700	15,700
Business & Education Expense	5,267	6,300	6,300	11,300	11,300	11,300
Capital Outlay-operating Budget	2,103	3,500	3,500	43,500	0	0
TOTAL	509,052	539,980	539,980	612,040	580,220	580,220

Fiscal 1999

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.

Assure compliance with Federal, State and local regulations as they apply to emergency services.

Outlook for '99

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

Personnel Summary

Authorized13.0 FTE
 Additional0
 Executive Proposed13.0 FTE
 Approved13.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	611,408	656,540	656,540	1,050,200	1,075,860	1,075,860
Contractual Services	18,277	18,470	18,470	26,550	26,550	26,550
Supplies & Materials	14,612	16,050	16,050	16,100	16,100	16,100
Business & Education Expense	2,317	2,650	2,650	6,450	6,450	6,450
Capital Outlay-operating Budget	28,448	25,000	25,000	25,000	0	0
TOTAL	675,062	718,710	718,710	1,124,300	1,124,960	1,124,960

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	11,119	8,330	8,330	10,040	10,040	10,040
Supplies & Materials	1,377	3,730	3,730	17,880	17,880	17,880
Business & Education Expense	2,005	2,100	2,100	14,100	14,100	14,100
Capital Outlay-operating Budget	74,389	47,500	47,500	15,000	0	0
TOTAL	88,890	61,660	61,660	57,020	42,020	42,020

Fiscal 1999

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 '99

Continue to support volunteer operations in the Metro Fire District.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Other Operating Expenses	234,550	289,900	289,900	314,100	284,100
TOTAL	234,550	289,900	289,900	314,100	284,100	284,100

Fiscal 1999

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 '99

Continue to support volunteer operations in the Metro Fire District.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay-operating Budget	0	0	0	40,000	0	0
Other Operating Expenses	165,950	194,800	194,800	255,300	181,800	181,800
TOTAL	165,950	194,800	194,800	295,300	181,800	181,800

Fiscal 1999

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay-operating Budget	0	0	0	40,000	0	0
Other Operating Expenses	202,620	236,660	236,660	341,810	277,310	277,310
TOTAL	202,620	236,660	236,660	381,810	277,310	277,310

Fiscal 1999

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 '99

Continue to support volunteer operations in the Metro Fire District.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	262,978	311,300	311,300	305,550	283,550	283,550
TOTAL	262,978	311,300	311,300	305,550	283,550	283,550

Fiscal 1999

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 '99

Continue to support volunteer operations in the Metro Fire District.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay-operating Budget	0	0	0	40,000	0	0
Other Operating Expenses	134,150	156,850	156,850	149,600	119,600	119,600
TOTAL	134,150	156,850	156,850	189,600	119,600	119,600

Fiscal 1999

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 74% 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.

Increase in hours of one part-time Administrative Support Technician I to full time and the transfer of three positions to Org. 0330 during FY98.

Partial-year funding for 20 Fire Fighter positions and vacancies deferred in FY98.

Personnel Summary

Authorized230.6 FTE
 Additional1
 Executive Proposed231.6 FTE
 Approved231.6 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	10,212,422	11,564,500	11,564,500	11,772,810	12,779,760	12,779,760
Contractual Services	763,210	873,090	873,090	763,040	763,040	763,040
Supplies & Materials	764,176	450,840	450,840	540,690	540,690	540,690
Business & Education Expense	125,196	123,940	123,940	165,700	165,700	165,700
Capital Outlay-operating Budget	184,539	171,500	171,500	672,500	98,000	98,000
Other Operating Expenses	6,390	19,350	19,350	18,250	367,720	367,720
TOTAL	12,055,933	13,203,220	13,203,220	13,932,990	14,714,910	14,714,910

Fiscal 1999

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 '99

Continue to support volunteer operations in the Rural Fire District.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay-operating Budget	0	0	0	40,000	0	0
Other Operating Expenses	209,910	216,550	216,550	226,210	206,310	206,310
TOTAL	209,910	216,550	216,550	266,210	206,310	206,310

Fiscal 1999

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 '99

Continue to support volunteer operations in the Rural Fire District.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	155,980	167,380	167,380	151,380	162,380	162,380
TOTAL	155,980	167,380	167,380	151,380	162,380	162,380

Fiscal 1999

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 26% share of the Central Administration costs are also charged to the Rural Fire District.

Outlook for '99

Continue to provide fire and rescue services.

Personnel are all contingent positions.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	329,810	393,810	393,810	396,540	398,960	398,960
Contractual Services	113,098	120,110	120,110	112,990	112,990	112,990
Supplies & Materials	0	1,480	1,480	0	0	0
Capital Outlay-operating Budget	31,011	0	0	0	0	0
Other Operating Expenses	1,564,900	1,371,750	1,371,750	1,891,010	2,221,300	2,221,300
TOTAL	2,038,819	1,887,150	1,887,150	2,400,540	2,733,250	2,733,250

Fiscal 1999

Public Safety

FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1999 Budget			Summary of FY 2000 - 2004 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	
Personal Equipment F-5943 FY99		150,000	150,000						150,000
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
Personal Equipment F-5912 FY04			0					190,000	190,000
Ambulance Replacement F-5941 FY99 (3)		400,000	400,000						400,000
Ambulance Replacement F-5921 FY00 (2)			0	250,000					250,000
Ambulance Replacement F-5930 FY01			0		250,000				250,000
Ambulance Replacement F-5998 FY02			0			250,000			250,000
Ambulance Replacement F-5950 FY03			0				250,000		250,000
Ambulance Replacement F-5925 FY04			0					250,000	250,000
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 Utilities F-5916 FY04			0					75,000	75,000
Replacement Staff Vehicles F-5944 FY00			0	75,000					75,000

Fiscal 1999

Public Safety

FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1999 Budget			Summary of FY 2000 - 2004 Program					
	Prior Auth.	Executive Request	Sub- Total	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	Total
Replacement Staff Vehicles F-5926 FY01			0		75,000				75,000
Replacement Staff Vehicles F-5996 FY02			0			75,000			75,000
Replacement Staff Vehicles F-5909 FY03			0				75,000		75,000
Replacement Staff Vehicles F-5902 FY04			0					75,000	75,000
Replacement Brush Unit F-5967 FY99		15,000	15,000						15,000
Replacement Brush Unit F-5969 FY01					35,000				35,000
Replacement Rescue Squad F-5980 FY00			0	500,000					500,000
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
Pumper Replacement F-5970 FY04			0					300,000	300,000
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
Training Aids F-5962 FY04			0					40,000	40,000
Breathing Apparatus Cylinder Replacement F-5956 FY00			0	25,000					25,000

Fiscal 1999

Public Safety

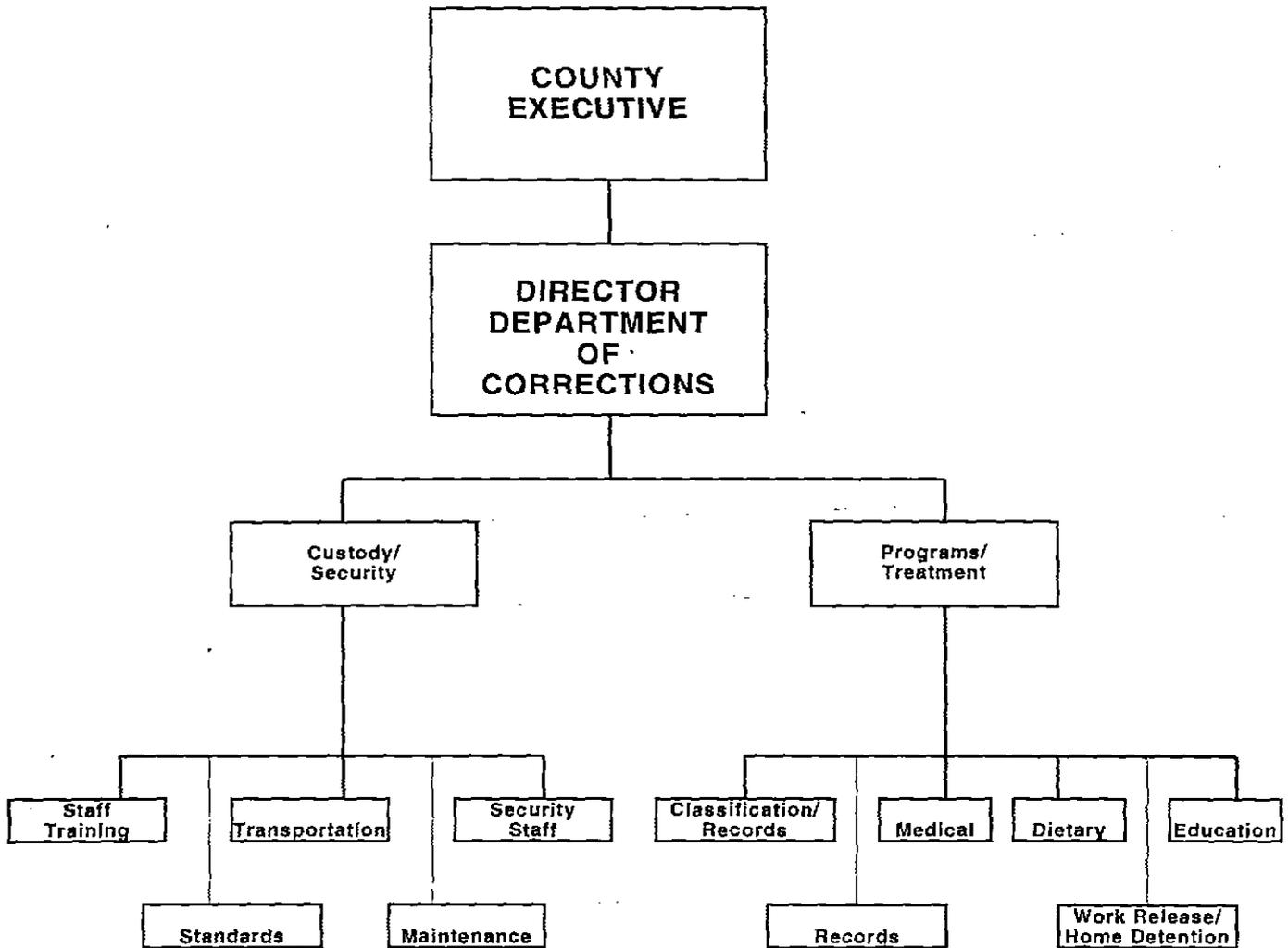
FIRE DEPARTMENT - SUMMARY OF TRANSFER TAX PURCHASED EQUIPMENT

Title/ Project Number	Fiscal Year 1999 Budget			Summary of FY 2000 - 2004 Program					Total
	Prior Auth.	Executive Request	Sub- Total	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	
Breathing Apparatus Cylinder Replacement F-5975 FY01					25,000				25,000
Breathing Apparatus Cylinder Replacement F-5989 FY02						25,000			25,000
Breathing Apparatus Cylinder Replacement F-5988 FY04								30,000	30,000
Mobile Data Terminals F-5903 FY99		50,000	50,000						50,000
Computer Upgrades F-5904 FY99		135,000	135,000						135,000
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
TOTAL REQUEST		750,000	750,000	1,455,000	1,740,000	955,000	930,000	960,000	
TRANSFER TAX REQUEST		750,000	750,000	1,455,000	1,740,000	955,000	930,000	960,000	

Fiscal 1999

Public Safety

DEPARTMENT OF CORRECTIONS



Fiscal 1999

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

The budget includes:

- one additional counselor for monitoring inmates of the Work Release/Home Detention program;

- one additional counselor for compliance with mandated standards and county audits, and conduct of investigations as required.

Personnel Summary

Authorized119 FTE
 Additional2
 Executive Proposed.....121 FTE
 Approved121 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	5,009,707	5,073,502	5,073,502	5,520,240	5,592,190	5,592,190
Contractual Services	92,873	95,830	95,830	109,590	84,790	84,790
Supplies & Materials	949,299	965,490	965,490	1,008,890	1,008,890	908,890
Business & Education Expenses	28,480	26,720	26,720	41,050	31,950	31,950
Capital Outlay	15,170	3,500	3,500	5,500	5,500	5,500
Other Operating Expenses	3,030	30,410	30,410	30,410	140,790	140,790
TOTAL	6,098,559	6,195,452	6,195,452	6,715,680	6,864,110	6,764,110

Fiscal 1999

Public Works/Inspections

SECTION III

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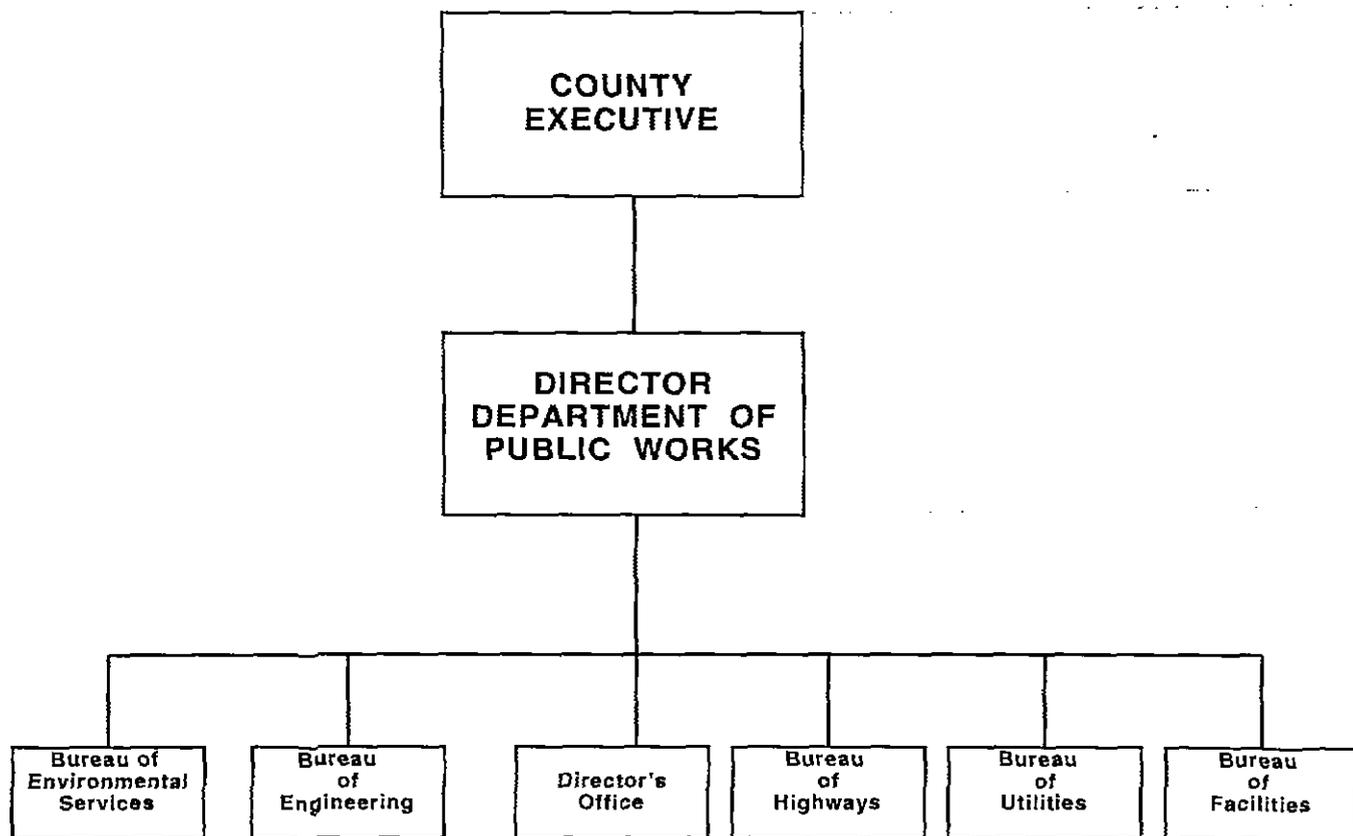
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Fiscal 1999

Public Works/Inspections

DEPARTMENT OF PUBLIC WORKS



Fiscal 1999

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 Environmental Services 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, 4,850 streetlights, 113 traffic signals and school flashers, 101 bridges, 444 stormwater management facilities, 71 buildings with approximately 1,100,000 square feet. The Bureau of Facilities will be adding floor space in a newly-acquired property temporarily known as the Allied/Signal Building on Route 108 with 197,000 square feet structure of which 60,000 square feet will be occupied in FY99. The Bureau of Utilities provides 7,200 million gallons of water through 625 miles of water line. 6,600 million 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 Bureau of Environmental Services has budgeted for recycling of roof shingles.

The Bureau of Highways has budgeted for contractual snow removal and painting of steel bridge beams.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Director's Office	4,244,385	5,094,593	5,094,593	5,085,910	5,092,610	5,092,610
Bureau of Engineering	3,107,162	2,709,996	2,709,996	2,679,590	2,595,740	2,595,740
Bureau of Highways	6,997,908	7,571,820	7,571,820	8,995,980	8,365,080	8,365,080
Bureau of Facilities	5,579,459	6,037,934	6,037,934	7,036,970	6,736,510	6,736,510
Bureau of Environmental Services	0	325,000	325,000	657,750	649,580	649,580
TOTAL General Fund	19,928,914	21,739,343	21,739,343	24,456,200	23,439,520	23,439,520
Director's Office	0	1,300,000	1,300,000	600,000	600,000	600,000
Bureau of Engineering	41,124	135,000	135,000	135,000	135,000	135,000
Bureau of Highways	6,897	9,800	9,800	10,000	10,000	10,000
TOTAL Grants	48,021	1,444,800	1,444,800	745,000	745,000	745,000
Bureau of Environmental Services	1,723	17,000	17,000	17,000	17,000	17,000
TOTAL Trust & Agency Multifarious	1,723	17,000	17,000	17,000	17,000	17,000
Bureau of Utilities	20,943,678	22,106,560	22,106,560	22,222,090	22,830,170	22,830,170
TOTAL Water & Sewer Fund	20,943,678	22,106,560	22,106,560	22,222,090	22,830,170	22,830,170
Bureau of Environmental Services	10,229,041	13,042,092	13,042,092	13,641,940	13,591,820	13,591,820
TOTAL Environmental Services Fund	10,229,041	13,042,092	13,042,092	13,641,940	13,591,820	13,591,820
TOTAL	51,151,377	58,349,795	58,349,795	61,082,230	60,623,510	60,623,510

Fiscal 1999

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 '99

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

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

The budget reflects the deletion of an Assistant to the Director position.

Personnel Summary

Authorized20 FTE
 Additional(1)
 Executive Proposed19 FTE
 Approved19 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,068,646	1,388,183	1,388,180	1,458,340	1,407,410	1,407,410
Contractual Services	111,109	156,560	156,560	149,140	149,140	149,140
Supplies & Materials	12,270	22,300	22,300	22,700	22,700	22,700
Business & Education Expense	257,538	93,320	93,320	120,930	120,930	120,930
Capital Outlay-operating Budget	3,704	1,500	1,500	10,060	0	0
Other Operating Expenses	2,791,118	3,432,730	3,432,730	3,324,740	3,392,430	3,392,430
TOTAL	4,244,385	5,094,593	5,094,590	5,085,910	5,092,610	5,092,610

Fiscal 1999

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
- testing of construction materials.

Outlook for '99

Pursuant to the consolidation of the General Engineering and Architecture Division which occurred during FY97, the design and construction management of public buildings has been placed within the Bureau of Facilities, while the design and construction of Recreation & Parks projects has been placed with the Civil Project Management Division.

The Water and Sewer Master plan program has been consolidated within the Bureau of Facilities.

The budget reflects the elimination of the Traffic Division and the General Project Division from the Bureau of Engineering.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Project/Admin Mgmt	247,392	279,560	279,560	236,610	238,370	238,370
Roads Bridges Storm Drains Div	357,779	389,860	389,860	406,480	401,560	401,560
Const Inspection Division	1,364,132	1,474,190	1,474,190	1,460,390	1,372,940	1,372,940
Traffic Division	391,641	0	0	0	0	0
General Projects Division	219,132	28,126	28,120	0	0	0
Survey And Drafting Division	527,086	538,260	538,260	576,110	582,870	582,870
TOTAL General Fund	3,107,162	2,709,996	2,709,990	2,679,590	2,595,740	2,595,740

Fiscal 1999

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 '99

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

Personnel Summary

Authorized2 FTE
 Additional0
 Executive Proposed2 FTE
 Approved2 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	198,600	195,220	195,220	154,290	156,050	156,050
Contractual Services	6,918	4,620	4,620	5,400	5,400	5,400
Supplies & Materials	5,687	9,600	9,600	9,600	9,600	9,600
Business & Education Expense	11,937	15,380	15,380	12,580	12,580	12,580
Other Operating Expenses	24,250	54,740	54,740	54,740	54,740	54,740
TOTAL	247,392	279,560	279,560	236,610	238,370	238,370

Fiscal 1999

Public Works

DEPT. OF PUBLIC WORKS CIVIL PROJECT MANAGEMENT DIVISION

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/storm water relief, stream clean-up and stabilization.

The Stormwater Management functions have been consolidated within the Bureau of Environmental Services.

Outlook for '99

With a new name of Civil Project Management Division, this organization has also assumed the design and construction management of Howard County park projects.

Personnel Summary

Authorized6 FTE
 Additional0
 Executive Proposed6 FTE
 Approved6 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	351,121	362,310	362,310	388,500	391,580	391,580
Contractual Services	2,217	22,800	22,800	2,880	2,880	2,880
Supplies & Materials	4,441	4,450	4,450	6,800	6,800	6,800
Business & Education Expense	0	300	300	300	300	300
Capital Outlay-operating Budget	0	0	0	8,000	0	0
Other Operating Expenses	0	0	0	0	0	0
TOTAL	357,779	389,860	389,860	406,480	401,560	401,560

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Developer Water and Sewer Projects Inspected	550	600
Road & Storm Drain Projects	900	950
Storm Water Mgmt. Facilities	365	444
General Projects Inspection	50	60

The budget reflects the elimination of one Engineer III position.

Personnel Summary

Authorized	22 FTE
Additional	(1)
Executive Proposed	21 FTE
Approved	21 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,258,579	1,354,200	1,354,200	1,284,060	1,226,440	1,226,440
Contractual Services	29,708	23,140	23,140	29,780	29,780	29,780
Supplies & Materials	14,528	21,450	21,450	23,130	23,130	23,130
Business & Education Expense	61,317	75,400	75,400	93,590	93,590	93,590
Capital Outlay-operating Budget	0	0	0	29,830	0	0
TOTAL	1,364,132	1,474,190	1,474,190	1,460,390	1,372,940	1,372,940

Fiscal 1999

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 '99

This division is deleted as it was consolidated with the Bureau of Facilities and Civil Project Division during FY98.

Personnel Summary

Authorized0 FTE
 Additional0
 Executive Proposed0 FTE
 Approved0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	214,073	27,680	27,680	0	0	0
Contractual Services	2,810	0	0	0	0	0
Supplies & Materials	2,141	446	440	0	0	0
Business & Education Expense	108	0	0	0	0	0
TOTAL	219,132	28,126	28,120	0	0	0

Fiscal 1999

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 '99

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

Personnel Summary

Authorized10 FTE
 Additional0
 Executive Proposed10 FTE
 Approved10 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	457,592	462,410	462,410	487,610	494,370	494,370
Contractual Services	4,690	5,990	5,990	8,070	8,070	8,070
Supplies & Materials	7,142	10,000	10,000	12,000	12,000	12,000
Business & Education Expense	9,172	10,100	10,100	18,670	18,670	18,670
Capital Outlay-operating Budget	0	0	0	0	0	0
Other Operating Expenses	48,490	49,760	49,760	49,760	49,760	49,760
TOTAL	527,086	538,260	538,260	576,110	582,870	582,870

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Capital Outlay-operating Budget	41,124	135,000	135,000	135,000	135,000	135,000
TOTAL	41,124	135,000	135,000	135,000	135,000	135,000

Fiscal 1999

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 three separate divisions:

- Bureau Operations Division
- Highway Maintenance Division
- Traffic Engineering Division

Outlook for '99

Maintain 900 miles of roadway; 101 bridges; 10 pedestrian walkways; 4,850 street lights; 113 traffic signals and school flashers, and 444 storm water management facilities.

Anticipate to add 15 miles of roads, 30 stormwater management facilities and 200 street lights.

Use of outside contractors to assist in snow removal operations

Use of outside contractors for the painting of steel beam bridges

Funds are included in the budget for remediation of groundwater contamination at Mayfield Maintenance Center and Scaggsville Annex.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Highways Operations Division	372,777	454,650	454,650	499,390	505,140	505,140
Highway Maintenance Division	6,625,131	6,728,240	6,728,240	7,913,840	7,306,530	7,306,530
Traffic Engineering Division	0	388,930	388,930	582,750	553,410	553,410
TOTAL General Fund	6,997,908	7,571,820	7,571,820	8,995,980	8,365,080	8,365,080
TOTAL	6,997,908	7,571,820	7,571,820	8,995,980	8,365,080	8,365,080

Fiscal 1999

Public Works

DEPT. OF PUBLIC WORKS

HIGHWAY 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 '99

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

Personnel Summary

Authorized9 FTE
 Additional0
 Executive Proposed.....9 FTE
 Approved9 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	357,470	436,840	436,840	478,050	483,800	483,800
Contractual Services	4,476	5,510	5,510	5,630	5,630	5,630
Supplies & Materials	2,707	3,450	3,450	4,100	4,100	4,100
Business & Education Expense	8,124	8,850	8,850	11,610	11,610	11,610
Capital Outlay-operating Budget	0	0	0	0	0	0
TOTAL	372,777	454,650	454,650	499,390	505,140	505,140

Fiscal 1999

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, storm-water management facilities, bridges, street lights and signals.

Outlook for '99

Tasks	FY98 Estimated	FY99 Projected
# of Roads maintained	2,800	2,825
# of Storm Water Facilities maintained	400	444
# of Bridges maintained	101	101

Funding is included for maintenance of additional roads, drainage and stormwater facilities; utility cost for new street lights; use of contractors to assist in snow removal and for the painting of steel beam bridges.

The budget reflects the deletion of an Engineering Support Technician IV position.

Personnel Summary

Authorized	94 FTE
Additional	(1)
Executive Proposed	93 FTE
Approved	93 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,865,528	3,855,420	3,855,420	3,956,640	4,021,330	4,021,330
Contractual Services	703,705	863,450	863,450	1,074,190	974,190	974,190
Supplies & Materials	554,097	503,950	503,950	645,650	745,650	745,650
Business & Education Expense	1,501,801	1,500,420	1,500,420	1,620,360	1,560,360	1,560,360
Capital Outlay-operating Budget	0	0	0	612,000	0	0
Other Operating Expenses	0	5,000	5,000	5,000	5,000	5,000
TOTAL	6,625,131	6,728,240	6,728,240	7,913,840	7,306,530	7,306,530

Fiscal 1999

Public Works

DEPARTMENT OF PUBLIC WORKS

TRAFFIC DIVISION

011-009-0303

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 '99

Tasks	FY98 Estimated	FY99 Projected
Traffic System Studies	765	780
School Crossing and Bus Stop Studies	50	55
Traffic Counts	2,230	2,400
Capital Projects Managed	15	20

Personnel Summary

Authorized7 FTE
 Additional0
 Executive Proposed7 FTE
 Approved7 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	332,980	332,980	464,300	464,960	464,960
Contractual Services	0	34,340	34,340	22,620	22,620	22,620
Supplies & Materials	0	8,250	8,250	24,280	24,280	24,280
Business & Education Expense	0	13,360	13,360	41,550	41,550	41,550
Capital Outlay-operating Budget	0	0	0	30,000	0	0
TOTAL	0	388,930	388,930	582,750	553,410	553,410

Fiscal 1999

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.

Every year, Howard County enters into an agreement with the State of Maryland, Department of Agriculture for the purpose of allocating funds and providing a program for the control and eradication of certain designated weed species in the County in accordance with Agriculture Article, Title 9, of Maryland Annotated Code. This is a 50/50 cost-shared program with the State.

Outlook for '99

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

Personnel Summary

Authorized0.20 FTE
 Additional0
 Executive Proposed.....0.20 FTE
 Approved0.20 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	6,863	7,800	7,800	7,800	7,800	7,800
Supplies & Materials	34	1,500	1,500	1,700	1,700	1,700
Business & Education Expense	0	500	500	500	500	500
TOTAL	6,897	9,800	9,800	10,000	10,000	10,000

Fiscal 1999

Public Works

DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENVIRONMENTAL SERVICES

Functions

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

- Operation of the county landfill
- Management of residential refuse (trash) and recycling collection
- Stormwater management
- Implementation of and monitoring of recycling programs.

Outlook for '99

Continue to provide current level of service in an efficient and effective manner.

Funds are included in the budget for ground water monitoring costs of the County's closed and active landfills, and for the recycling of roofing shingles.

BUDGET	FY 1997		FY 1998		FY 1999	
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
	Performance Bonus Payments	0	0	0	0	30,860
Administrative Services Division	341,114	463,242	463,242	373,170	484,590	484,590
Operations Division	6,572,089	8,620,260	8,620,260	8,993,410	9,224,150	9,224,150
Recycling Division	2,701,938	3,298,240	3,298,240	3,435,010	3,191,870	3,191,870
Environmental Services Pro-Rata	613,900	660,350	660,350	660,350	660,350	660,350
TOTAL Environmental Services Fund	10,229,041	13,042,092	13,042,092	13,461,940	13,591,820	13,591,820
Stormwater Management Division	0	325,000	325,000	657,750	649,580	649,580
TOTAL General Fund	0	325,000	325,000	657,750	649,580	649,580
Operations Division	1,723	17,000	17,000	17,000	17,000	17,000
TOTAL Trust & Agency Multifarious	1,723	17,000	17,000	17,000	17,000	17,000
TOTAL	10,230,764	13,384,092	13,384,092	14,136,690	14,258,400	14,258,400

Fiscal 1999

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 Environmental Services.

Outlook for '99

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

Personnel Summary

Authorized4 FTE
 Additional0
 Executive Proposed4 FTE
 Approved4 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	329,955	426,072	426,070	265,850	275,530	275,530
Contractual Services	2,910	3,480	3,480	31,830	31,830	31,830
Supplies & Materials	7,038	7,200	7,200	7,200	7,200	7,200
Business & Education Expense	1,211	10,800	10,800	52,600	52,600	52,600
Other Operating Expenses	0	15,690	15,690	15,690	117,430	117,430
TOTAL	341,114	463,242	463,240	373,170	484,590	484,590

Public Works

Functions

Operate county Solid Waste facilities.

Manage contract services for the processing of solid waste and recyclables.

Provide for curbside collections of refuse and recyclables for county residents.

Provide for the collection of bulky waste and waste collected during community cleanups.

Provide for household hazardous waste pick-up and disposal.

Provide for management, planning, design, and implementation of solid waste programs and facilities.

Investigate groundwater contamination problems on county-owned properties.

Outlook for '99

Tasks	FY98	FY99
	Estimated	Projected
Homes Served		
refuse collection	65,000	67,000
recyclables collection	65,000	67,000
# of dumpsters served	251	251
# of community clean ups	225	225

Funds are budgeted to support operating costs for groundwater remediation systems which will be placed into service in FY99.

Personnel Summary

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,223,809	1,378,600	1,378,600	1,335,790	1,358,530	1,358,530
Contractual Services	4,842,859	6,818,480	6,818,480	7,192,420	7,437,420	7,437,420
Supplies & Materials	106,931	78,500	78,500	106,200	106,200	106,200
Business & Education Expense	388,957	340,480	340,480	322,000	322,000	322,000
Capital Outlay-operating Budget	9,533	4,200	4,200	37,000	0	0
TOTAL	6,572,089	8,620,260	8,620,260	8,993,410	9,224,150	9,224,150

Fiscal 1999

Public Works

DEPARTMENT OF PUBLIC WORKS RECYCLING DIVISION

640-009-0605

Functions

The Recycling division provides focus on recycling activities and programs.

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

Outlook for '99

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

The budget reflects increased costs for refuse collection, yard waste collection and curbside recyclables collection due to increase in the number of homes to be served, annual CPI adjustments, and rebid prices. On the contrary, there is a significant cost decrease for recyclables due to lower bid prices.

Funds are budgeted for operating costs of groundwater systems which will be in place in FY99.

Personnel Summary

Authorized3 FTE
 Additional0
 Executive Proposed3 FTE
 Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	183,370	185,230	185,230
Contractual Services	0	0	0	3,206,740	2,961,740	2,961,740
Supplies & Materials	0	0	0	41,700	41,700	41,700
Business & Education Expense	0	0	0	3,200	3,200	3,200
TOTAL	0	0	0	3,435,010	3,191,870	3,191,870

Fiscal 1999

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 '99

Reimbursement for central overhead costs to support Environmental Services operation remains the same as in FY98.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	0	0	660,350	660,350	660,350
TOTAL	0	0	0	660,350	660,350	660,350

Fiscal 1999

Public Works

DEPARTMENT OF PUBLIC WORKS

STORM WATER MANAGEMENT

011-009-0603

Functions

Plan, design and implement the County's capital program for storm water management projects.

Provide for the inspection of public and private storm water management facilities in Howard County.

Outlook for '99

The StormWater division will continue its current level of services in FY99.

Personnel Summary

Authorized7 FTE
 Additional0
 Executive Proposed7 FTE
 Approved7 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	113,000	113,000	390,240	392,070	392,070
Contractual Services	0	173,000	173,000	210,660	210,660	210,660
Supplies & Materials	0	4,000	4,000	34,950	34,950	34,950
Business & Education Expense	0	25,000	25,000	11,900	11,900	11,900
Capital Outlay-operating Budget	0	10,000	10,000	10,000	0	0
TOTAL	0	325,000	325,000	657,750	649,580	649,580

Fiscal 1999

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 '99

The Bureau has added 60,000 square feet of the Allied Signal building for FY99.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Facilities Operations	2,238,475	2,683,654	2,683,660	3,376,090	3,041,000	3,041,000
Bldg/Grounds Maintenance	3,340,984	3,354,280	3,354,280	3,660,880	3,695,510	3,695,510
TOTAL General Fund	5,579,459	6,037,934	6,037,940	7,036,970	6,736,510	6,736,510
TOTAL	5,579,459	6,037,934	6,037,940	7,036,970	6,736,510	6,736,510

Fiscal 1999

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 '99

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

The budget reflects the deletion of an Engineering Support Technician IV position.

Personnel Summary

Authorized12 FTE
 Additional(1)
 Executive Proposed11 FTE
 Approved11 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	319,815	518,820	518,820	663,250	578,360	578,360
Contractual Services	1,898,445	2,139,190	2,139,190	2,629,040	2,435,040	2,435,040
Supplies & Materials	5,739	9,184	9,190	9,300	9,300	9,300
Business & Education Expense	8,247	4,210	4,210	8,800	2,800	2,800
Capital Outlay-operating Budget	6,229	12,250	12,250	65,700	15,500	15,500
TOTAL	2,238,475	2,683,654	2,683,660	3,376,090	3,041,000	3,041,000

Fiscal 1999

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.

Provide security services to County buildings.

Outlook for '99

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

The FY99 budget includes:

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

- increased funding for 60,000 square feet of the Allied Signal building.

Personnel Summary

Authorized37.43 FTE
 Additional0
 Executive Proposed37.43 FTE
 Approved37.43 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,471,676	1,633,840	1,633,840	1,671,200	1,720,830	1,720,830
Contractual Services	1,453,692	1,355,170	1,355,170	1,535,890	1,535,890	1,535,890
Supplies & Materials	330,842	252,360	252,360	315,040	315,040	315,040
Business & Education Expense	84,774	112,910	112,910	138,750	123,750	123,750
TOTAL	3,340,984	3,354,280	3,354,280	3,660,880	3,695,510	3,695,510

Fiscal 1999

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 '99

The FY99 budget reflects:

The reduction in personnel by two (2) positions;

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Performance Award	0	0	0	0	61,580	61,580
Utilities Operations Division	7,445,008	10,657,546	10,657,550	1,410,490	1,668,580	1,668,580
Technical Support Division	425,320	421,540	421,540	508,910	510,170	510,170
Water Reclamation	8,630,050	9,079,750	9,079,750	8,541,150	8,583,220	8,583,220
Maintenance Division	1,876,787	1,960,350	1,960,350	2,048,880	2,097,840	2,097,840
Shared Septic Systems	3,050	17,270	17,270	18,160	18,160	18,160
Utilities Non-Operating Expense	2,657,020	2,836,530	2,836,530	2,836,530	2,843,860	2,843,860
Service Division	5,727,964	5,702,340	5,702,340	6,418,420	6,606,020	6,606,020
Water & Sewer Design	403,571	424,010	424,010	439,550	440,740	440,740
TOTAL Water And Sewer Operating	19,723,762	20,441,790	20,441,790	20,811,600	22,830,170	22,830,170

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Value of inventory	400,000	400,000
# of inventory items	650	650

Personnel Summary

Authorized3 FTE
 Additional0
 Executive Proposed3 FTE
 Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	367,997	445,010	445,010	342,620	358,830	358,830
Contractual Services	285,237	386,820	386,820	222,870	222,870	222,870
Supplies & Materials	110,659	115,100	115,100	118,250	118,250	118,250
Business & Education Expense	413,977	396,480	396,480	419,570	419,570	419,570
Capital Outlay-operating Budget	4,872	5,150	5,150	5,000	0	0
Other Operating Expenses	31,140	294,640	294,640	294,640	541,520	541,520
Other Expenses	6,034	21,570	21,570	7,540	7,540	7,540
TOTAL	1,219,916	1,664,770	1,664,770	1,410,490	1,668,580	1,668,580

Fiscal 1999

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.

Update the Water and Sewer Master Plan.

Outlook for '99

Tasks	FY 98 Estimated	FY 99 Projected
Inspection of water & sewer projects	300	350
Utility permits reviewed	1,050	1,100
Water quality samples	1,648	2,400

Personnel Summary

Authorized8 FTE
 Additional0
 Executive Proposed8 FTE
 Approved8 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	416,201	386,320	386,320	479,910	481,170	481,170
Contractual Services	6,546	29,220	29,220	25,000	25,000	25,000
Supplies & Materials	2,573	6,000	6,000	4,000	4,000	4,000
TOTAL	425,320	421,540	421,540	508,910	510,170	510,170

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Wastewater Processed (MGD)	15	16
Sludge Landspread (wet tons)	28,000	30,000

The budget reflects the reduction of two positions.

Personnel Summary

Authorized	42 FTE
Additional	(2)
Executive Proposed	40 FTE
Approved	40 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,020,794	1,895,530	1,895,530	1,994,000	2,036,070	2,036,070
Contractual Services	2,811,100	2,918,340	2,918,340	2,268,120	2,268,120	2,268,120
Supplies & Materials	848,368	818,860	818,860	593,270	593,270	593,270
Business & Education Expense	60,840	73,000	73,000	83,730	83,730	83,730
Other Operating Expenses	14,730	0	0	0	0	0
Other Expenses	2,874,218	3,374,020	3,374,020	3,602,030	3,602,030	3,602,030
TOTAL	8,630,050	9,079,750	9,079,750	8,541,150	8,583,220	8,583,220

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Miles of Water Line	600	625
Miles of Sewer Line	625	625
Water Connections	50	55
Sewer Connections	50	55

Personnel Summary

Authorized39 FTE
 Additional0
 Executive Proposed39 FTE
 Approved39 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,512,977	1,626,070	1,626,070	1,653,010	1,701,970	1,701,970
Contractual Services	58,867	113,000	113,000	97,700	97,700	97,700
Supplies & Materials	236,760	203,780	203,780	236,710	236,710	236,710
Business & Education Expense	0	5,000	5,000	5,000	5,000	5,000
Capital Outlay-operating Budget	0	12,500	12,500	15,500	15,500	15,500
Other Expenses	68,183	0	0	40,960	40,960	40,960
TOTAL	1,876,787	1,960,350	1,960,350	2,048,880	2,097,840	2,097,840

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,788	13,270	13,270	12,160	12,160	12,160
Supplies & Materials	912	3,000	3,000	5,000	5,000	5,000
Other Operating Expenses	350	1,000	1,000	1,000	1,000	1,000
TOTAL	3,050	17,270	17,270	18,160	18,160	18,160

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Interfund Charges & Reimburse	2,657,020	2,836,530	2,836,530	2,836,530	2,843,860	2,843,860
TOTAL	2,657,020	2,836,530	2,836,530	2,836,530	2,843,860	2,843,860

Fiscal 1999

Public Works

DEPARTMENT OF PUBLIC WORKS

SERVICE DIVISION

710-009-0750

Functions

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

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

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

Outlook for '99

Tasks	FY98 Estimated	FY99 Projected
Meters Repaired	2,000	2,100
Meters Installed	4,000	4,200
Water Meters Read	215,000	220,000
Water/Sewer Facilities Maintained	87	87

Personnel Summary

Authorized16 FTE
 Additional0
 Executive Proposed16 FTE
 Approved16 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	838,771	603,880	603,880	652,280	669,880	669,880
Contractual Services	500,604	562,400	562,400	656,710	656,710	656,710
Supplies & Materials	205,940	194,630	194,630	432,200	432,200	432,200
Business & Education Expense	1,630	6,000	6,000	6,000	6,000	6,000
Other Expenses	4,181,019	4,335,430	4,335,430	4,671,230	4,841,230	4,841,230
TOTAL	5,727,964	5,702,340	5,702,340	6,418,420	6,606,020	6,606,020

Fiscal 1999

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 '99

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

Personnel Summary

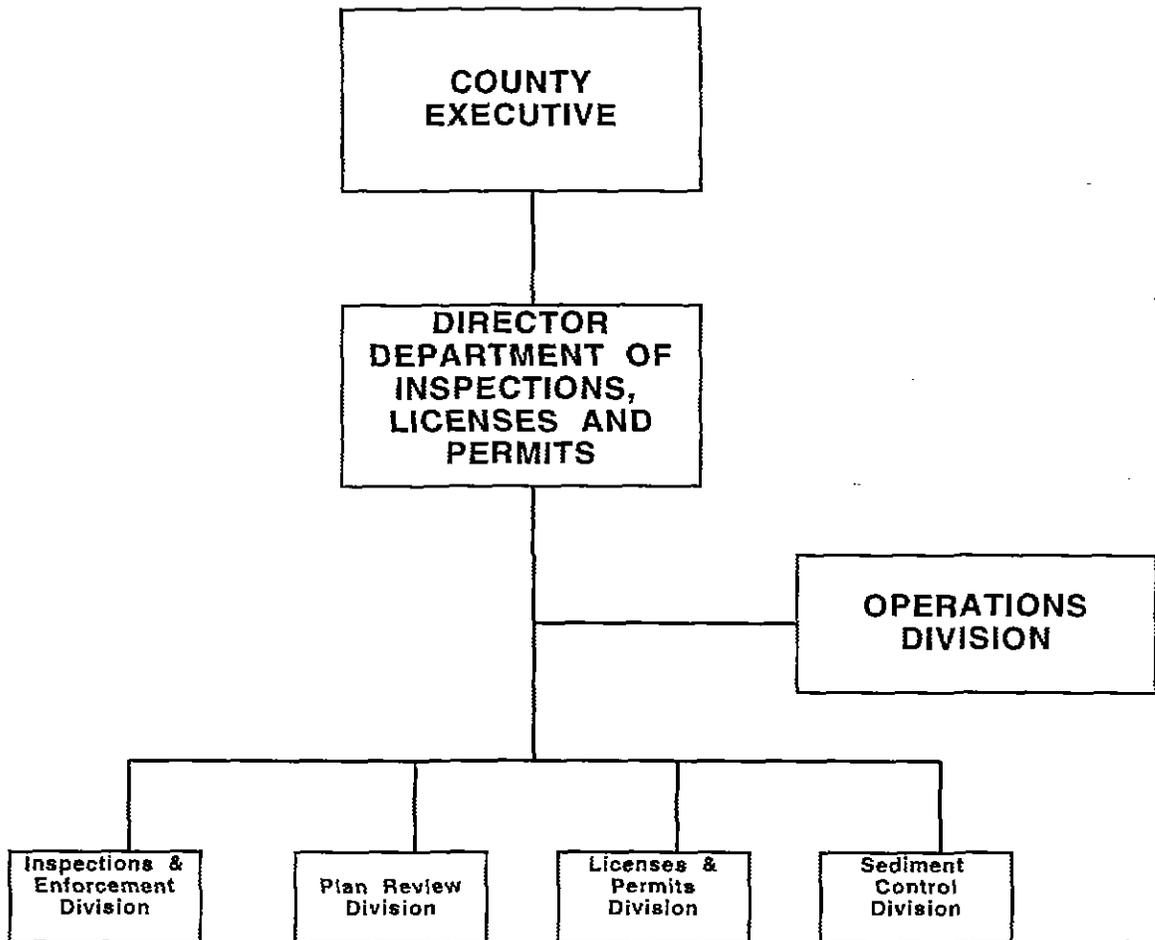
Authorized6 FTE
 Additional0
 Executive Proposed6 FTE
 Approved6 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	397,361	407,720	407,720	408,570	409,760	409,760
Contractual Services	2,676	2,990	2,990	18,080	18,080	18,080
Supplies & Materials	3,344	12,800	12,800	12,400	12,400	12,400
Business & Education Expense	190	500	500	500	500	500
TOTAL	403,571	424,010	424,010	439,550	440,740	440,740

Fiscal 1999

Public Works/Inspections

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS



Fiscal 1999

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 animals, 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

An HVACR Permit and Inspection program has been instituted pursuant to a memorandum of understanding signed with the State. Funds are budgeted in FY1999 for an additional Regulation Inspector II, a reclassification of an existing vacant Permit Clerk to a Regulation Support Technician II, and other associated operating expenses for implementation of this program. These additional expenditures will be offset by relevant revenues.

Funds are included for:

- overtime for field inspections outside of working hours,
- increased costs for training.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Operations Division	627,404	1,039,577	1,039,580	768,010	939,550	939,550
Inspection Enforcement Division	1,742,837	1,784,930	1,784,930	2,069,290	2,041,030	2,041,030
Plan Review Division	417,425	415,750	415,750	514,340	514,820	514,820
Licenses And Permits Division	399,976	437,460	437,460	534,790	503,190	503,190
Sediment Control Division	350,428	350,100	350,100	405,270	405,960	405,960
TOTAL General Fund	3,538,070	4,027,817	4,027,820	4,291,700	4,404,550	4,404,550

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Fire Protection Plans and Permits Reviewed	925	925
Inspections/Tests Witnessed	100	100
Design Professional Consultations	100	100

The FY 1999 budget includes funding for:

- increased costs for training and seminar
- message-waiting device for VoiceMail.

Personnel Summary

Authorized5 FTE
 Additional0
 Executive Proposed5 FTE
 Approved5 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	319,385	634,947	634,950	362,190	386,300	386,300
Contractual Services	28,088	32,830	32,830	26,650	26,650	26,650
Supplies & Materials	5,253	6,150	6,150	5,300	5,300	5,300
Business & Education Expense	9,378	12,420	12,420	19,690	19,690	19,690
Capital Outlay-operating Budget	0	13,000	13,000	13,950	0	0
Other Operating Expenses	265,300	340,230	340,230	340,230	501,610	501,610
TOTAL	627,404	1,039,577	1,039,580	768,010	939,550	939,550

Fiscal 1999

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 '99

Tasks	FY98	FY99
	Estimated	Projected
Inspection Activities		
HVACR	0	10,400
Building	33,000	33,000
Electrical	17,000	17,000
Plumbing	35,000	35,000
Rental Housing	14,000	14,000

The FY 1999 budget includes funding for:

- overtime for inspections outside of normal working hours
- one additional Regulation Inspector II for implementation of the HVACR inspection program.

Personnel Summary

Authorized33 FTE
 Additional1
 Executive Proposed34 FTE
 Approved34 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,634,627	1,672,380	1,672,380	1,899,370	1,910,060	1,910,060
Contractual Services	16,062	16,750	16,750	65,160	26,210	26,210
Supplies & Materials	15,593	14,000	14,000	20,560	20,560	20,560
Business & Education Expense	76,555	79,900	79,900	83,500	83,500	83,500
Capital Outlay-operating Budget	0	1,900	1,900	700	700	700
TOTAL	1,742,837	1,784,930	1,784,930	2,069,290	2,041,030	2,041,030

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Review of Construction Documents Associated with:		
Site Plans	400	400
Building Permits	5,300	5,300
Electrical Permits	1,800	1,800
Plumbing Permits	1,400	1,400
Design professional consultations	400	400

Personnel Summary

Authorized9 FTE
 Additional0
 Executive Proposed9 FTE
 Approved9 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	416,481	413,950	413,950	512,340	512,820	512,820
Contractual Services	0	0	0	0	0	0
Supplies & Materials	944	1,300	1,300	1,500	1,500	1,500
Business & Education Expense	0	500	500	500	500	500
TOTAL	417,425	415,750	415,750	514,340	514,820	514,820

Fiscal 1999

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
- animals
- massage establishments
- heating, ventilation, air conditioning and refrigeration (HVACR new program)

Outlook for '99

Tasks	FY98 Estimated	FY99 Projected
HVACR Permits	0	5,200
Rental Housing Units Licensed	24,000	24,000
Plumbing Permits	5,400	5,400
Building Permits	5,300	5,300
Electrical Permits	5,800	5,800
Fire Protection Permits	925	925
Animal License Renewals	10,600	10,600

The budget reflects the reclassification of a vacant Permit Clerk position to a Regulation Support Tech II for the HVACR program.

Personnel Summary

Authorized10 FTE
 Additional0
 Executive Proposed10 FTE
 Approved10 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	382,068	416,610	416,610	508,880	479,390	479,390
Supplies & Materials	17,908	20,850	20,850	25,910	23,800	23,800
TOTAL	399,976	437,460	437,460	534,790	503,190	503,190

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Sediment Control Inspections	8,000	8,000
Grading Permits Monitored and Sites Inspected	700	700

Personnel Summary

Authorized7 FTE
 Additional0
 Executive Proposed7 FTE
 Approved7 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	337,296	337,600	337,600	391,820	392,510	392,510
Supplies & Materials	532	1,000	1,000	1,450	1,450	1,450
Business & Education Expense	12,600	11,500	11,500	12,000	12,000	12,000
TOTAL	350,428	350,100	350,100	405,270	405,960	405,960

Fiscal 1999

Human Services

SECTION IV

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Transportation Services and Coordination

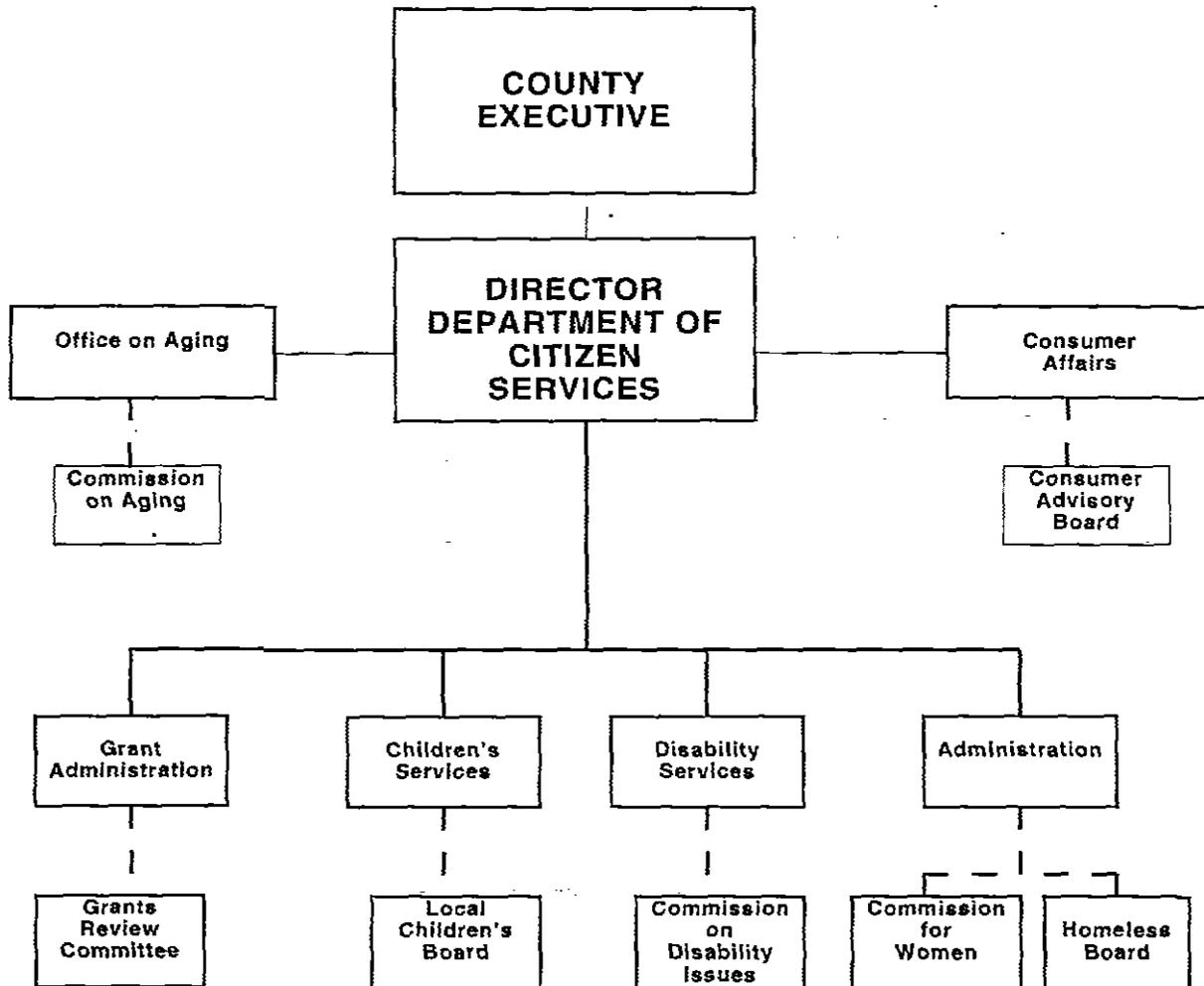
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Fiscal 1999

Human Services

DEPARTMENT OF CITIZEN SERVICES



Fiscal 1999

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.

New efforts for FY99 include:

- opening of the new Ellicott City Senior Center.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	2,108,416	2,267,773	2,267,770	2,571,730	2,532,270	2,532,270
Grants	2,319,010	4,644,333	4,644,330	6,012,350	5,984,210	5,984,210
Trust And Agency Multifarious	88,267	120,000	120,000	110,500	110,500	110,500
TOTAL	4,515,693	7,032,106	7,032,100	8,694,580	8,626,980	8,626,980

Fiscal 1999

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 Center (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 '99

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

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

Personnel Summary

Authorized10.525 FTE
 Additional(1)
 Executive Proposed.....9.525TE
 Approved9.525 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	534,093	612,133	612,130	607,720	620,050	620,050
Contractual Services	33,312	35,380	35,380	38,800	31,300	31,300
Supplies & Materials	16,789	14,160	14,160	16,960	16,960	16,960
Business & Education Expense	15,386	21,660	21,660	22,990	22,990	22,990
Other Operating Expenses	171,880	187,650	187,650	187,650	196,840	196,840
TOTAL	771,460	870,983	870,980	874,120	888,140	888,140

Fiscal 1999

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 '99

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 third annual Women's Hall of Fame.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	100	100	200	200	200
Supplies & Materials	1,825	1,970	1,970	1,720	1,720	1,720
Business & Education Expense	551	780	780	930	930	930
Other Operating Expenses	50	100	100	100	100	100
TOTAL	2,426	2,950	2,950	2,950	2,950	2,950

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	200	200	200	200	200
Supplies & Materials	682	1,240	1,240	1,340	1,340	1,340
Business & Education Expense	493	250	250	150	150	150
TOTAL	1,175	1,690	1,690	1,690	1,690	1,690

Fiscal 1999

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 '99

Institutionalize "Hook the Crook"

Expand the arbitration program

Continue efforts to streamline the licensing and enforcement procedures.

Personnel Summary

Authorized4 FTE

Additional0

Executive Proposed4 FTE

Approved4 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	200,451	200,500	200,500	235,690	237,710	237,710
Contractual Services	2,937	3,640	3,640	3,690	3,690	3,690
Supplies & Materials	1,795	1,760	1,760	1,800	1,800	1,800
Business & Education Expense	2,241	2,300	2,300	2,850	2,850	2,850
TOTAL	207,424	208,200	208,200	244,030	246,050	246,050

Fiscal 1999

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 '99

Continue to address pertinent consumer issues facing Howard County residents.

Publish and mail a newsletter to homeowners and condo associations.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	100	100	100	100	100
Supplies & Materials	101	290	290	290	290	290
Business & Education Expense	0	200	200	200	200	200
TOTAL	101	590	590	590	590	590

Fiscal 1999

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, 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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	972,510	972,510	1,242,530	1,187,030	1,187,030
Contractual Services	0	85,510	85,510	84,320	84,320	84,320
Supplies & Materials	0	100,740	100,740	97,770	97,770	97,770
Business & Education Expense	0	17,510	17,510	18,090	18,090	18,090
Capital Outlay-operating Budget	0	1,450	1,450	0	0	0
Other Operating Expenses	1,125,340	5,140	5,140	5,140	5,140	5,140
TOTAL	1,125,340	1,182,860	1,182,860	1,447,850	1,392,350	1,392,350

Fiscal 1999

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 '99

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

Continue to promote and monitor open review of state regulations on assisted living housing facilities.

Continue to evaluate transportation services for seniors provided by the Howard Area Transit System (HATS).

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	400	100	100	100	100	100
Supplies & Materials	0	100	100	150	150	150
Business & Education Expense	90	300	300	250	250	250
TOTAL	490	500	500	500	500	500

Fiscal 1999

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, 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 '99

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.

Opening of the Ellicott City Senior Center and continued planning for a new Western Howard County Senior Center will be a priority in FY99.

Personnel Summary

Authorized23.63 FTE
 Additional1
 Executive Proposed24.63TE
 Approved24.63 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	78,229	803,560	803,560	976,350	988,340	988,340
Contractual Services	28,755	117,430	117,430	289,210	289,210	289,210
Supplies & Materials	2,154	332,910	332,910	329,840	329,840	329,840
Business & Education Expense	596	22,250	22,250	10,840	10,840	10,840
Capital Outlay-operating Budget	0	3,450	3,450	21,330	21,330	21,330
TOTAL	109,734	1,279,600	1,279,600	1,627,570	1,639,560	1,639,560

Fiscal 1999

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 '99

Activities will include expansion and improvement of current human services programs.

Personnel Summary

Authorized.....1.0 FTE
 Additional0
 Executive Proposed.....1.0 FTE
 Approved1.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	53,270	53,270	46,660	47,390	47,390
Contractual Services	0	146,730	146,730	153,340	153,340	153,340
TOTAL	0	200,000	200,000	200,000	200,730	200,730

Fiscal 1999

Human Services

DEPARTMENT OF CITIZEN SERVICES OPERATIONS

051-010-0417

Functions

This budget center no longer exists.

Outlook for '99

This budget center was consolidated with 051-010-0413 in FY98.

Data reported for FY97 audit purposes only.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	615,480	0	0	0	0	0
Contractual Services	58,015	0	0	0	0	0
Supplies & Materials	228,148	0	0	0	0	0
Business & Education Expense	6,045	0	0	0	0	0
Capital Outlay	3,781	0	0	0	0	0
TOTAL	911,469	0	0	0	0	0

Fiscal 1999

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
- Legal Services
- Homebound Support

Outlook for '99

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

Perform ongoing needs assessment of the community at large.

Personnel Summary

Authorized9.13 FTE
 Additional0
 Executive Proposed9.13 FTE
 Approved9.13 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	330,888	348,850	348,850	467,460	418,240	418,240
Contractual Services	661,831	782,630	782,630	800,250	800,250	800,250
Supplies & Materials	14,565	18,420	18,420	19,220	19,220	19,220
Business & Education Expense	6,356	10,620	10,620	9,750	9,750	9,750
Capital Outlay-operating Budget	0	750	750	0	0	0
Other Operating Expenses	5,140	5,140	5,140	10,240	10,240	10,240
TOTAL	1,018,780	1,166,410	1,166,410	1,306,920	1,257,700	1,257,700

Fiscal 1999

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 '99

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

Authorized4.5 FTE
 Additional0
 Executive Proposed4.5 FTE
 Approved4.5 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	226,468	365,623	365,623	251,590	254,080	254,080
Contractual Services	11,050	19,890	19,890	59,070	59,070	59,070
Supplies & Materials	3,305	5,780	5,780	5,970	5,970	5,970
Business & Education Expense	2,322	3,310	3,130	3,310	3,310	3,310
Capital Outlay--Operating Budget	0	6,200	6,20	3,500	3,500	3,500
TOTAL	243,145	400,903	400,803	323,440	325,930	325,930

Fiscal 1999

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 '99

The Child Care Food Program will continue to use funds obtained from a grant from the U.S. Department of Agriculture to provide nutrition education, site monitoring and reimbursement to participating licensed day care centers that 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

Authorized4.44 FTE
 Additional(1)
 Executive Proposed3.44 FTE
 Approved3.44 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	142,088	174,630	174,630	177,470	181,510	181,510
TOTAL	142,088	174,630	174,630	177,470	181,510	181,510

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	62,569	91,000	91,000	91,000	91,000	91,000
TOTAL	62,569	91,000	91,000	91,000	91,000	91,000

Fiscal 1999

Human Services

DEPARTMENT OF CITIZEN SERVICES

HOMELESS SERVICES

051-010-0823

Functions

Homeless Services are 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 '99

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

Provide housing and supportive services for persons with disabilities.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	5,610	5,740	5,740	0	0	0
Contractual Services	467,404	506,760	506,760	670,320	670,320	670,320
TOTAL	473,014	512,500	512,500	670,320	670,320	670,320

Fiscal 1999

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 to serve child care consumers and providers.

Outlook for '99

Funding for FY99 will provide a public awareness campaign to assist parents in identifying and selecting appropriate child care.

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

Personnel Summary

Authorized.....1.0 FTE
 Additional0
 Executive Proposed1.0 FTE
 Approved1.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	30,390	30,390	40,550	41,180	41,180
Contractual Services	28,838	1,270	1,270	173,100	173,100	173,100
Supplies & Materials	2,875	8,500	8,500	2,400	2,400	2,400
Business & Education Expense	3,176	9,430	9,430	600	600	600
TOTAL	34,889	49,590	49,590	216,650	217,280	217,280

Fiscal 1999

Human Services

DEPARTMENT OF CITIZEN SERVICES

VICTIM SUPPORT LIAISON

051-010-0825

Functions

Provide support services for victims of child abuse.

Provide support for the Child Advocacy Center and renovations at the center.

Outlook for '99

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.

Five new grants from public and private sources will assist in the renovation of the Child Advocacy Center expansion and continue to provide funding for a part-time Administrative Support position.

Personnel Summary

Authorized.....0.75 FTE

Additional1*

Executive Proposed1.75 FTE

Approved

*Not a new position; previously budgeted in 011-0110

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	20,410	20,410	62,360	62,830	62,830
Contractual Services	8,670	500	500	121,760	121,760	121,760
Supplies & Materials	878	1,900	1,900	11,150	11,150	11,150
Business & Education Expense	0	1,990	1,990	13,200	13,200	13,200
Capital Outlay-operating Budget	1,322	0	0	40,000	40,000	40,000
TOTAL	10,870	24,800	24,800	248,470	248,940	248,940

Fiscal 1999

Human Services

DEPT. OF CITIZEN SERVICES

INTERAGENCY EARLY CHILDHOOD COMM.

051-010-0826

Functions

Funding has been discontinued for this program.

Outlook for '99

This grant has expired.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	10,005	10,000	10,000	0	0	0
TOTAL	10,005	10,000	10,000	0	0	0

Fiscal 1999

Human Services

DEPARTMENT OF CITIZEN SERVICES CHILDREN'S SERVICES/LOCAL PLANNING 051-010-0827

Functions

The Local Management Board is 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 '99

Funding for this program will come from the Governor's Office for Children, Youth and Families to implement Service Reform, including the development of programs to serve children at risk of out-of-home placements and prevention/early intervention programs.

Implement a new grant-supported program, Grandparents as Parents.

Personnel Summary

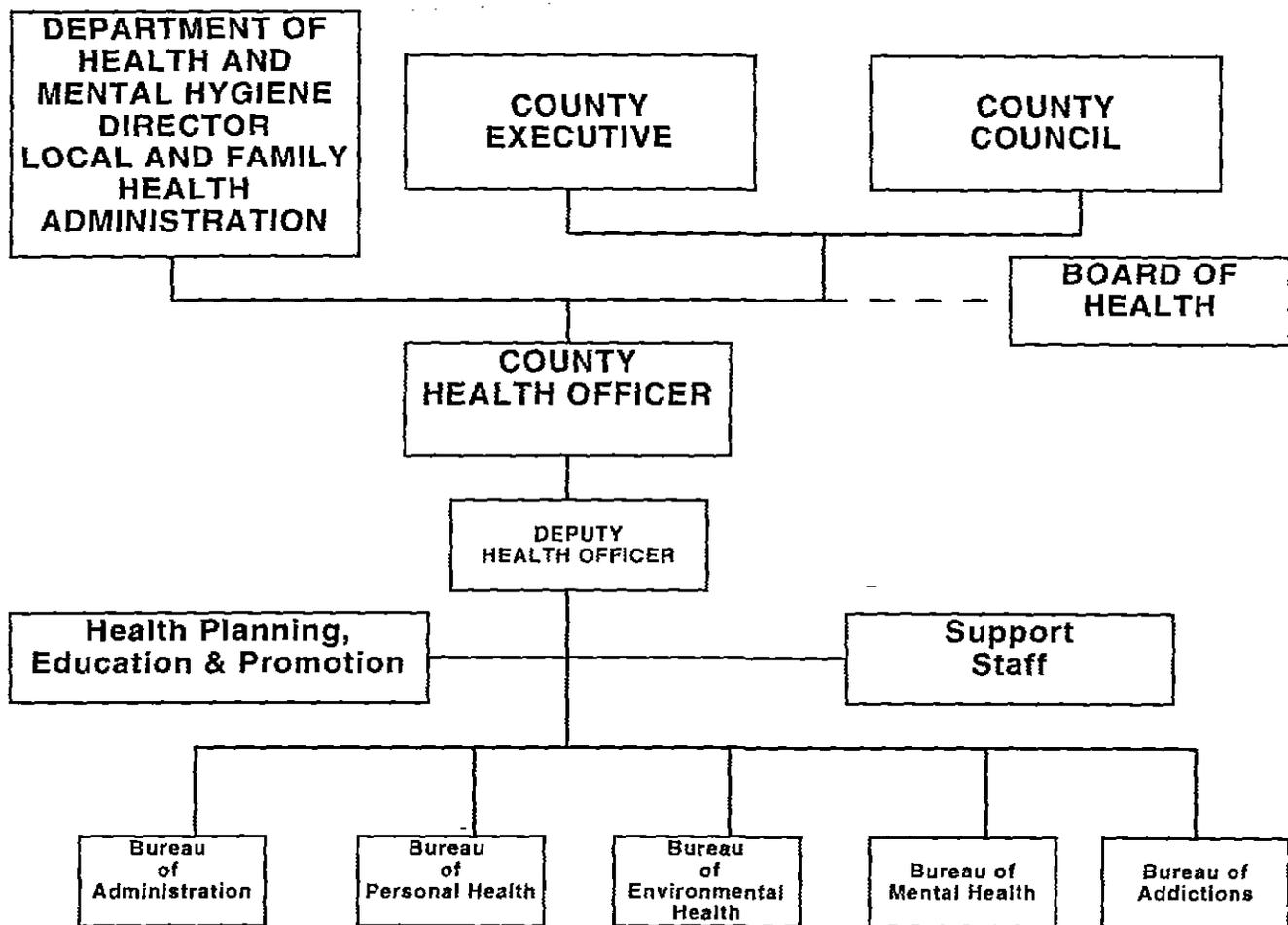
Authorized1 FTE
Additional2
Executive Proposed3 FTE
Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	23,257	40,560	40,560	128,510	129,240	129,240
Contractual Services	0	68,440	68,440	1,019,000	1,019,000	1,019,000
Supplies & Materials	718	1,900	1,900	1,000	1,000	1,000
Business & Education Expense	2,234	7,300	7,300	2,000	2,000	2,000
TOTAL	26,209	118,200	118,200	1,150,510	1,151,240	1,151,240

Fiscal 1999

Human Services

DEPARTMENT OF HEALTH AND MENTAL HYGIENE



Fiscal 1999

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

Revenue sources include:

Howard County	\$3,666,640
State of Maryland	4,362,600
Collections	<u>1,758,250</u>
Total	\$9,787,490

The State of Maryland Medical Assistance Managed Care Program will be implemented. Mental Health will no longer be grant-funded for most of the services. Fee for Service will be the main source.

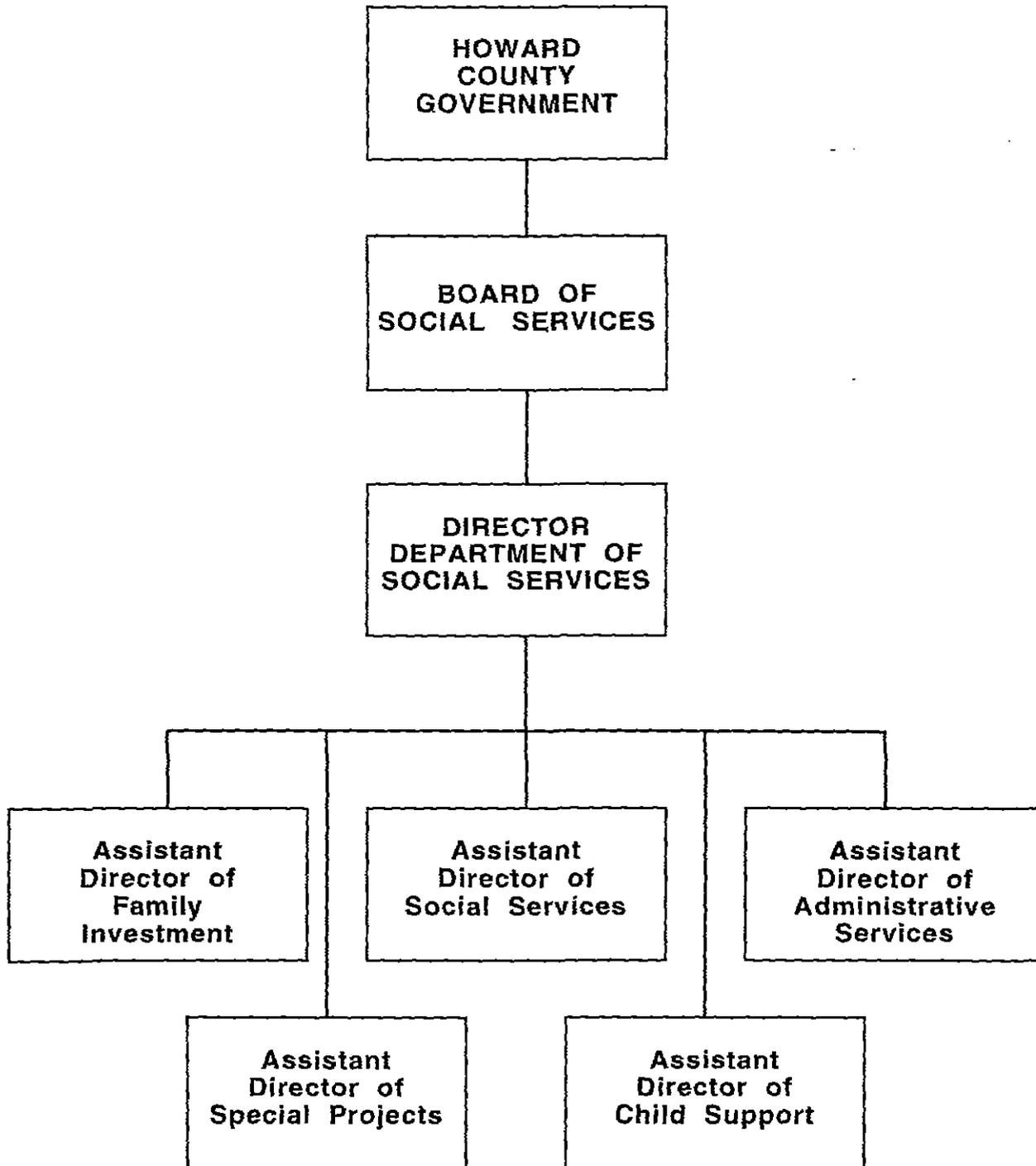
Funds are included to expand detoxification services at hospitals to include "nonmedical detox."

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	3,341,640	3,341,640	3,341,640	3,744,820	3,666,640	3,666,640
TOTAL	3,341,640	3,341,640	3,341,640	3,744,820	3,666,640	3,666,640

Fiscal 1999

Human Services

DEPARTMENT OF SOCIAL SERVICES



Fiscal 1999

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

In FY 1999, the County will continue the current level of support to the Department of Social Services

Personnel Summary

Authorized1 FTE
 Additional0
 Executive Proposed.....1 FTE
 Approved1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	23,997	27,493	27,490	27,900	28,300	28,300
Contractual Services	0	0	0	560	560	560
Other Operating Expenses	290,299	306,280	306,280	364,780	314,880	314,880
TOTAL	314,296	333,773	333,770	393,240	343,740	343,740

Fiscal 1999

Human Services

DEPT. OF SOCIAL SERVICES COMMUNITY DEVELOPMENT BLOCK GRANT

051-010-0150

Functions

Outlook for '99

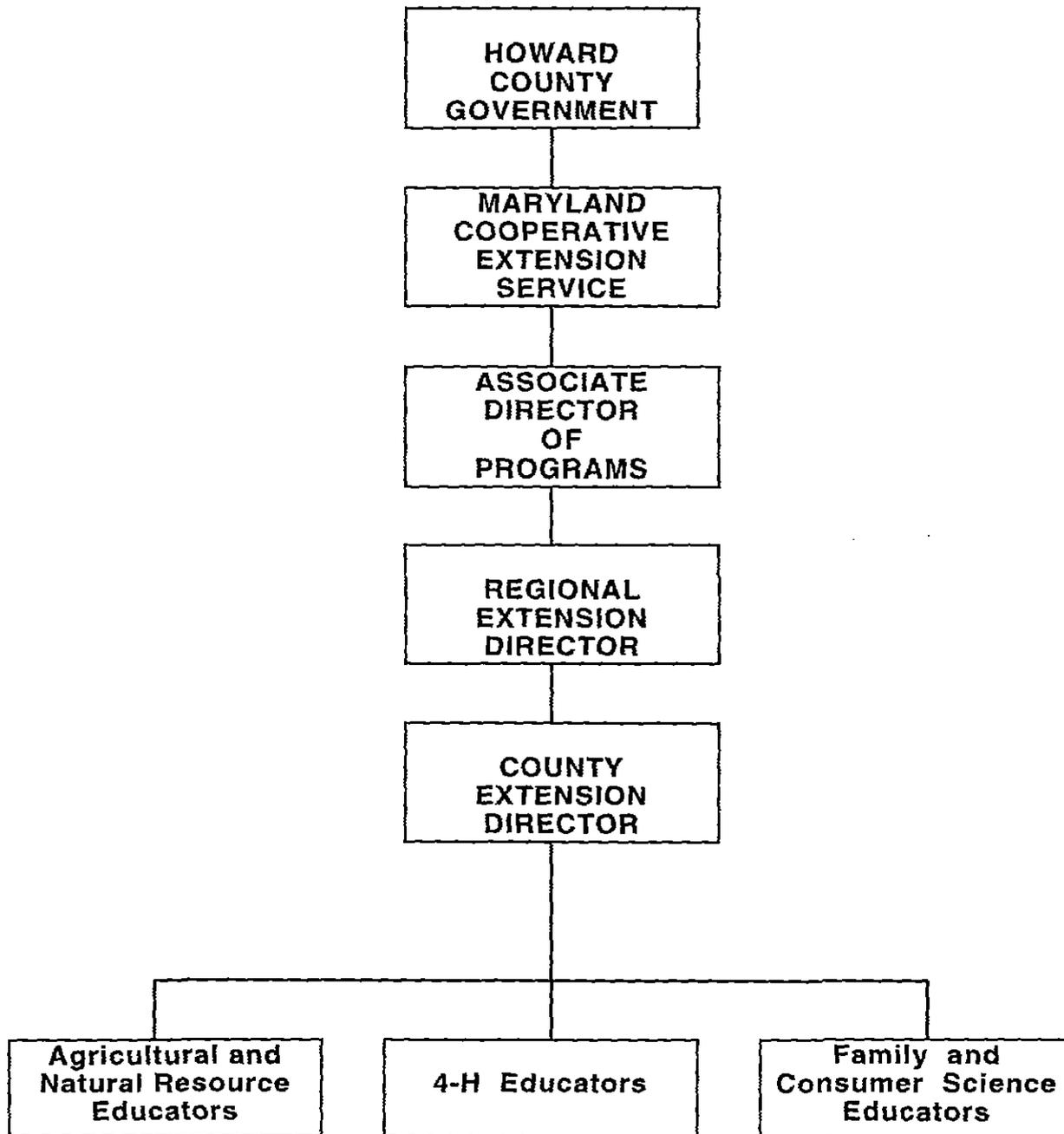
The grant was transferred to the Office of Housing and Community Development in FY99.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	343,800	343,800	0	0	0
TOTAL	0	343,800	343,800	0	0	0

Fiscal 1999

Human Services

COOPERATIVE EXTENSION SERVICES



Fiscal 1999

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 (59%) and County (37%), approximately.

Highlights

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

The FY 1999 budget includes:

- Decrease in cost for office lease;
- Increase in county contributions.

Personnel Summary

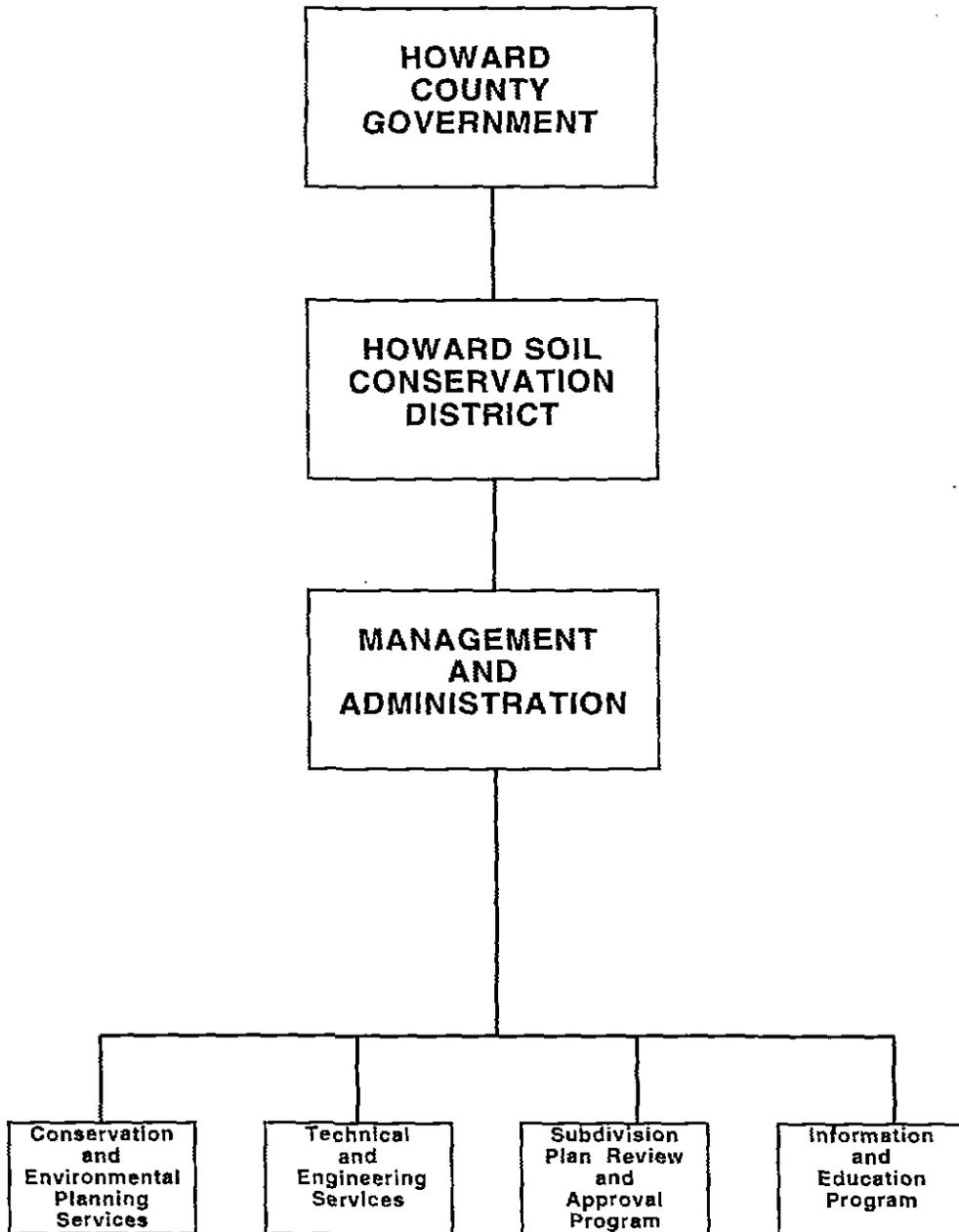
Authorized1.75 FTE
 Additional0
 Executive Proposed1.75 FTE
 Approved1.75 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	58,262	62,262	62,260	65,700	66,540	66,540
Contractual Services	75,582	91,830	91,830	84,780	84,780	84,780
Supplies & Materials	9,196	10,010	10,010	12,470	12,470	12,470
Business & Education Expense	3,907	4,340	4,340	4,700	4,700	4,700
Capital Outlay-operating Budget	0	0	0	0	0	0
Other Operating Expenses	73,420	80,070	80,070	87,160	89,130	89,130
TOTAL	220,367	248,512	248,510	254,810	257,620	257,620

Fiscal 1999

Human Services

SOIL CONSERVATION DISTRICT



Fiscal 1999

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

The FY99 budget includes funding for Voice Mail.

Personnel Summary

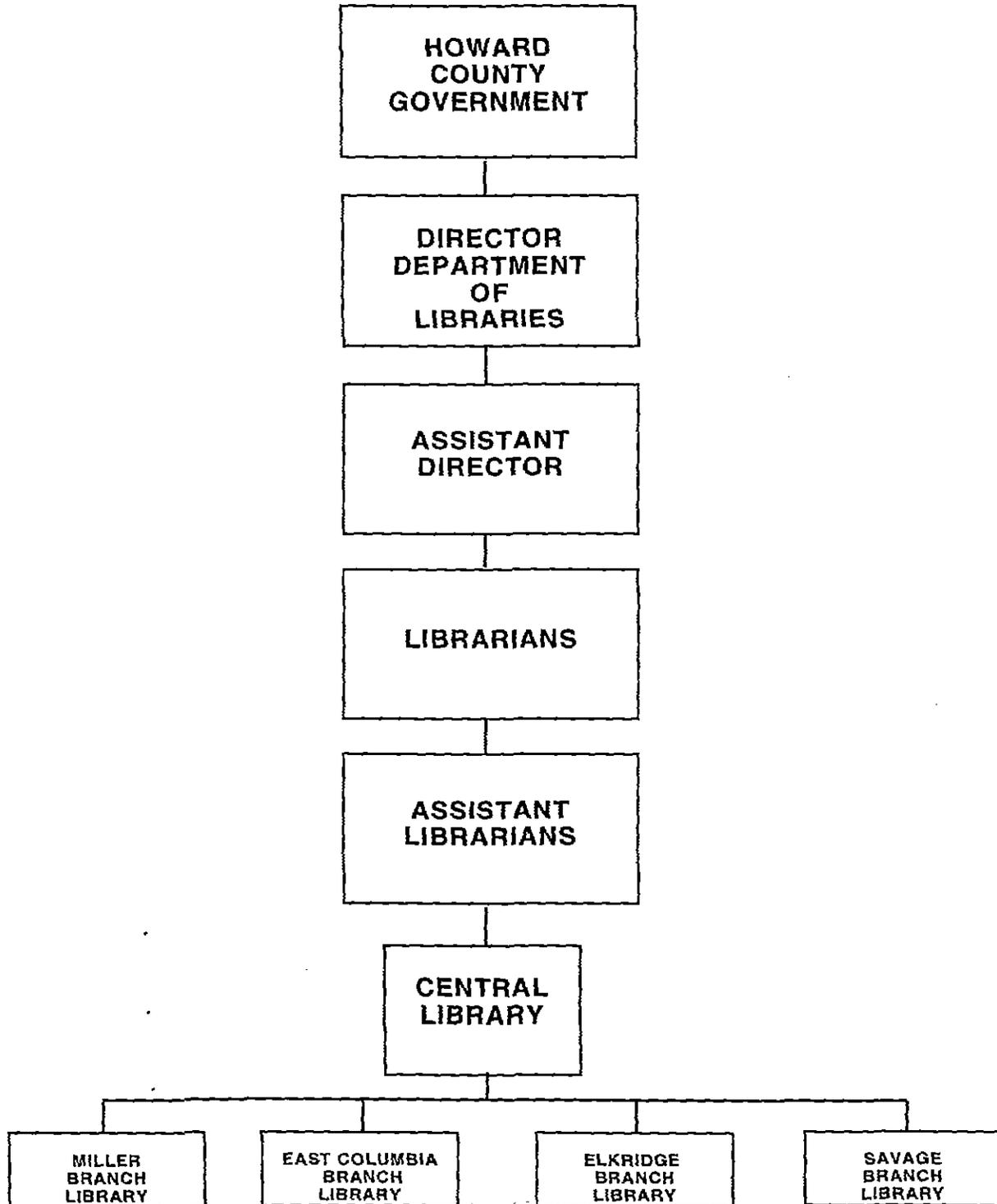
Authorized7 FTE
 Additional0
 Executive Proposed7 FTE
 Approved7 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	382,362	414,417	414,420	418,560	423,320	423,320
Contractual Services	10,201	10,560	10,560	13,880	13,880	13,880
Supplies & Materials	1,088	1,740	1,740	2,250	2,250	2,250
Business & Education Expense	3,616	4,720	4,720	5,520	5,520	5,520
Capital Outlay-operating Budget	0	0	0	0	0	0
Other Operating Expenses	950	1,870	1,870	1,870	2,670	2,670
TOTAL	398,217	433,307	433,310	442,080	447,640	447,640

Fiscal 1999

Human Services

DEPARTMENT OF LIBRARIES



Fiscal 1999

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	\$7,537,570
State of Maryland	445,134
Grants	10,000
Library Generated/Other	<u>1,439,770</u>
Total	\$9,432,474

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	7,110,660	7,234,710	7,234,710	8,279,030	7,537,570	7,537,570
TOTAL	7,110,660	7,234,710	7,234,710	8,279,030	7,537,570	7,537,570

Fiscal 1999

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 '99

Continue to 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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	809,560	809,560	872,940	869,560	869,560
TOTAL	0	809,560	809,560	872,940	869,560	869,560

Fiscal 1999

Human Services

GRANTS-IN-AID

YMCA--program to provide 44 "at risk" youth with summer camp experience through Partner with Youth Campaign.

DVC/STTAR--cooperative venture to serve 130 youth in a 10-week intervention program designed to address youth involved or "at risk" of being involved in the criminal justice system.

Katyn Memorial--funding to support erection of a memorial honoring WWII POW's in Baltimore.

Patapsco Female Institute--provides funding for the operation of the Patapsco Female Institute Historic Park in Ellicott City.

Suspended Students Initiative--provides set-aside funding for cooperative efforts from human service agencies to provide services for "at risk" youth.

Legal Aid Bureau--matching funds that will be available to Legal Aid Bureau, Inc. upon entering an agreement with the County to provide a similar amount of funds. Funds will be used to re-establish Legal Aid in Howard County to serve low-income residents.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
YMCA	0	0	0	0	5,000	5,000
DVC/STTAR	0	0	0	0	55,000	55,000
Katyn Memorial	0	0	0	0	6,000	6,000
Patapsco Female Institute	0	0	0	0	10,000	10,000
Suspended Students Initiative	0	0	0	0	25,000	0
Legal Aid Bureau	0	0	0	0	50,000	0

Fiscal 1999

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, transitional shelter, and emergency shelter. FY99 funding includes \$7,000 for Runaway Youth support program.

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 1997	FY 1998		FY 1999		
	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
Baltimore Radio Reading Service	4,500	4,500	4,500	4,500	4,500	4,500
Grassroots Crisis Intervention	668,440	677,180	677,180	690,720	684,180	684,180
Meals-on-Wheels	6,000	6,000	6,000	7,200	7,200	7,200
Adaptive Living	9,930	9,930	9,930	15,000	12,600	12,600
Econ. Dev. Grant Assist. Prog.	100,000	100,000	100,000	100,000	100,000	100,000
Winter Growth	18,070	18,070	18,070	21,680	20,000	20,000
Mediation & Conflict Resolution	20,000	40,000	40,000	39,390	39,390	39,390

Fiscal 1999

Human Services

GRANTS-IN-AID

Family Life Center--Merged with Family & Children's Services for FY99.

Community Action Council--Supports a private, non-profit agency working toward elimination of the causes of poverty. FY99 funding includes \$11,000 for State Retirement support.

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

STTAR-- 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, 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 low income and economically disadvantaged individuals entering or changing jobs in Howard County.

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. Funding includes \$45,650 from marriage license tax.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Family Life Center	76,750	56,750	56,750	56,750	0	0
Community Action Council	284,260	284,260	284,260	311,920	295,260	295,260
Family & Children's Services/Fam. Life	52,570	52,570	52,570	52,570	109,320	109,320
STTAR	158,920	158,920	158,920	163,600	163,600	163,600
Howard Co. Asso. for Retarded Citizens	66,860	72,660	72,660	76,380	72,660	72,660
Family & Children's Services/Cent. MD	27,900	29,370	29,370	30,500	30,500	30,500
Careerscope	19,380	19,380	19,380	29,380	19,380	19,380
Domestic Violence Center	138,300	141,900	149,000	149,000	149,000	149,000

Fiscal 1999

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.

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

Howard County Historical Society--Supports conservation of artifacts of local significance and exhibition/archival supplies.

Tourism Council--Funding to promote tourism in Howard County. FY99 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. FY99 funding includes \$8,000 for five additional families in S.P.A.R.K.L.E.

Voices for Children--Supports advocates for abused and neglected children appointed by the court. FY99 funding includes \$10,000 for "at risk" youth.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
FIRN	110,100	110,100	110,100	115,600	110,100	110,100
Hospice Services of Howard County	35,470	35,470	35,470	43,000	39,000	39,000
HCARC/DSG Step	150,310	150,310	150,310	157,830	150,310	150,310
Youth Enrichment Program	15,000	15,000	15,000	15,000	15,000	15,000
Local/Regional Arts Grants	307,470	307,470	307,470	335,850	320,000	320,000
Howard County Historical Society	0	0	0	0	8,000	8,000
Tourism Council	200,000	236,000	236,000	256,000	250,000	250,000
Children Of Separation & Divorce Cntr	21,950	21,950	21,950	25,000	29,950	29,950
Voices For Children	3,000	3,000	3,000	3,000	13,000	13,000
	2,555,100	2,610,710	2,610,710	2,762,790	2,853,870	2,778,870

Fiscal 1999

Recreation & Parks

SECTION V

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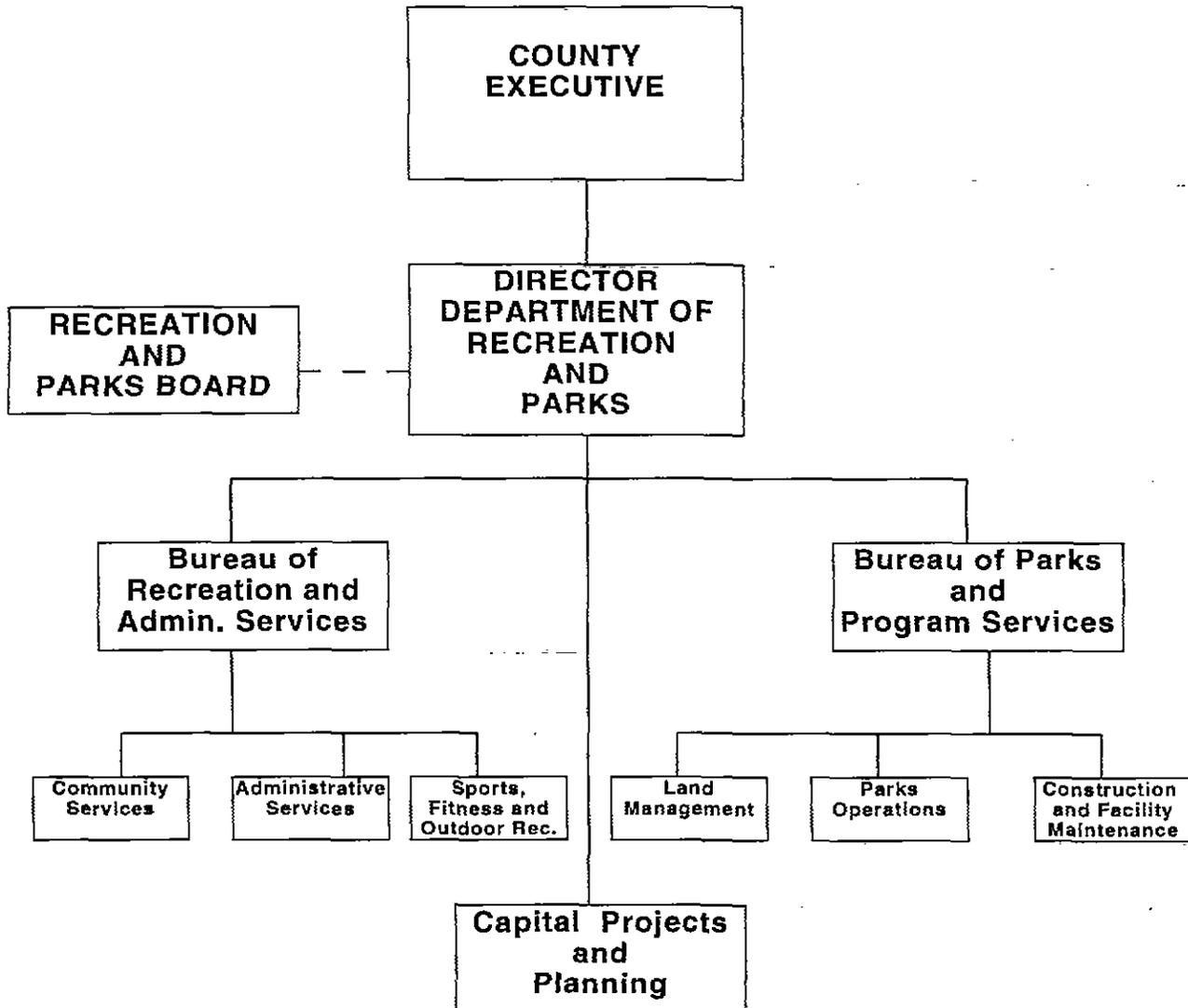
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Fiscal 1999

Recreation & Parks

DEPARTMENT OF RECREATION AND PARKS



Fiscal 1999

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	5,233,612	5,962,606	5,962,606	6,532,240	6,488,990	6,488,990
Recreation Self-Sustaining	4,529,364	5,279,120	5,279,120	5,403,910	5,460,370	5,460,370
Recreation Special Facilities	1,454,979	2,164,490	2,164,490	2,250,660	2,254,660	2,254,660
Middle Patuxent Environmental Area	1,000	46,440	46,440	89,500	89,500	89,500
TOTAL	11,218,955	13,452,656	13,452,656	14,276,310	14,293,520	14,293,520

Fiscal 1999

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 '99

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

Funding is continued 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 upgrade of four seasonal benefitted positions to full-time status.

Personnel Summary

Authorized127.4 FTE
 Additional(1.3)
 Executive Proposed126.1 FTE
 Approved126.1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	3,959,611	4,602,486	4,602,490	4,829,130	4,877,600	4,877,600
Contractual Services	363,771	419,290	419,290	599,260	549,260	549,260
Supplies & Materials	286,044	331,840	331,840	441,840	341,840	341,840
Business & Education Expense	545,191	524,680	524,680	577,700	577,700	577,700
Capital Outlay-operating Budget	26,255	28,600	28,600	28,600	28,600	28,600
Other Operating Expenses	52,740	55,710	55,710	55,710	73,990	73,990
TOTAL	5,233,612	5,962,606	5,962,610	6,532,240	6,448,990	6,448,990

Fiscal 1999

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 '99

Tasks	FY98	FY99
	Estimated	Projected
Programs Operated	3,400	3,500
Registrations Processed	65,000	66,000
Spring Programs	900	900
Summer Programs	800	900
Fall Programs	1,000	1,000
Winter Programs	700	700

Includes expanding the Recreation Child Care Before and After School programs to Triadelphia Ridge and Gormans Crossing Elementary Schools.

Personnel Summary

Authorized	137.6 FTE
Additional	(12.7)
Executive Proposed	124.9 FTE
Approved	124.9 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,686,947	3,168,770	3,168,770	3,284,810	3,319,720	3,319,720
Contractual Services	1,207,216	1,196,160	1,196,160	1,204,910	1,204,910	1,204,910
Supplies & Materials	481,264	643,720	643,720	643,720	643,720	643,720
Business & Education Expense	140,337	183,770	183,770	183,770	183,770	183,770
Capital Outlay-operating Budget	13,600	86,700	86,700	86,700	86,700	86,700
TOTAL	4,529,364	5,279,120	5,279,120	5,403,910	5,438,820	5,438,820

Fiscal 1999

Recreation & Parks

DEPT. OF RECREATION AND PARKS

MID. 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

Authorized1* FTE

Additional(1)

Executive Proposed0 FTE

Approved.....0 FTE

*Position reclassified from full-time to contingent in FY99

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	38,440	38,440	63,500	63,500	63,500
Contractual Services	1,000	3,000	3,000	16,000	16,000	16,000
Supplies & Materials	0	5,000	5,000	0	0	0
Business & Education Expense	0	0	0	10,000	10,000	10,000
TOTAL	1,000	46,440	46,440	89,500	89,500	89,500

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,376,893	1,329,100	1,329,100	1,305,880	1,305,880	1,305,880
Other Operating Expenses	0	755,390	755,390	848,780	848,780	848,780
Other Expenses	78,086	80,000	80,000	96,000	100,000	100,000
TOTAL	1,454,979	2,164,490	2,164,490	2,250,660	2,254,660	2,254,660

Legislative & Judicial

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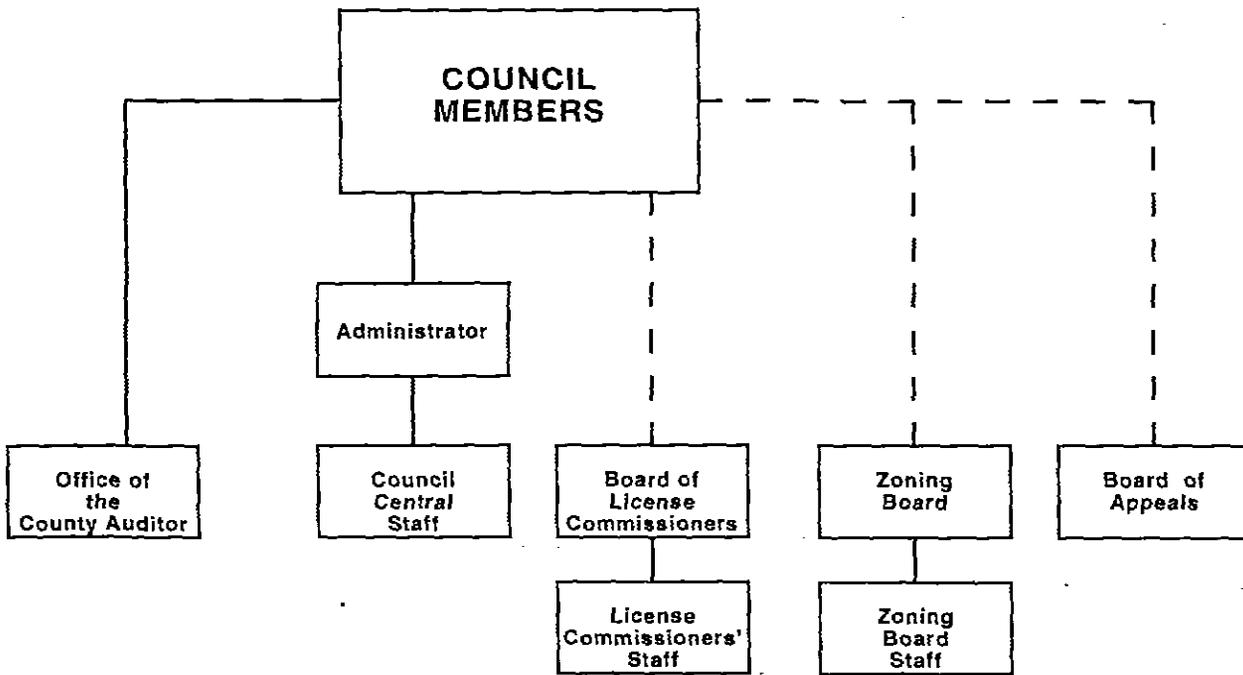
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Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL



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

Fiscal 1999

Legislative & Judicial

LEGISLATIVE SUMMARY

Description

The County Council, with five elected members, 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). The Board reviews applications for liquor licenses, grants liquor licenses and reviews regulation violations.

As the Zoning Board, the Council hears petitions for changes to zoning regulations and the county zoning map.

The Board of Appeals hears petitions for special exceptions, variances, confirmations of non-conforming uses, and appeals from departmental decisions.

Highlights

The FY99 budget reflects:

- the reduction of one secretarial position in the Council budget due to an office reorganization;
- the increased costs in the County Auditor's Office for new audit contracts and for part-time clerical assistance.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
County Council	982,189	1,097,893	1,097,893	1,080,470	1,099,410	1,099,410
County Auditor	545,304	474,940	474,940	547,990	548,660	548,660
Board Of License Commissioners	54,695	63,560	63,560	68,950	68,950	68,950
Zoning Board	52,553	65,190	65,190	74,320	75,150	75,150
Council District 1	3,653	4,800	4,800	4,800	4,800	4,800
Council District 2	4,718	4,800	4,800	4,800	4,800	4,800
Council District 3	4,737	4,800	4,800	4,800	4,800	4,800
Council District 4	4,101	4,800	4,800	4,800	4,800	4,800
Council District 5	3,506	4,800	4,800	4,800	4,800	4,800
Board of Appeals	50,584	59,710	58,710	56,730	56,730	56,730
TOTAL GENERAL FUND	1,706,040	1,785,293	1,785,293	1,852,460	1,872,900	1,872,900

Fiscal 1999

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 '99

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

The budget reflects a reduction of one secretarial position due to an office reorganization.

Personnel Summary

Authorized19 FTE
 Additional(1)
 Executive Proposed18 FTE
 Approved18 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	882,844	1,002,223	1,002,220	981,720	994,740	994,740
Contractual Services	47,438	47,500	47,500	48,990	48,990	48,990
Supplies & Materials	19,548	15,000	15,000	15,000	15,000	15,000
Business & Education Expense	6,799	12,460	12,460	14,050	14,050	14,050
Capital Outlay-operating Budget	8,490	9,500	9,500	9,500	9,500	9,500
Other Operating Expenses	17,070	11,210	11,210	11,210	17,130	17,130
TOTAL	982,189	1,097,893	1,097,890	1,080,470	1,099,410	1,099,410

Fiscal 1999

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 '99

The budget reflects an increase for outside audit costs due to new auditory contracts with expanded audit coverage.

Personnel Summary

Authorized6.62 FTE
Additional0
Executive Proposed6.62 FTE
Approved6.62 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	404,002	401,980	401,980	462,290	465,690	465,690
Contractual Services	65,972	54,830	54,830	66,520	66,520	66,520
Supplies & Materials	2,077	1,900	1,900	2,600	2,600	2,600
Business & Education Expense	3,935	3,900	3,900	4,250	4,250	4,250
Capital Outlay-operating Budget	5,028	800	800	800	800	800
Other Operating Expenses	64,290	11,530	11,530	11,530	8,800	8,800
TOTAL	545,304	474,940	474,940	547,990	548,660	548,660

Fiscal 1999

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 '99

With a maintenance of effort budget, the Board of License Commissioners continues to provide liquor licensing services to establishments in Howard County in an efficient and effective manner.

Personnel Summary

Authorized1 FTE
 Additional0
 Executive Proposed1 FTE
 Approved1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	52,642	57,210	57,210	64,680	64,680	64,680
Contractual Services	1,099	800	800	620	620	620
Supplies & Materials	612	4,200	4,200	2,300	2,300	2,300
Business & Education Expense	342	1,150	1,150	1,150	1,150	1,150
Capital Outlay-operating Budget	0	200	200	200	200	200
TOTAL	54,695	63,560	63,560	68,950	68,950	68,950

Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL ZONING BOARD

011-100-0105

Functions

The Zoning Board hears all requests for re-zoning 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 '99

With a maintenance of effort budget, the five-member Zoning Board will continue to make sound decisions on all Zoning issues that are raised before the Board.

Personnel Summary

Authorized1 FTE
 Additional0
 Executive Proposed1 FTE
 Approved1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	51,381	61,270	61,270	70,390	71,220	71,220
Contractual Services	1,094	2,470	2,470	2,480	2,480	2,480
Supplies & Materials	78	1,150	1,150	1,150	1,150	1,150
Business & Education Expense	0	50	50	50	50	50
Capital Outlay-operating Budget	0	250	250	250	250	250
TOTAL	52,553	65,190	65,190	74,320	75,150	75,150

Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 1

011-100-0111

Functions

In January 1998, the Council voted to appropriate, in FY1999, \$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 '99

The \$4,800 appropriation for Fiscal Year 1999 remains the same as in Fiscal Year 1998 and will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	369	500	500	500	500	500
Business & Education Expense	3,284	4,300	4,300	4,300	4,300	4,300
TOTAL	3,653	4,800	4,800	4,800	4,800	4,800

Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 2

011-100-0112

Functions

In January 1998, the Council voted to appropriate, in FY 1999, \$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 '99

The \$4,800 appropriation for Fiscal Year 1999 remains the same as in Fiscal Year 1998 and will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,722	2,000	2,000	2,000	2,000	2,000
Business & Education Expense	2,996	2,800	2,800	2,800	2,800	2,800
TOTAL	4,718	4,800	4,800	4,800	4,800	4,800

Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 3

011-100-0113

Functions

In January 1998, the Council voted to appropriate, in FY 1999, \$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 '99

The \$4,800 appropriation for Fiscal Year 1999 remains the same as in Fiscal Year 1998 and will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	2,189	1,800	1,800	2,400	2,400	2,400
Business & Education Expense	2,548	3,000	3,000	2,400	2,400	2,400
TOTAL	4,737	4,800	4,800	4,800	4,800	4,800

Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 4

011-100-0114

Functions

In January 1998, the Council voted to appropriate, in FY 1999, \$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 '99

The \$4,800 appropriation for Fiscal Year 1999 remains the same as in Fiscal Year 1998 and will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	102	150	150	150	150	150
Business & Education Expense	3,999	4,650	4,650	4,650	4,650	4,650
TOTAL	4,101	4,800	4,800	4,800	4,800	4,800

Fiscal 1999

Legislative & Judicial

COUNTY COUNCIL COUNCIL DISTRICT 5

011-100-0115

Functions

In January 1998, the Council voted to appropriate, in FY 1999, \$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 '99

The \$4,800 appropriation for Fiscal Year 1999 remains the same as in Fiscal Year 1998 and will be used for telephone (car phone), private vehicle reimbursement, commercial transportation, meals and lodging, and seminars and meetings.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	473	800	800	800	800	800
Business & Education Expense	3,033	4,000	4,000	4,000	4,000	4,000
TOTAL	3,506	4,800	4,800	4,800	4,800	4,800

Fiscal 1999

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 for the Board was eliminated in the Fiscal Year 1998 budget. The duties of that position have been absorbed by the Council staff and a contract employee.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	38,616	47,740	47,740	47,740	47,740	47,740
Contractual Services	4,565	5,020	5,020	2,040	2,040	2,040
Supplies & Materials	3,154	1,700	1,700	1,700	1,700	1,700
Business & Education Expense	4,249	5,250	5,250	5,250	5,250	5,250
TOTAL	50,584	59,710	59,710	56,730	56,730	56,730

Fiscal 1999

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 FY99 Judicial Budget includes:

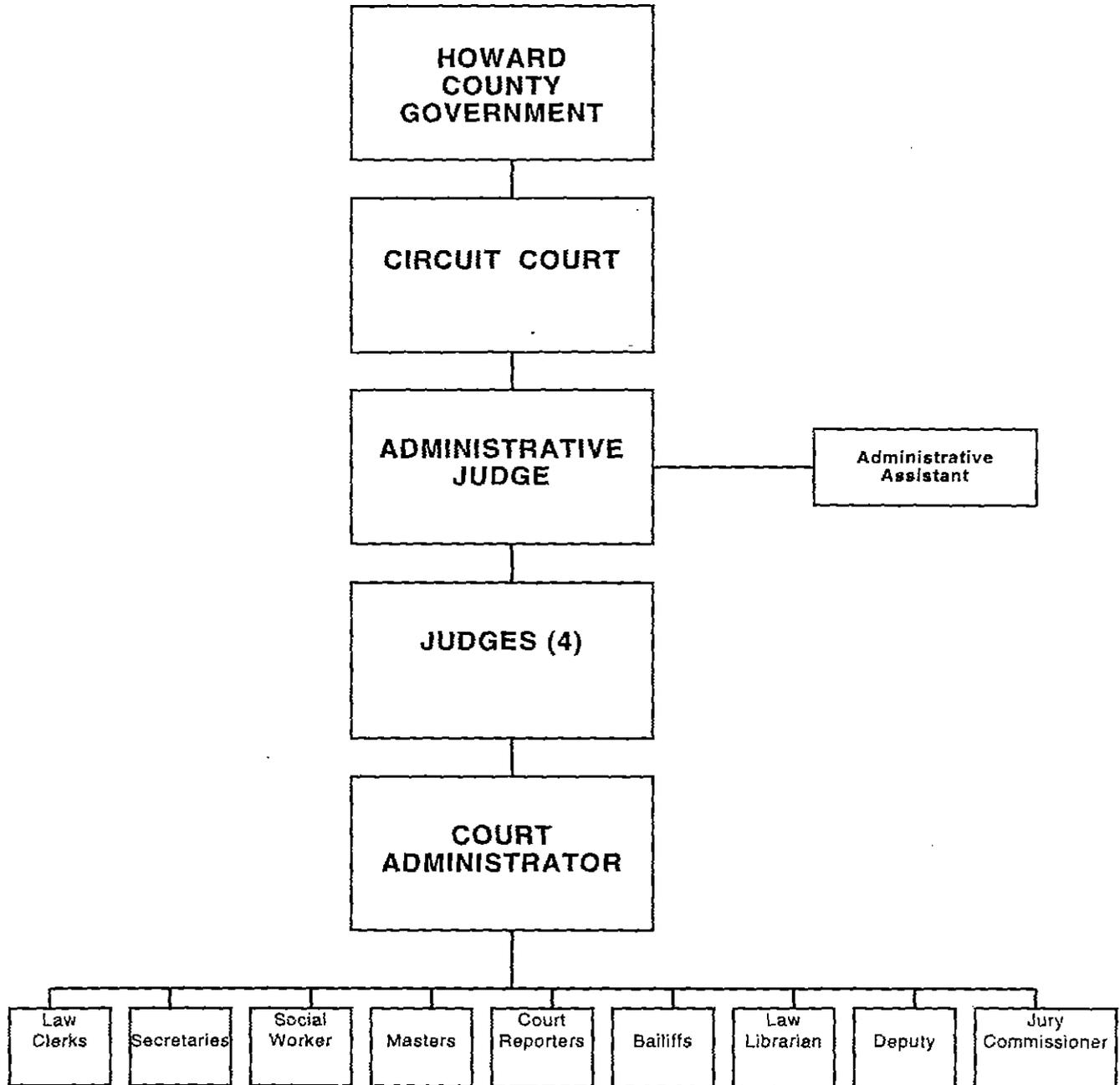
- funds for increase in compensation for Orphans' Court judges as provided by House Bill 776
- a second Deputy State's Attorney position for half-year, and an Administrative Services Support Technician to replace the position for which the grant has expired
- two additional deputies for the Sheriff's office.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Circuit Court	1,505,276	1,701,164	1,701,160	1,782,090	1,774,820	1,774,820
Orphans Court	29,315	34,380	34,380	36,480	36,480	36,480
States Attorney	2,705,131	3,090,264	3,090,260	3,381,270	3,388,720	3,388,720
Sheriff's Department	1,939,796	2,028,466	2,028,470	2,330,700	2,235,350	2,235,350
Board Of Election Supervisors	506,417	504,720	504,720	509,820	472,840	472,840
Election Expense	199,755	14,460	14,460	468,990	468,990	468,990
TOTAL General Fund	6,885,690	7,373,454	7,373,450	8,509,350	8,377,200	8,377,200
Child Support Enforcement	123,609	200,624	200,620	192,990	198,620	198,620
Circuit Court	28,747	53,240	53,240	45,000	45,000	45,000
St. Atty Victim Assistance	24,723	26,744	26,740	0	0	0
Violence Against Women Grant	17,299	10,352	10,350	0	0	0
Violence Against Women Grant	0	3,688	3,690	0	0	0
Hotspot Communities Initiative	0	22,839	22,840	34,830	31,700	31,700
Alternative Sentencing Program	162,173	197,688	197,690	191,160	196,580	196,580
Juvenile Options Program	0	40,880	40,880	40,660	41,430	41,430
TOTAL Grants	356,551	556,055	556,050	504,640	513,330	513,330
Circuit Court	31,095	60,000	60,000	80,000	80,000	80,000
TOTAL Trust And Agency Multifarious	31,095	60,000	60,000	80,000	80,000	80,000
TOTAL	7,273,336	7,989,509	7,989,500	9,093,990	8,970,530	8,970,530

Fiscal 1999

Legislative & Judicial

CIRCUIT COURT



Fiscal 1999

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 Circuit Court has exclusive jurisdiction over serious criminal matters, exclusive or concurrent jurisdiction over civil, juvenile, and equity matters.

The court is comprised of five judges, three masters (one grant-funded) and their staff, a Court Administrator, a Law Librarian and a Social Worker.

The salaries of the judges are supported by the State of Maryland. All other costs are borne by the County.

Highlights

Continue the current level of operation of a trial court of general jurisdiction in the Fifth Judicial Circuit.

Personnel Summary

Authorized27.44FTE
 Additional(1.4)
 Executive Proposed26.04 FTE
 Approved26.04 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,082,743	1,199,684	1,199,684	1,243,040	1,258,720	1,258,720
Contractual Services	217,923	297,480	297,480	315,050	305,050	305,050
Supplies and Materials	24,268	33,640	33,640	33,640	32,820	32,820
Business & Education Expense	21,591	22,960	22,960	22,960	22,960	22,960
Capital Outlay-Operating Budget	10,247	16,970	16,970	16,970	16,970	16,970
Other Operating Expenses	148,504	130,430	130,430	150,430	138,300	138,300
TOTAL	1,505,276	1,701,164	1,701,165	1,782,090	1,774,820	1,774,820

Fiscal 1999

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 increase in the working hours of the existing part-time deputy sheriff in FY1998.

A Senior Clerk position of this grant has been deleted.

Personnel Summary

Authorized3.52 FTE
 Additional(1)
 Executive Proposed2.52 FTE
 Approved2.52 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	111,977	177,484	177,480	154,850	160,480	160,480
Contractual Services	11,220	15,000	15,000	30,000	30,000	30,000
Supplies & Materials	121	2,000	2,000	2,000	2,000	2,000
Business & Education Expense	291	2,440	2,440	2,440	2,440	2,440
Capital Outlay-operating Budget	0	3,700	3,700	3,700	3,700	3,700
TOTAL	123,609	200,624	200,620	192,990	198,620	198,620

Fiscal 1999

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

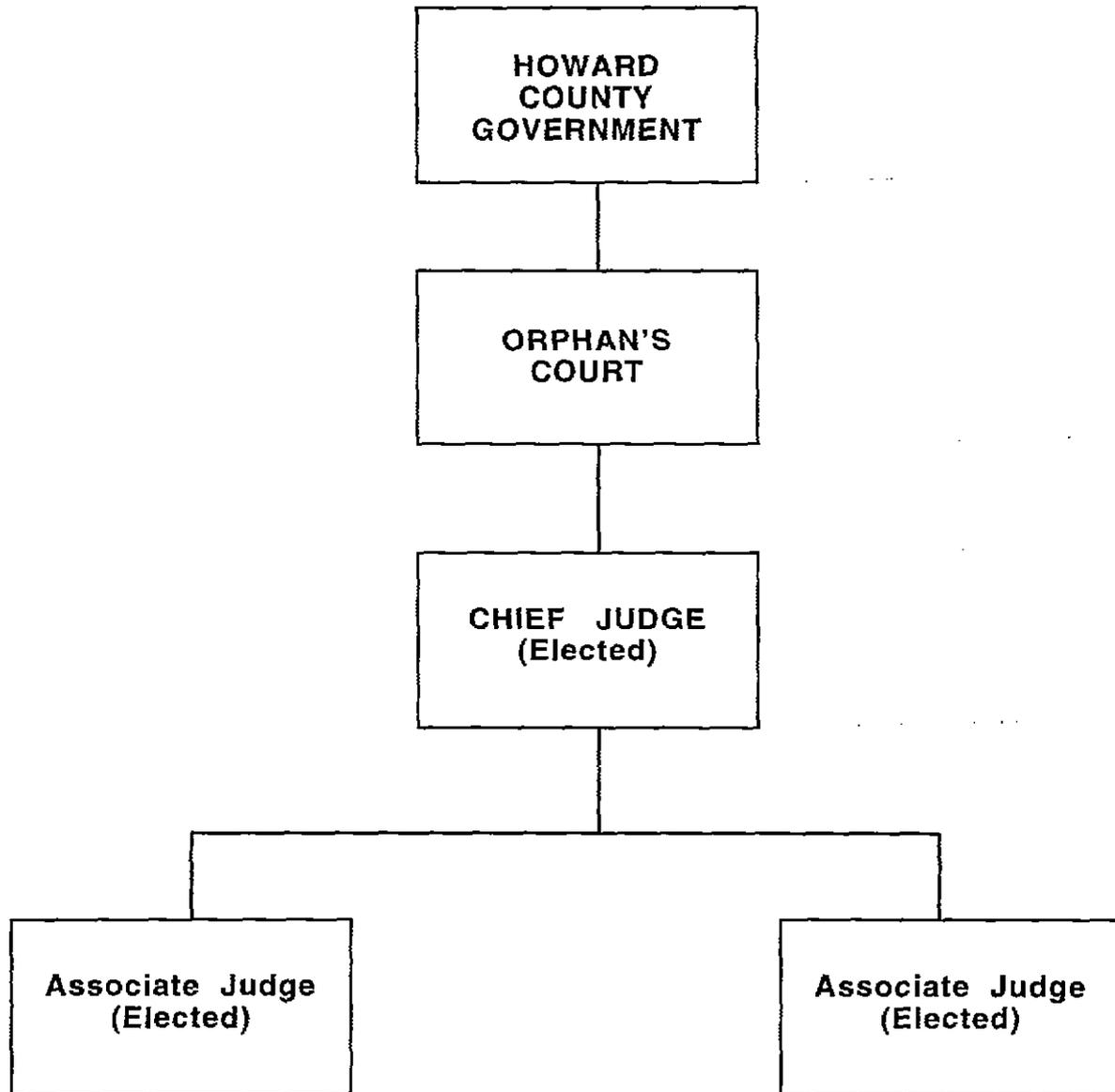
The Family Law Grant continues to provide additional resources to accommodate the expedited handling of family law related cases. The Circuit Court for Howard County may use these funds only to provide services, such as mediation, psychological, and follow-up services, parenting seminars, and case monitoring, to family case litigants.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	5,259	53,240	53,240	45,000	45,000	45,000
Capital Outlay-operating Budget	23,488	0	0	0	0	0
TOTAL	28,747	53,240	53,240	45,000	45,000	45,000

Fiscal 1999

Legislative & Judicial

ORPHANS' COURT



Fiscal 1999

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.

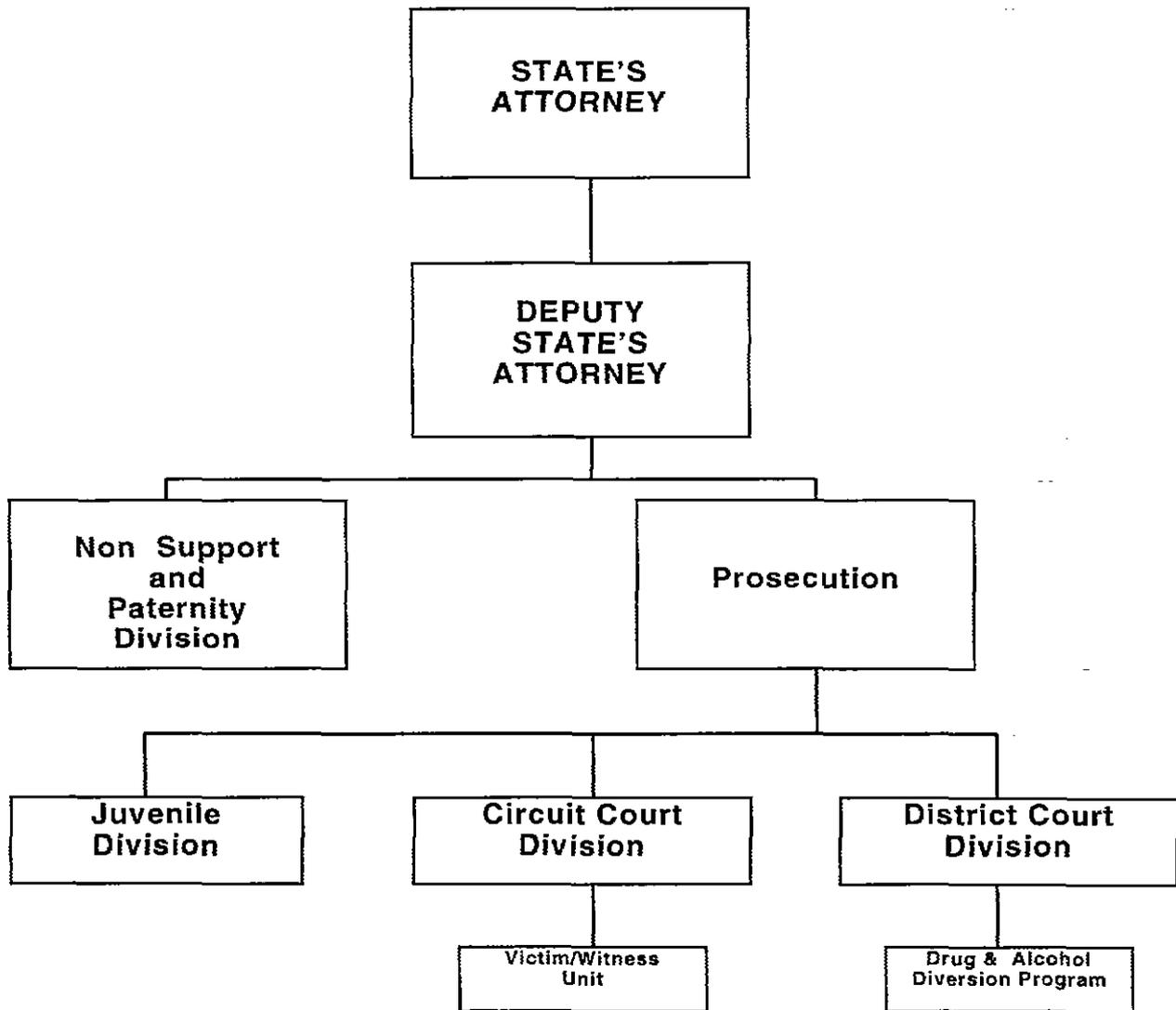
Funds are included for increase in compensation for Orphans' Court judges as provided by House Bill 776.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	27,410	30,430	30,430	32,530	32,530	32,530
Contractual Services	405	430	430	430	430	430
Business & Education Expense	1,258	3,220	3,220	3,220	3,220	3,220
Other Operating Expenses	242	300	300	300	300	300
TOTAL	29,315	34,380	34,380	36,480	36,480	36,480

Fiscal 1999

Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY



Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
New Indictments (Circuit)	400	450
Other Criminal Cases Filed (Circuit)	1,500	1,750
Criminal Cases (District)	4,600	5,200

The budget includes:

- a second Deputy State's Attorney position for half-year

- an Administrative Services Support Technician to replace the position that was partially grant-funded for the past three years and for which the grant has expired.

Personnel Summary

Authorized	57.85 FTE
Additional	1
Executive Proposed.....	58.85 FTE
Approved	58.85 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,524,873	2,890,194	2,890,190	3,162,860	3,168,490	3,168,490
Contractual Services	94,277	123,250	123,250	129,190	127,930	127,930
Supplies & Materials	27,915	28,560	28,560	32,390	29,390	29,390
Business & Education Expense	19,323	23,370	23,370	23,940	23,940	23,940
Capital Outlay-operating Budget	4,447	1,200	1,200	9,200	1,200	1,200
Other Operating Expenses	34,296	23,690	23,690	23,690	37,770	37,770
TOTAL	2,705,131	3,090,264	3,090,260	3,381,270	3,388,720	3,388,720

Fiscal 1999

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 '99

The State grant funding for this program will expire in FY1999.

Funds are being requested in the State's Attorney FY1999 general fund budget for an Administrative Support Technician I in order to continue clerical support for this program.

Personnel Summary

Authorized1 FTE
Additional(1)
Executive Proposed0 FTE
Approved0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	24,723	26,744	26,740	0	0	0
TOTAL	24,723	26,744	26,740	0	0	0

Fiscal 1999

Legislative & Judicial

OFFICE OF THE STATE'S ATTORNEY HOT SPOT COMMUNITY INITIATIVE

051-230-0006

Description

This grant was awarded to the State's Attorney's Office by the Governor's Office on Crime Control and Prevention as part of the Hot Spot Communities Initiative Grant in FY98. Each fiscal year the funds decrease by 25%.

Outlook for '99

The State's Attorney's Office will continue this program for the second year. the grant consists of one Legal Support Technician position.

Personnel Summary

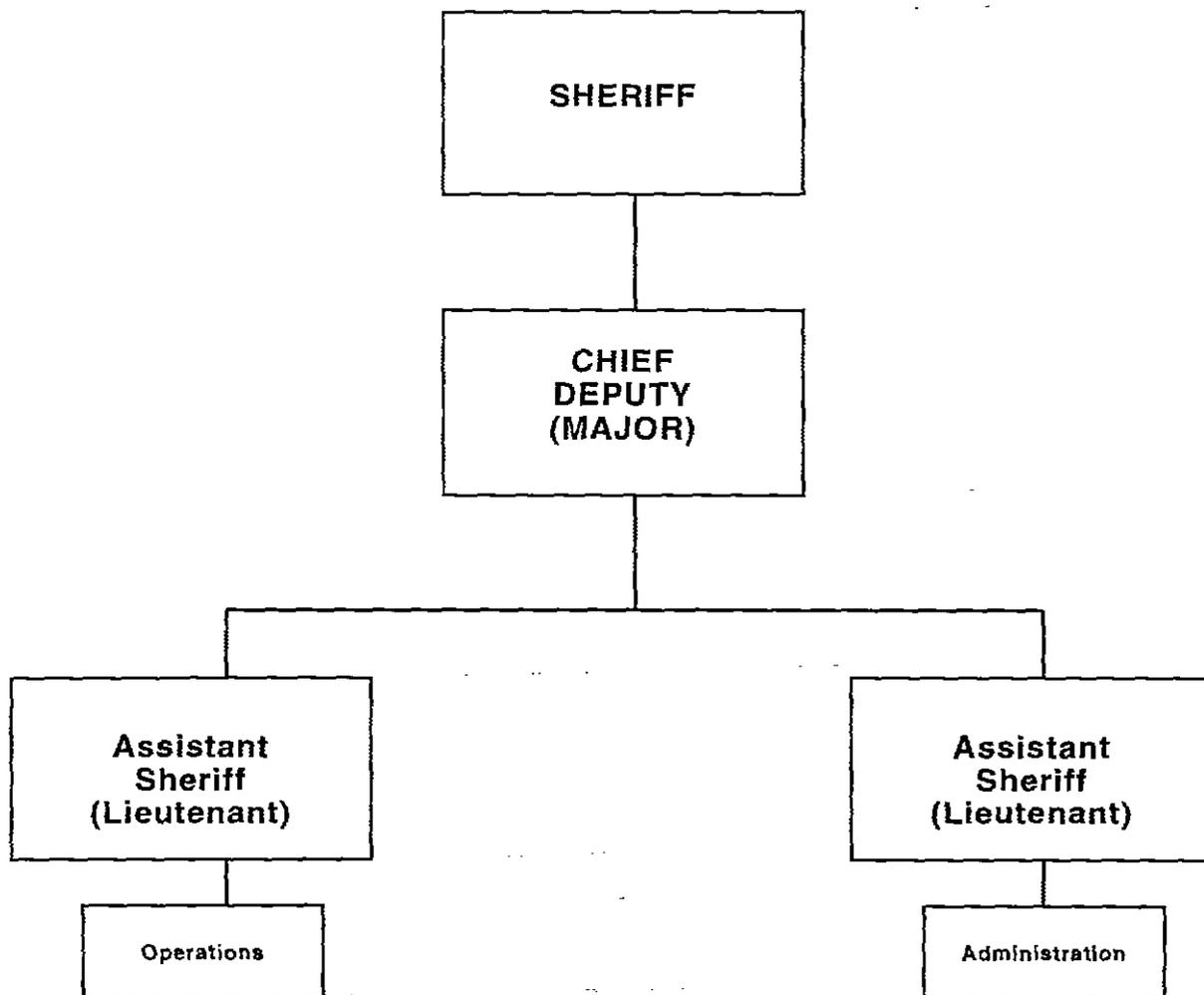
Authorized1 FTE
Additional0
Executive Proposed1 FTE
Approved1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	22,839	22,840	34,830	31,700	31,700
TOTAL	0	22,839	22,840	34,830	31,700	31,700

Fiscal 1999

Legislative & Judicial

SHERIFF'S DEPARTMENT



Fiscal 1999

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 '99

The budget reflects the addition of two Deputy Sheriff positions for FY 1999.

Personnel Summary

Authorized43 FTE
 Additional2
 Executive Proposed45 FTE
 Approved45 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,696,658	1,752,206	1,752,210	1,963,830	1,913,450	1,913,450
Contractual Services	60,896	72,070	72,070	75,530	72,330	72,330
Supplies & Materials	24,208	36,000	36,000	36,200	33,820	33,820
Business & Education Expense	140,923	148,850	148,850	197,800	191,770	191,770
Capital Outlay-operating Budget	290	1,660	1,660	39,660	1,660	1,660
Other Operating Expenses	16,821	17,680	17,680	17,680	22,320	22,320
TOTAL	1,939,796	2,028,466	2,028,470	2,330,700	2,235,350	2,235,350

Fiscal 1999

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 '99

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

Personnel Summary

Authorized5 FTE
Additional0
Executive Proposed5 FTE
Approved5 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	157,576	189,578	189,580	184,110	189,530	189,530
Contractual Services	1,981	3,160	3,160	3,500	3,500	3,500
Supplies & Materials	1,377	2,200	2,200	2,500	2,500	2,500
Business & Education Expense	1,239	2,750	2,750	1,050	1,050	1,050
TOTAL	162,173	197,688	197,690	191,160	196,580	196,580

Fiscal 1999

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 '99

The Sheriff's Office will continue this Juvenile Options Program in conjunction with the Alternative Sentencing Community Service Program.

Besides the 25% local matching funds, the Sheriff's Office has to provide some in-kind support service and office space.

Personnel Summary

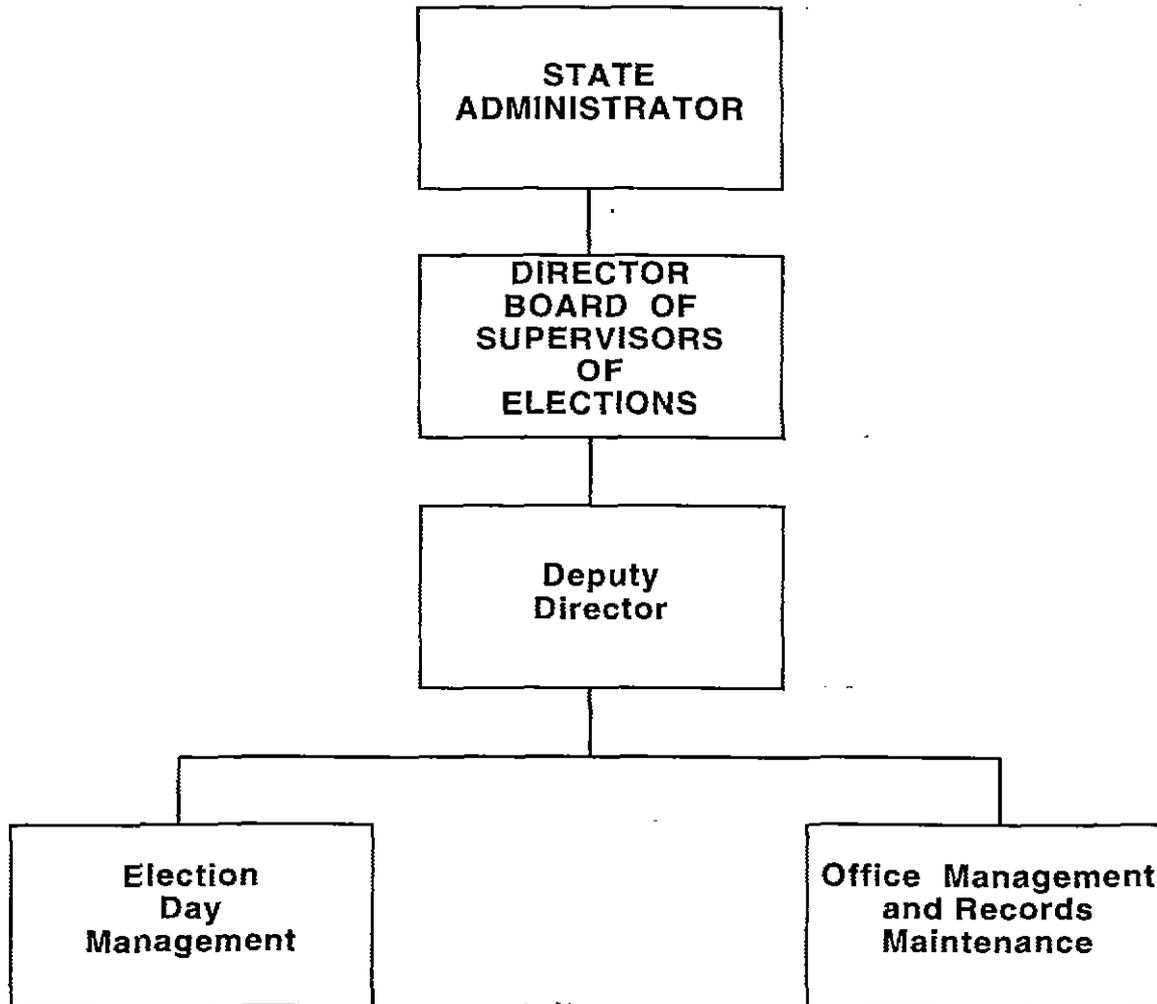
Authorized1 FTE
 Additional0
 Executive Proposed1 FTE
 Approved1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	31,940	31,940	35,960	36,730	36,730
Contractual Services	0	2,800	2,800	3,030	3,030	3,030
Supplies & Materials	0	800	800	0	0	0
Business & Education Expense	0	470	470	470	470	470
Capital Outlay-operating Budget	0	4,870	4,870	1,200	1,200	1,200
TOTAL	0	40,880	40,880	40,660	41,430	41,430

Fiscal 1999

Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS



Fiscal 1999

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

Funds are budgeted for the conduct of the September 15, 1998 primary election and the November 3, 1998 general election.

It is anticipated that there will be an 8% increase in registration from the last election of 1996.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Board Of Election Supervisors	506,417	504,720	504,720	509,820	472,840	472,840
Election Expense	199,755	14,460	14,460	468,990	468,990	468,990
TOTAL General Fund	706,172	519,180	519,180	978,810	941,830	941,830
TOTAL General Fund	706,172	519,180	519,180	978,810	941,830	941,830

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	9,922	11,060	11,060	10,610	10,610	10,610
Contractual Services	85,403	89,420	89,420	84,140	84,140	84,140
Supplies & Materials	7,600	15,700	15,700	16,500	16,500	16,500
Business & Education Expense	5,104	7,250	7,250	8,530	8,530	8,530
Capital Outlay-operating Budget	9,379	10,000	10,000	13,750	2,000	2,000
Other Operating Expenses	389,009	371,290	371,290	376,290	351,060	351,060
TOTAL	506,417	504,720	504,720	509,820	472,840	472,840

Fiscal 1999

Legislative & Judicial

BOARD OF ELECTIONS SUPERVISORS ELECTIONS EXPENSE

011-314-0200

Functions

Provide funds to compensate for the costs of all elections.

Outlook for '99

Election expenses are budgeted for the conduct of two elections in FY1998. As there are only eight weeks between the primary and the general election, a substantial increase in overtime is included in this budget.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	30,445	10,000	10,000	46,400	46,400	46,400
Contractual Services	111,874	4,460	4,460	254,590	254,590	254,590
Supplies & Materials	57,436	0	0	160,000	160,000	160,000
Capital Outlay-operating Budget	0	0	0	8,000	8,000	8,000
TOTAL	199,755	14,460	14,460	468,990	468,990	468,990

Fiscal 1999

General Government

SECTION VI

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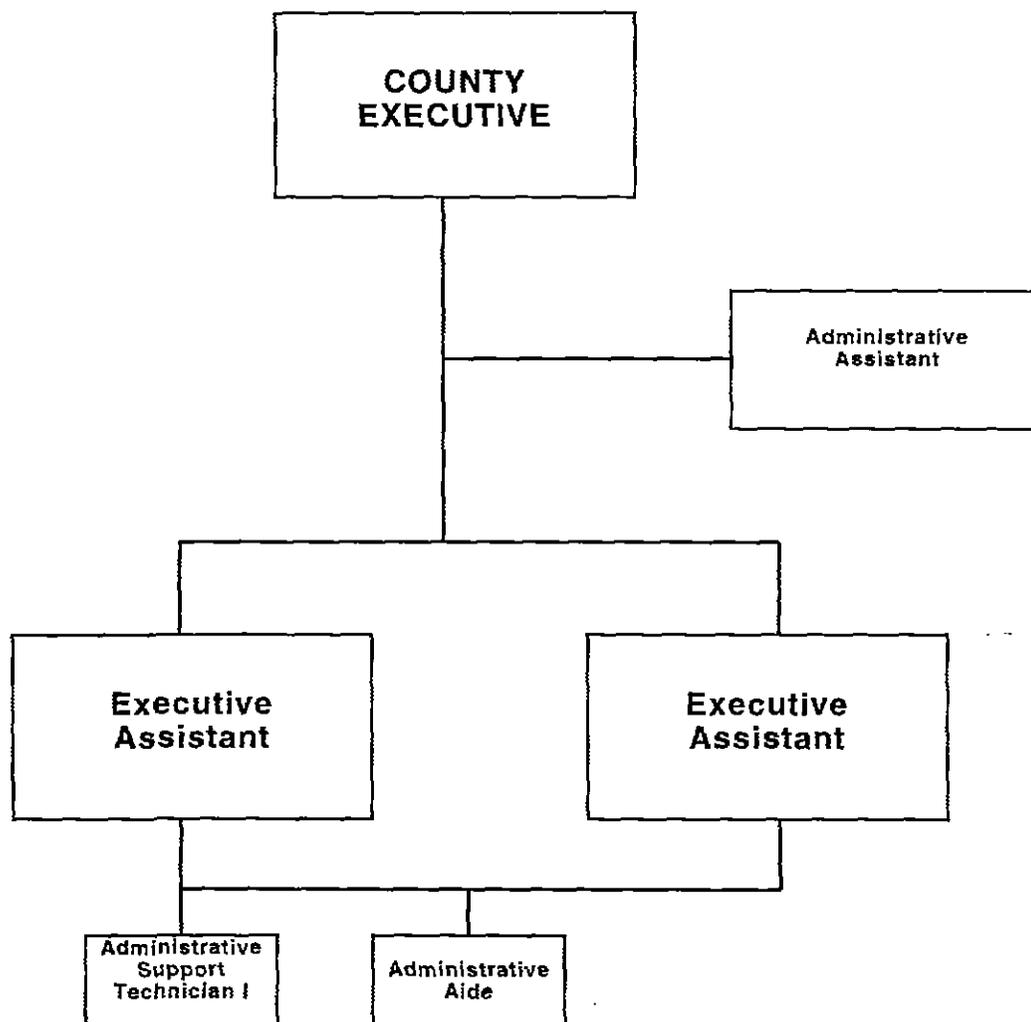
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Fiscal 1999

General Government

OFFICE OF THE COUNTY EXECUTIVE



Fiscal 1999

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 '99

Continue to provide proper and efficient administration of county government.

Funds are included for transition expenses for the newly-elected County Executive.

Personnel Summary

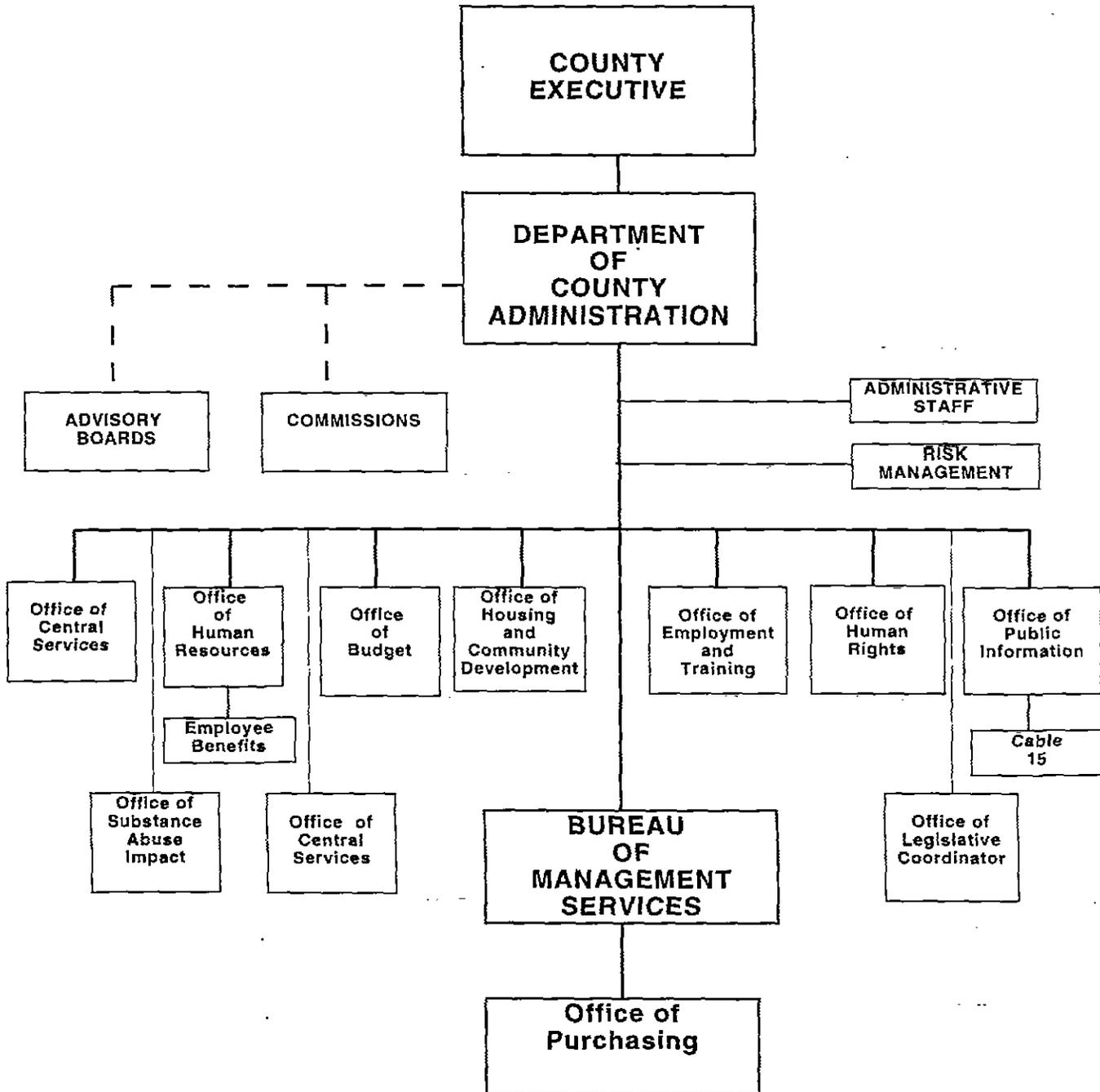
Authorized.....6 FTE
 Additional0
 Executive Proposed.....6 FTE
 Approved6 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	319,264	378,874	378,870	393,840	397,240	397,240
Contractual Services	12,492	7,840	7,840	6,250	6,250	6,250
Supplies & Materials	7,891	9,000	9,000	9,000	9,000	9,000
Business & Education Expense	21,623	18,430	18,430	19,130	19,130	19,130
Capital Outlay-Operating Budget	1,150	0	0	1,500	1,500	1,500
Other Operating Expenses	9,260	13,380	13,380	13,520	40,900	40,900
TOTAL	371,680	427,524	427,520	443,240	474,020	474,020

Fiscal 1999

General Government

DEPARTMENT OF COUNTY ADMINISTRATION



Fiscal 1999

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

Funds are included for:

- increased postage costs
- increased labor relations costs
- implementation of the new budgeting system.

The position for Administrator of Howard County's Retirement and Pension Plans is being transferred to the general fund. Funds are also included for a support position to assist the Administrator. The full costs of the two positions will be reimbursed from pension funds.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	4,758,591	5,285,691	5,285,690	5,522,430	5,768,880	5,768,880
Grants	5,767,373	16,125,315	16,125,330	17,779,900	17,790,830	17,790,830
Central Stores	6,376,284	7,226,590	7,226,590	7,352,940	7,419,140	7,419,140
Risk Management Fund--All Expenses	2,439,092	4,792,866	4,792,870	4,949,470	4,958,180	4,958,180
Employee Benefits--Health	6,708,104	6,959,008	6,959,010	7,612,650	7,566,870	7,566,870
Community Renewal	2,870,805	3,855,212	3,855,210	4,174,000	4,234,190	4,234,190
Public Service Communications	374,726	1,076,612	1,076,610	576,610	597,490	597,490
Trust And Agency Multifarious	0	38,000	38,000	35,000	35,000	35,000
TOTAL	29,294,975	45,359,294	45,359,310	48,003,000	48,370,580	48,370,580

Fiscal 1999

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 '99

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.....7.29 FTE
 Additional0
 Executive Proposed7.29 FTE
 Approved7.29 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	482,333	792,281	792,280	510,650	531,440	531,440
Contractual Services	80,201	81,350	81,350	163,770	163,770	163,770
Supplies & Materials	12,129	14,590	14,590	14,590	14,590	14,590
Business & Education Expense	35,917	32,240	32,240	33,130	33,130	33,130
Other Operating Expenses	28,837	5,000	5,000	30,000	5,000	5,000
TOTAL	639,417	925,461	925,460	752,140	747,930	747,930

Fiscal 1999

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 '99

Continue to support various training initiatives and supplement grant programs.

BUDGET	FY 1997	FY 1998		FY 1999		
	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
TOTAL	170,000	170,000	170,000	170,000	170,000	170,000

Fiscal 1999

General Government

DEPT. OF COUNTY ADMINISTRATION EMPLOYMENT AND TRAINING CNTR. 051-002-0810-0827

Functions

The Employment and Training Center provides free employment training to eligible county residents and businesses. Grouped within this account are the 20 grants received by this division.

Outlook for '99

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

Personnel Summary

Authorized9 FTE
 Additional0
 Executive Proposed.....9 FTE
 Approved9 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	132,134	167,235	167,240	151,480	155,440	155,440
Contractual Services	7,412	15,670	15,670	12,790	12,790	12,790
Supplies & Materials	7,887	9,800	9,800	9,650	9,650	9,650
Business & Education Expense	6,196	12,950	12,950	12,300	12,300	12,300
Capital Outlay-Operating Budget	0	650	650	1,000	1,000	1,000
TOTAL	153,629	206,305	206,310	187,220	191,180	191,180

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	82	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-Operating Budget	238	75,000	75,000	75,000	75,000	75,000
Other Operating Expenses	50,130	70,000	70,000	70,000	70,000	70,000
TOTAL	50,450	250,000	250,000	250,000	250,000	250,000

Fiscal 1999

General Government

DEPT. OF COUNTY ADMINISTRATION COMPREHENSIVE HWY. 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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	53,336	90,965	90,970	90,960	90,960	90,960
Contractual Services	20,241	5,535	5,540	5,540	5,540	5,540
Supplies & Materials	18,737	25,000	25,000	25,000	25,000	25,000
Business & Education Expense	300	8,500	8,500	8,500	8,500	8,500
Capital Outlay-Operating Budget	7,801	20,000	20,000	20,000	20,000	20,000
TOTAL	100,415	150,000	150,010	150,000	150,000	150,000

Fiscal 1999

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 '99

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

The Office of Budget will introduce a new Windows-based operating budget system. The system will allow for experimentation with different budgeting styles such as performance budgeting, program budgeting and the currently-used incremental budgeting process.

Personnel Summary

Authorized5.45 FTE
 Additional0
 Executive Proposed.....5.45 FTE
 Approved 5.45 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	354,273	355,490	355,490	385,260	387,210	387,210
Contractual Services	23,973	93,050	93,050	87,400	85,400	85,400
Supplies & Materials	18,665	19,950	19,950	21,900	21,900	21,900
Business & Education Expense	2,503	5,580	5,580	4,160	4,160	4,160
TOTAL	399,414	474,070	474,070	498,720	498,670	498,670

Fiscal 1999

General Government

DEPARTMENT OF COUNTY ADMINISTRATION OFFICE OF HUMAN RESOURCES 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 Human Resources will oversee the implementation of the new classification and compensation systems.

The position for the Administrator of the Howard County and Police and Fire Retirement Plans is being transferred to the general fund. Funds are also included for a support position to assist the Administrator.

The full costs of the two positions will be reimbursed by both pension plans.

Personnel Summary

Authorized13.0 FTE
 Additional2.0
 Executive Proposed.....15.0 FTE
 Approved 15.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	683,910	640,380	640,380	719,930	824,240	824,240
Contractual Services	281,381	231,840	231,840	166,490	124,490	124,490
Supplies & Materials	31,336	35,410	35,410	41,510	41,510	41,510
Business & Education Expense	8,936	11,420	11,420	12,320	12,320	12,320
Capital Outlay-Operating Budget	5,151	850	850	1,500	1,500	1,500
Other Operating Expenses	0	17,000	17,000	20,000	20,000	20,000
TOTAL	1,010,714	936,900	936,900	961,750	1,024,060	1,024,060

Fiscal 1999

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 '99

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

Personnel Summary

Authorized0.53 FTE
 Additional0.
 Executive Proposed.....0.53 FTE
 Approved0.53 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	17,645	21,920	21,920	19,370	19,670	19,670
Contractual Services	190	1,040	1,040	990	990	990
Supplies & Materials	484	850	850	850	850	850
Business & Education Expense	511	410	410	500	500	500
TOTAL	18,830	24,220	24,220	21,710	22,010	22,010

Fiscal 1999

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 '99

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

Personnel Summary

Authorized9 FTE
 Additional0
 Executive Proposed9 FTE
 Approved9 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	427,643	424,920	424,920	477,240	479,280	479,280
Contractual Services	8,212	9,570	9,570	9,680	9,680	9,680
Supplies & Materials	11,587	14,150	14,150	14,150	14,150	14,150
Business & Education Expense	2,261	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	8,896	14,050	14,050	14,050	14,050	14,050
TOTAL	458,599	465,190	465,190	517,620	519,660	519,660

Fiscal 1999

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 '99

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

Personnel Summary

Authorized8.0FTE
 Additional0
 Executive Proposed8.0 FTE
 Approved8.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	321,596	343,002	343,000	353,810	364,210	364,210
Contractual Services	18,720	27,080	27,080	27,080	27,080	27,080
Supplies & Materials	5,054	19,620	19,620	19,620	19,620	19,620
Business & Education Expense	6,110	11,240	11,240	11,240	11,240	11,240
Capital Outlay-Operating Budget	19,150	171,550	171,550	160,740	160,740	160,740
Other Operating Expenses	4,096	504,120	504,120	4,120	6,290	6,290
TOTAL	374,726	1,076,612	1,076,610	576,610	589,180	589,180

Fiscal 1999

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 '99

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

The additional position reflects the transfer of a Fiscal Specialist I position from grant fund 051-002-0441.

Personnel Summary

Authorized28.0 FTE
 Additional1
 Executive Proposed29.0 FTE
 Approved29.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	956,044	1,269,602	1,269,600	1,512,950	1,542,460	1,542,460
Contractual Services	121,193	128,070	128,070	144,220	144,220	144,220
Supplies & Materials	23,816	49,400	49,400	53,600	53,600	53,600
Business & Education Expense	19,002	33,110	33,110	47,640	47,640	47,640
Capital Outlay-Operating Budget	14,823	24,300	24,300	24,300	24,300	24,300
Other Operating Expenses	1,299,639	1,241,520	1,241,520	1,310,480	1,313,590	1,313,590
TOTAL	2,434,517	2,746,002	2,746,000	3,093,190	3,125,810	3,125,810

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	28,800	28,800	0	0	0
TOTAL	0	28,800	28,800	0	0	0

Fiscal 1999

General Government

DEPT. 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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	0	450	450	450	450	450
Supplies & Materials	634	850	850	850	850	850
Business & Education Expense	0	1,200	1,200	1,600	1,600	1,600
TOTAL	634	2,500	2,500	2,900	2,900	2,900

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	411,760	850,000	850,000	850,000	850,000	850,000
TOTAL	411,760	850,000	850,000	850,000	850,000	850,000

Fiscal 1999

General Government

DEPT. 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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	365,737	457,810	457,810	501,230	501,230	501,230
Supplies & Materials	11,977	20,700	20,700	20,700	20,700	20,700
Business & Education Expense	3,004	11,870	11,870	17,610	17,610	17,610
Capital Outlay-Operating Budget	8,659	13,300	13,300	13,300	13,300	13,300
Other Operating Expenses	3,435,769	8,269,800	8,269,800	8,269,800	8,272,910	8,272,910
TOTAL	3,825,146	8,773,480	8,773,480	8,822,640	8,825,750	8,825,750

Fiscal 1999

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 '99

Continue to provide short-term assistance to avoid homelessness.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	15,350	50,000	50,000	50,000	50,000	50,000
TOTAL	15,350	50,000	50,000	50,000	50,000	50,000

Fiscal 1999

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 '99

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.

This position was transferred to Housing and Community Development, account 420-002-0400*.

Personnel Summary

Authorized.....1 FTE
 Additional*(1)
 Executive Proposed0 FTE
 Approved0

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	75,000	75,000	0	0	0
Contractual Services	173,117	1,913,250	1,913,250	1,980,250	1,980,250	1,980,250
Supplies & Materials	1,641	5,500	5,500	16,250	16,250	16,250
Business & Education Expense	507	3,250	3,250	3,500	3,500	3,500
Capital Outlay-Operating Budget	40,995	45,000	45,000	0	0	0
TOTAL	216,260	2,042,000	2,042,000	2,000,000	2,000,000	2,000,000

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	17,386	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	0	7,310	7,310	7,310	7,310	7,310
Capital Outlay-Operating Budget	1,175	4,200	4,200	4,200	4,200	4,200
Other Operating Expenses	5,333	178,400	178,400	178,400	178,400	178,400
TOTAL	23,894	227,910	227,910	227,910	227,910	227,910

Fiscal 1999

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 '99

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

Personnel Summary

Authorized3 FTE
 Additional0
 Executive Proposed3 FTE
 Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	175,349	170,280	170,280	185,510	187,870	187,870
Contractual Services	1,953	11,830	11,830	11,940	11,940	11,940
Supplies & Materials	8,787	9,450	9,450	11,000	11,000	11,000
Business & Education Expense	3,960	4,930	4,930	5,890	5,890	5,890
Capital Outlay-Operating Budget	2,965	0	0	0	0	0
Other Operating Expenses	200,496	402,160	402,160	378,660	546,130	546,130
TOTAL	393,510	598,650	598,650	593,000	762,830	762,830

Fiscal 1999

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 '99

Task	FY98	FY99
	Estimated	Projected
Purchase Orders Issued	3,300	3,400

Personnel Summary

Authorized14 FTE
 Additional0
 Executive Proposed14 FTE
 Approved14 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	574,070	578,680	578,680	715,250	720,490	720,490
Contractual Services	10,858	17,030	17,030	17,200	17,200	17,200
Supplies & Materials	47,395	23,100	23,100	24,860	24,860	24,860
Business & Education Expense	5,574	8,210	8,210	9,300	9,300	9,300
TOTAL	637,897	627,020	627,020	766,610	771,850	771,850

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
<u>Discrimination Complaints</u>		
Carryover Cases	101	99
New Cases	91	100
Total	192	199
Closures	(94)	(103)
Cases Carried Forward on July 1	98	100

Personnel Summary

Authorized7.0 FTE
 Additional0
 Executive Proposed7.0 FTE
 Approved7.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	308,851	315,520	315,520	367,900	373,000	373,000
Contractual Services	6,170	5,090	5,090	5,190	5,190	5,190
Supplies & Materials	5,712	5,210	5,210	5,210	5,210	5,210
Business & Education Expense	1,405	2,200	2,200	2,200	2,200	2,200
Other Operating Expenses	2,029	2,030	2,030	4,500	4,500	4,500
TOTAL	324,167	330,050	330,050	385,000	390,100	390,100

Fiscal 1999

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 '99

Tasks	FY98	FY99
	Estimated	Projected
Carryover Cases	8	4
New cases before the HRC	14	19
Total	22	23
Reasonable Cause	6	5
No Reasonable Cause	11	18

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	375	1,151	1,150	800	800	800
Supplies & Materials	2,192	1,269	1,270	1,770	1,770	1,770
Business & Education Expense	647	850	850	850	850	850
Other Operating Expenses	4,677	5,900	5,900	7,300	7,300	7,300
TOTAL	7,891	9,170	9,170	10,720	10,720	10,720

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	2,049	10,410	10,410	32,470	32,470	32,470
Supplies & Materials	2,071	2,100	2,100	1,300	1,300	1,300
Business & Education Expense	5,526	13,850	13,850	8,060	8,060	8,060
Capital Outlay-Operating Budget	1,611	2,000	2,000	2,000	2,000	2,000
TOTAL	11,257	28,360	28,360	43,830	43,830	43,830

Fiscal 1999

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 '99

Continue to provide quality internal support services.

Additional funds are included for postage services to reflect actual annual costs.

Personnel Summary

Authorized14.0 FTE
 Additional0
 Executive Proposed14.0 FTE
 Approved14.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	384,061	474,960	474,960	545,160	551,050	551,050
Supplies & Materials	289,091	250,000	250,000	300,000	300,000	300,000
TOTAL	673,152	724,960	724,960	845,160	851,050	851,050

Fiscal 1999

General Government

DEPT. 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 '99

Continue to provide quality internal support services.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	354,564	527,010	527,010	475,700	475,700	475,700
Supplies & Materials	467,235	647,710	647,710	647,710	647,710	647,710
Business & Education Expense	296	3,930	3,930	3,930	3,930	3,930
Capital Outlay-Operating Budget	0	80,240	80,240	0	0	0
Other Operating Expenses	13,050	9,280	9,280	9,280	7,920	7,920
Other Expenses	9,295	34,980	34,980	34,980	34,980	34,980
TOTAL	844,440	1,303,150	1,303,150	1,171,600	1,170,240	1,170,240

Fiscal 1999

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 '99

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

Central Fleet capitalization and charge back rates have increased to reflect higher vehicle purchase prices and to enable continuation of the vehicle replacement program.

Personnel Summary

Authorized36 FTE
 Additional0
 Executive Proposed.....36 FTE
 Approved36 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,804,870	1,857,760	1,857,760	1,809,250	1,868,610	1,868,610
Contractual Services	266,781	276,760	276,760	279,050	279,050	279,050
Supplies & Materials	1,528,178	1,551,200	1,551,200	1,542,100	1,542,100	1,542,100
Business & Education Expense	816,515	976,720	976,720	1,000,740	1,000,740	1,000,740
Other Expenses	1,115,500	1,261,000	1,261,000	1,550,200	1,550,200	1,550,200
TOTAL	5,531,844	5,923,440	5,923,440	6,181,340	6,240,700	6,240,700

Fiscal 1999

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 '99

Continue to effectively manage the Howard County Risk Management program.

Personnel Summary

Authorized5.0 FTE
Additional0
Executive Proposed5.0 FTE
Approved5.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	207,572	218,126	218,130	258,650	261,940	261,940
Contractual Services	22,864	74,260	74,260	58,890	58,890	58,890
Supplies & Materials	11,993	17,000	17,000	24,000	24,000	24,000
Business & Education Expense	10,952	34,400	34,400	38,940	38,940	38,940
Other Operating Expenses	0	308,430	308,430	263,300	263,300	263,300
Other Expenses	150	5,000	5,000	5,000	5,000	5,000
Interfund Charges & Reimbursement	55,786	200,400	200,400	199,980	199,980	199,980
TOTAL	309,317	857,616	857,620	848,760	852,050	852,050

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	179,846	150,000	150,000	250,000	250,000	250,000
Contractual Services	889,029	1,865,000	1,865,000	1,866,460	1,866,460	1,866,460
Other Operating Expenses	44,035	145,500	145,500	155,500	155,500	155,500
Other Expenses	50	1,500	1,500	1,500	1,500	1,500
TOTAL	1,112,960	2,162,000	2,162,000	2,273,460	2,273,460	2,273,460

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	300,177	429,000	429,000	477,000	477,000	477,000
TOTAL	300,177	429,000	429,000	477,000	477,000	477,000

Fiscal 1999

General Government

DEPARTMENT OF COUNTY ADMINISTRATION

VEHICLE LIABILITY EXPENSES

242-002-1705

Functions

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

Investigate and resolve claims against the county as a result of vehicle accidents.

Outlook for '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	476,838	703,500	703,500	709,500	709,500	709,500
Other Operating Expenses	750	750	750	750	750	750
TOTAL	477,588	704,250	704,250	710,250	710,250	710,250

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	148,368	290,000	290,000	290,000	290,000	290,000
TOTAL	148,368	290,000	290,000	290,000	290,000	290,000

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	90,682	350,000	350,000	350,000	350,000	350,000
TOTAL	90,682	350,000	350,000	350,000	350,000	350,000

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	243,300	199,748	199,750	189,000	189,000	189,000
TOTAL	243,300	199,748	199,750	189,000	189,000	189,000

Fiscal 1999

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 '99

Continue to meet the health insurance needs of county employees.

Personnel Summary

Authorized2 FTE
Additional(1)
Executive Proposed1 FTE
Approved1 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	5,855,238	6,040,630	6,040,630	6,699,250	6,608,790	6,608,790
Contractual Services	48,475	60,000	60,000	65,000	107,000	107,000
Supplies & Materials	485	4,630	4,630	4,900	4,900	4,900
Business & Education Expense	382	4,000	4,000	4,500	4,500	4,500
TOTAL	5,904,580	6,109,260	6,109,260	6,773,650	6,725,190	6,725,190

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	560,224	650,000	650,000	650,000	650,000	650,000
TOTAL	560,224	650,000	650,000	650,000	650,000	650,000

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMMUNICATION SERVICES SUMMARY

Description

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

Office of the Director--manages the department.

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

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

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

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

Communication Services--provides technology wiring services to all agencies of County government, including LAN and WAN service.

Highlights

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

Continue efforts to improve 911 systems, GIS data sharing and year 2000 compliance.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,549,728	3,205,000	3,205,010	3,256,080	3,306,310	3,306,310
Radio Maintenance	604,478	689,928	689,930	783,590	833,020	833,020
Data Processing Fund	3,729,068	4,552,818	4,552,820	5,259,150	5,326,980	5,326,980
Public Service Communications	586,717	1,044,745	1,044,750	1,041,690	1,046,910	1,046,910
TOTAL	8,469,991	9,492,491	9,492,510	10,340,510	10,513,220	10,513,220

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES OFFICE OF THE DIRECTOR

011-015-0100

Functions

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

Outlook for '99

Continue to ensure the efficient and effective management and operation of all County communication systems.

Personnel Summary

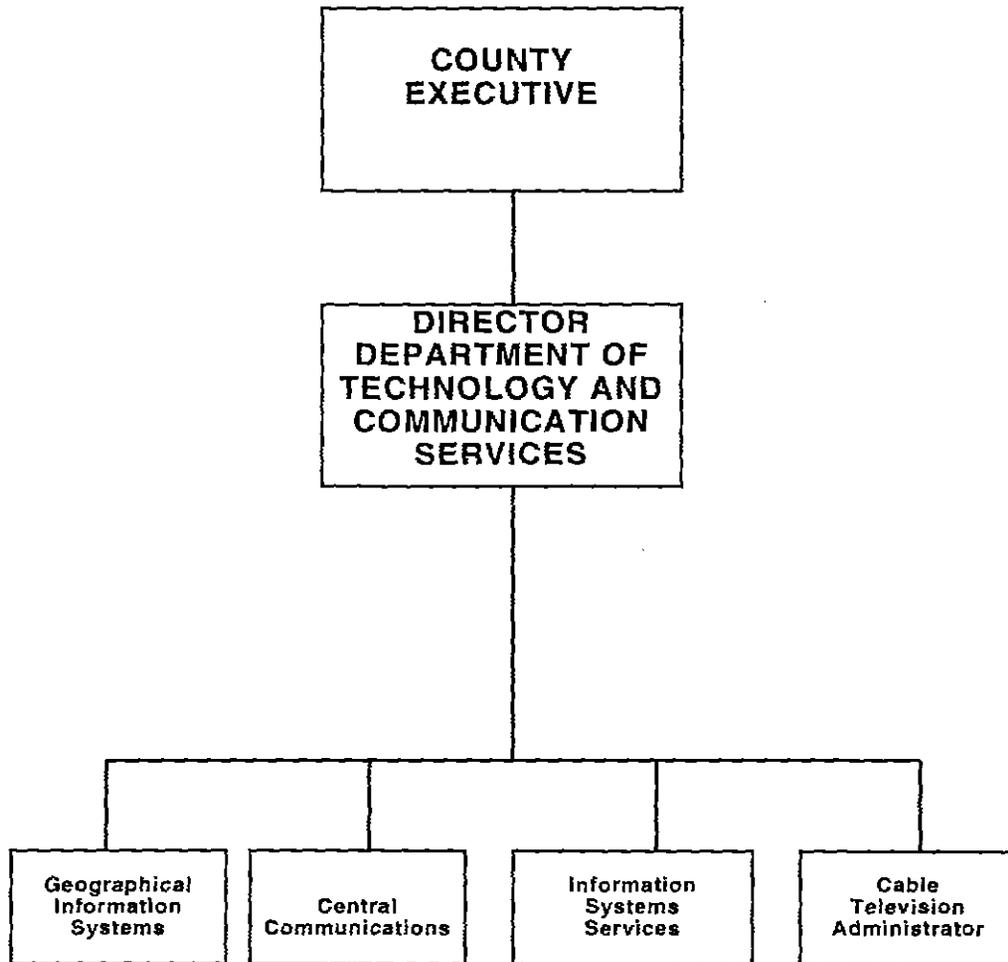
Authorized3 FTE
 Additional0
 Executive Proposed3 FTE
 Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	207,761	274,880	274,880	220,400	228,160	228,160
Contractual Services	7,985	6,640	6,640	5,880	5,880	5,880
Supplies & Materials	6,005	9,080	9,080	10,580	10,580	10,580
Business & Education Expense	1,179	4,800	4,800	3,800	3,800	3,800
TOTAL	222,930	295,400	295,400	240,660	248,420	248,420

Fiscal 1999

General Government

DEPARTMENT OF TECHNOLOGY AND COMMUNICATION SERVICES



Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES COMMUNICATION SERVICES

011-015-0107

Functions

Provide telephone system wiring and maintenance for all County government agencies.

Install and maintain computer LAN and WAN services for County government agencies.

Outlook for '99

Continue to maintain/update County telephone and computer network systems.

Personnel Summary

Authorized2 FTE
 Additional0
 Executive Proposed.....2 FTE
 Approved2 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	90,280	90,280	97,510	99,020	99,020
Contractual Services	0	90,620	90,620	93,390	93,390	93,390
Supplies & Materials	0	2,000	2,000	2,230	2,230	2,230
Business & Education Expense	0	7,140	7,140	9,440	9,440	9,440
Capital Outlay-Operating Budget	0	63,000	63,000	63,000	63,000	63,000
TOTAL	0	253,040	253,040	265,570	267,080	267,080

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES BUREAU OF COMMUNICATIONS 011-015-0340

Functions

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

Provide radio and communications services to all of county government.

Outlook for '99

Continue to provide 911 Center operations and call dispatch service for public safety agencies.

Personnel Summary

Authorized57 FTE
 Additional0
 Executive Proposed57 FTE
 Approved57 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	2,228,812	2,280,230	2,280,230	2,367,090	2,393,870	2,393,870
Contractual Services	431,085	311,290	311,290	319,590	319,590	319,590
Supplies & Materials	12,576	13,425	13,430	13,430	13,430	13,430
Business & Education Expense	11,281	18,100	18,100	17,450	17,450	17,450
Capital Outlay-Operating Budget	6,554	3,225	3,230	2,000	2,000	2,000
Other Operating Expenses	636,490	30,290	30,290	30,290	44,470	44,470
TOTAL	3,326,798	2,656,560	2,656,570	2,749,850	2,790,810	2,790,810

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES RADIO MAINTENANCE

040-015-0900

Functions

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

Outlook for '99

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

Implement a disaster recovery (back-up) system for the radio maintenance systems.

Personnel Summary

Authorized3 FTE
 Additional0
 Executive Proposed3 FTE
 Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	142,407	144,668	144,670	156,830	158,550	158,550
Contractual Services	302,184	322,870	322,870	366,330	410,330	410,330
Supplies & Materials	47,165	52,930	52,930	76,930	76,930	76,930
Business & Education Expense	9,377	11,460	11,460	11,500	11,500	11,500
Capital Outlay-Operating Budget	0	48,000	48,000	96,000	96,000	96,000
Other Operating Expenses	3,783	20,000	20,000	20,000	20,000	20,000
Other Expenses	99,562	90,000	90,000	56,000	56,000	56,000
TOTAL	604,478	689,928	689,930	783,590	829,310	829,310

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

COMMUNICATION SERVICES 225-015-0106

Functions

Provide new and upgraded telephone and computer wiring for County agencies to improve the operation of these systems.

Outlook for '99

Continue to provide telephone, LAN, WAN and related communication services to County agencies.

Provide upgraded service to Warfield and Allied Signal buildings.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	90,033	250,000	250,000	500,000	500,000	500,000
TOTAL	90,033	250,000	250,000	500,000	500,000	500,000

Fiscal 1999

General Government

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

Functions

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

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

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

Outlook for '99

Activities will include:

- develop a cadastral base to integrate State assessment and taxation records with the Department of Planning and Zoning parcel base data

- provide data access via the WAN, facilitating the use of GIS data to user agencies

- expand the legacy data integration for County agencies

Personnel Summary

Authorized3 FTE
Additional0
Executive Proposed3 FTE
Approved3 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	141,513	171,620	171,620	194,270	201,970	201,970
Contractual Services	76,999	31,900	31,900	24,030	24,030	24,030
Supplies & Materials	4,360	7,200	7,200	10,320	10,320	10,320
Business & Education Expense	7,295	6,500	6,500	6,600	6,600	6,600
Capital Outlay-Operating Budget	10,780	0	0	0	0	0
Other Operating Expenses	0	53,000	53,000	35,000	35,000	35,000
TOTAL	240,947	270,220	270,220	270,220	277,920	277,920

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES INFORMATION SYSTEMS SERVICES 225-015-1400

Functions

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

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

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

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

Develop application systems, provide maintenance and user support.

Outlook for '99

Support increased demands for data processing services by county agencies at lowest feasible cost, including leasing of software to meet year 2000 compliance needs

continue PC acquisition and maintenance program.

bring new releases of major systems into production, including Purchasing, Performance Evaluations, Police/Fire RMS and jail management

eliminate one Data Entry position, Office Assistant II.

Personnel Summary

Authorized37 FTE
 Additional(1)
 Executive Proposed36 FTE
 Approved36 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,716,811	2,096,278	2,096,280	2,147,350	2,173,010	2,173,010
Contractual Services	1,308,435	1,389,330	1,389,330	1,722,050	1,602,050	1,602,050
Supplies & Materials	44,874	46,390	46,390	46,390	46,390	46,390
Business & Education Expense	15,256	14,500	14,500	19,400	19,400	19,400
Capital Outlay-Operating Budget	108,423	199,360	199,360	199,000	299,000	299,000
Other Expenses	204,289	286,740	286,740	354,740	354,740	354,740
TOTAL	3,398,088	4,032,598	4,032,600	4,488,930	4,494,590	4,494,590

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES CABLE TELEVISION BOARD

455-015-0103

Functions

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

Outlook for '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,349	1,500	1,500	1,500	1,500	1,500
Supplies & Materials	0	350	350	350	350	350
Business & Education Expense	19	1,700	1,700	1,700	1,700	1,700
TOTAL	1,368	3,550	3,550	3,550	3,550	3,550

Fiscal 1999

General Government

DEPT. OF TECHNOLOGY & COMM. SERVICES

CABLE TELEVISION ADMIN.

455-015-0105

Functions

Manage performance evaluations of the cable companies.

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

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

Address problems caused by cable construction.

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

Oversee the performance of franchises, including access channels.

Outlook for '99

Provide oversight of the cable system rebuilt by Comcast Cable.

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

Continued funding for Howard Community College and Public School System for 24-hour cable programming activities.

Eliminate a part-time vacant position.

Personnel Summary

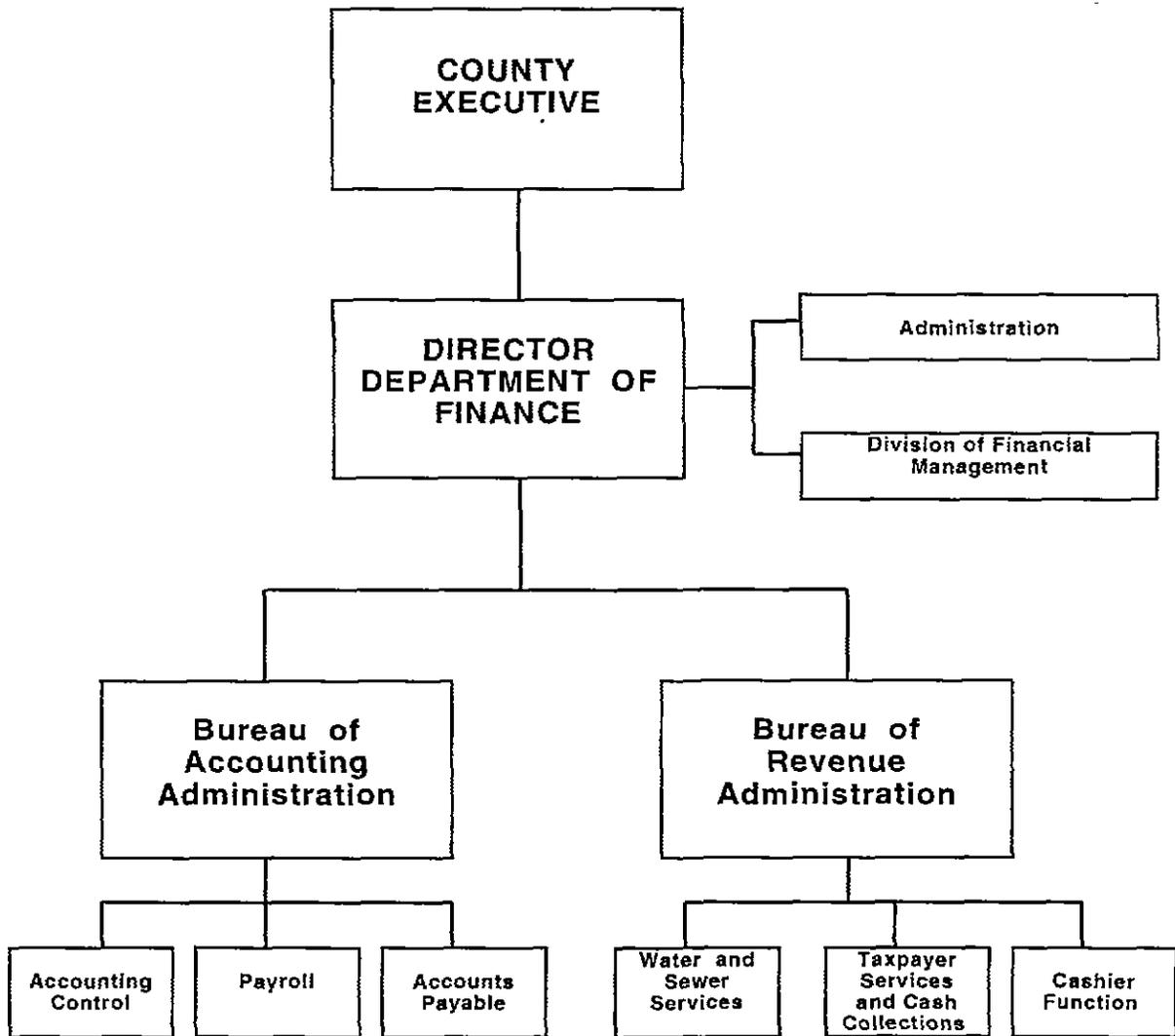
Authorized2.57FTE
 Additional(.57)
 Executive Proposed2.0 FTE
 Approved2.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	114,240	131,985	131,990	132,540	133,830	133,830
Contractual Services	17,767	97,330	97,330	97,710	97,710	97,710
Supplies & Materials	1,599	3,500	3,500	3,500	3,500	3,500
Business & Education Expense	3,320	7,700	7,700	7,700	7,700	7,700
Capital Outlay-Operating Budget	1	10,000	10,000	1,000	1,000	1,000
Other Operating Expenses	383,422	725,680	725,680	730,690	731,480	731,480
TOTAL	520,349	976,195	976,200	973,140	975,220	975,220

Fiscal 1999

General Government

DEPARTMENT OF FINANCE



Fiscal 1999

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

Funds are included for an armored car service to provide daily pickup of cash and checks for delivery to a central bank vault. The service will eliminate the need to have staff in the Bureau of Revenue and Customer Service, accompanied by a police officer, make the daily trips to the bank for deposit of funds.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,888,951	4,155,854	4,155,850	4,169,670	4,366,020	4,266,020
BAN Anticipation Note Management	2,784,415	6,710,000	6,710,000	3,710,000	3,710,000	3,710,000
TOTAL	6,673,366	10,865,854	10,865,850	7,879,670	8,076,020	7,976,020

Fiscal 1999

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 '99

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

Personnel Summary

Authorized8 FTE
 Additional0
 Executive Proposed8 FTE
 Approved8 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	476,770	667,794	667,790	544,130	562,280	562,280
Contractual Services	47,822	54,770	54,770	56,900	56,900	56,900
Supplies & Materials	13,877	14,190	14,190	12,490	12,490	12,490
Business & Education Expense	10,475	10,480	10,480	12,120	12,120	12,120
Capital Outlay-Operating Budget	438	0	0	0	0	0
Other Operating Expenses	1,181,900	1,064,390	1,064,390	1,064,390	1,096,150	996,150
TOTAL	1,731,282	1,811,624	1,811,620	1,690,030	1,739,940	1,639,940

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
# of invoices processed	53,000	54,000
# of developer contracts maintained	350	370
# of disbursement checks	36,000	37,000

Personnel Summary

Authorized17 FTE
 Additional0
 Executive Proposed17 FTE
 Approved17 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	743,949	749,200	749,200	880,300	886,770	886,770
Contractual Services	12,259	10,260	10,260	10,550	10,550	10,550
Supplies & Materials	14,430	16,400	16,400	16,400	16,400	16,400
Business & Education Expense	5,935	5,800	5,800	3,400	3,400	3,400
Other Operating Expenses	112,119	142,500	142,500	150,000	150,000	150,000
TOTAL	888,692	924,160	924,160	1,060,650	1,067,120	1,067,120

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	134,947	135,000	135,000	135,000	135,000	135,000
TOTAL	134,947	135,000	135,000	135,000	135,000	135,000

Fiscal 1999

General Government

DEPARTMENT OF FINANCE

BAN ANTICIPATED NOTE MANAGEMENT

052-003-4000

Functions

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

Outlook for '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	2,784,415	6,710,000	6,710,000	3,710,000	3,710,000	3,710,000
TOTAL	2,784,415	6,710,000	6,710,000	3,710,000	3,710,000	3,710,000

Fiscal 1999

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 '99

Tasks	FY98 Estimated	FY99 Projected
Real and personal property tax accounts	92,300	95,000
Water & Sewer Accounts	54,800	56,000

Funds are included for an armored car service to provide daily pickup of funds for delivery to a central bank vault.

Personnel Summary

Authorized26 FTE
 Additional0
 Executive Proposed26 FTE
 Approved26 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	929,109	1,015,250	1,015,250	1,015,390	1,155,360	1,155,360
Contractual Services	157,902	215,380	215,380	204,620	204,620	204,620
Supplies & Materials	40,602	46,290	46,290	56,710	56,710	56,710
Business & Education Expense	2,897	3,090	3,090	5,910	5,910	5,910
Capital Outlay-Operating Budget	3,520	3,700	3,700	0	0	0
Other Operating Expenses	0	1,360	1,360	1,360	1,360	1,360
TOTAL	1,134,030	1,285,070	1,285,070	1,283,990	1,423,960	1,423,960

Fiscal 1999

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

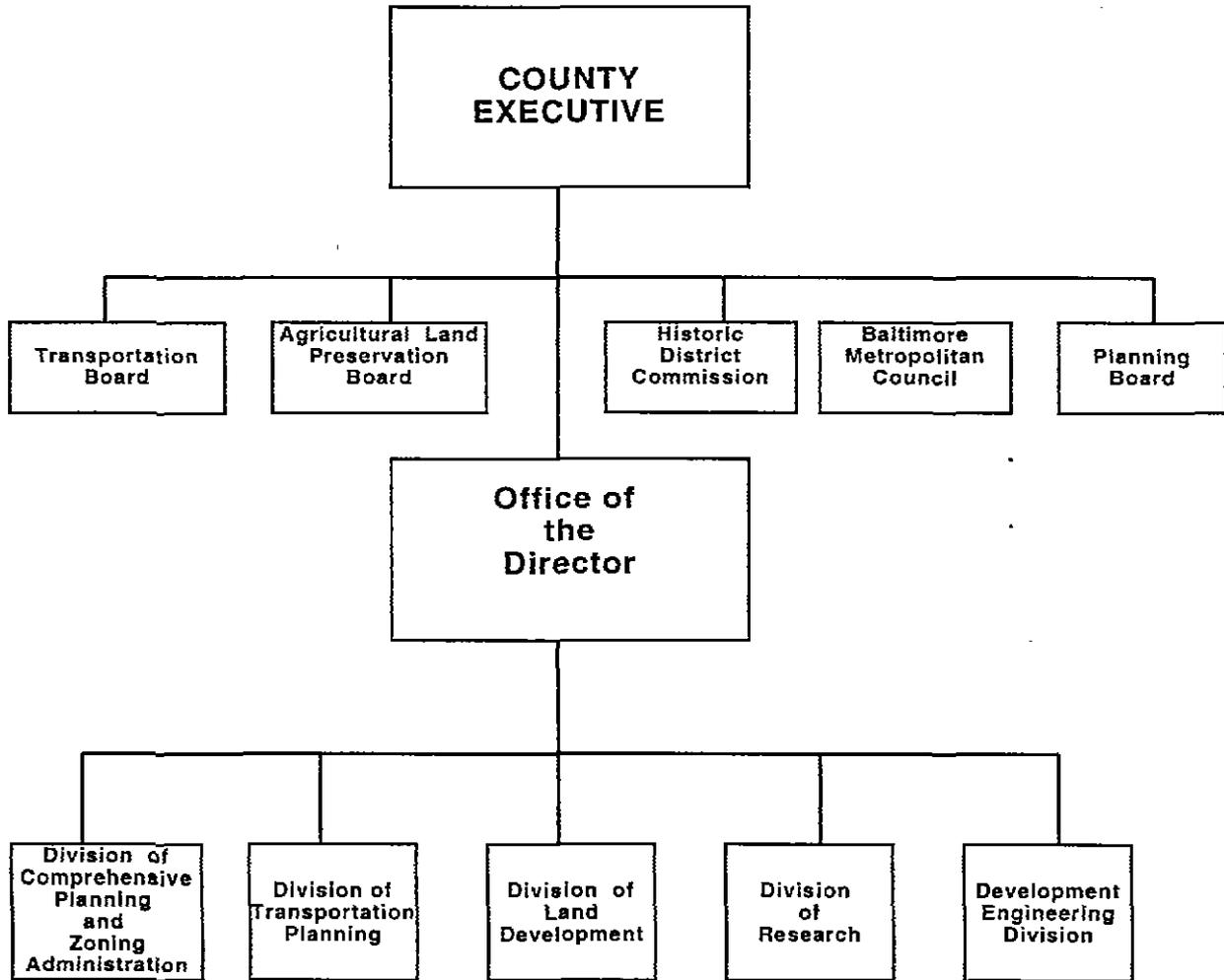
Authorized20.88 FTE
Additional(.15)
Executive Proposed20.73 FTE
Approved20.73 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	1,361,676	1,516,375	1,516,380	1,562,030	1,612,230	1,612,230
Contractual Services	32,241	30,870	30,870	36,230	31,230	31,230
Supplies & Materials	37,301	32,500	32,500	54,000	36,970	36,970
Business & Education Expense	7,013	9,500	9,500	11,600	11,600	11,600
Capital Outlay-Operating Budget	907	0	0	17,000	0	0
Other Operating Expenses	6,221	7,290	7,290	7,290	4,280	4,280
TOTAL	1,445,359	1,596,535	1,596,540	1,688,150	1,696,310	1,696,310

Fiscal 1999

General Government

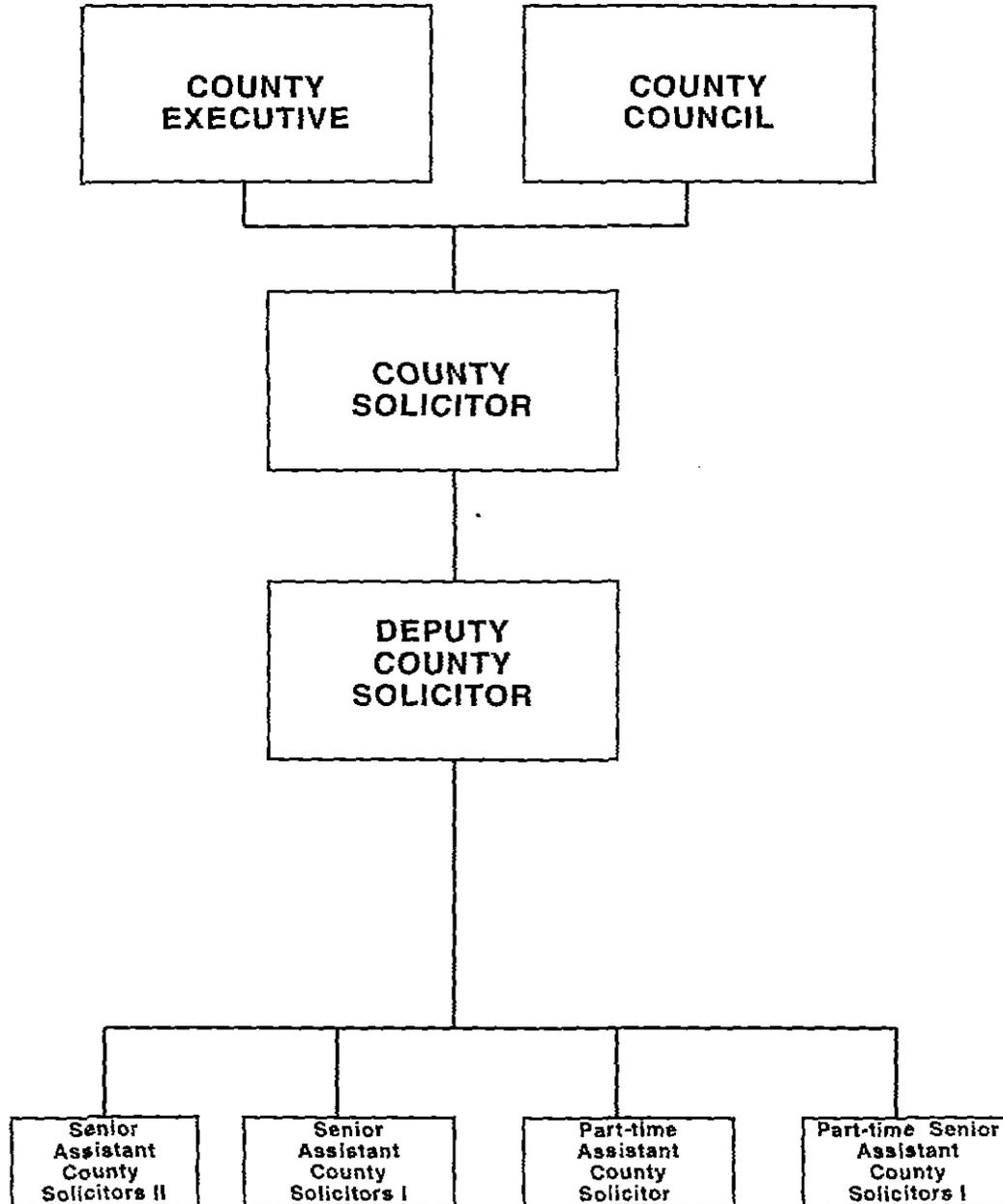
DEPARTMENT OF PLANNING AND ZONING



Fiscal 1999

General Government

OFFICE OF LAW



Fiscal 1999

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 Development Engineering, Division of Land Development and Division of Research. In addition, the advisory/planning bodies are the Baltimore Metropolitan Council, the Planning Board, the Historic District Commission, Public Transportation Planning 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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
General Fund	3,187,626	3,563,137	3,563,140	3,716,650	3,759,200	3,759,200
Grants	1,532,507	2,200,425	2,200,430	2,207,690	2,213,260	2,213,260
Agricultural Land Preservation	4,338,510	4,641,793	4,641,790	4,580,260	4,585,190	4,585,190
TOTAL	9,058,643	10,405,355	10,405,360	10,504,600	10,557,650	10,557,650

Fiscal 1999

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 Planning Board.

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

Responsible for administration of the General Plan for Howard County.

Outlook for '99

Tasks	FY98 Estimated	FY99 Projected
Legislation Drafted/Reviewed	16	18
Planning Board Meetings Attended	28	27
Departmental Inquiries Processed	5,200	5,000

Personnel Summary

Authorized5 FTE
 Additional0
 Executive Proposed5 FTE
 Approved5 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	321,373	589,597	589,600	352,500	368,900	368,900
Contractual Services	33,747	107,470	107,470	144,900	144,900	144,900
Supplies & Materials	2,976	4,600	4,600	4,600	4,600	4,600
Business & Education Expense	20,262	17,780	17,780	21,080	21,080	21,080
Other Operating Expenses	15,240	54,110	54,110	54,110	103,590	103,590
TOTAL	393,598	773,557	773,560	577,190	643,070	643,070

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	190	1,390	1,390	1,200	1,200	1,200
Supplies & Materials	1,098	1,320	1,320	1,320	1,320	1,320
Business & Education Expense	190	400	400	400	400	400
TOTAL	1,478	3,110	3,110	2,920	2,920	2,920

Fiscal 1999

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 General Plan, County Solid Waste Plan, Water & Sewer Plans and the Recreation & Parks Master Plan.

Outlook for '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	190	190	190	0	0	0
Supplies & Materials	1,771	5,800	5,800	5,800	5,800	5,800
Business & Education Expense	3,435	5,100	5,100	5,100	5,100	5,100
TOTAL	5,396	11,090	11,090	10,900	10,900	10,900

Fiscal 1999

General Government

DEPT. OF PLANNING AND ZONING

DEVELOPMENT ENGINEERING 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 '99

Tasks	FY98 Estimated	FY99 Projected
New Plan Subdivisions	569	575
Revised Plan Subdivisions	121	100
Red Line Submissions	502	700
Original Submissions	281	400
Misc. Reviews/Responses	112	160
Building Permits Processed	1,700	2,500
Front Counter Public Inquiries	3,098	3,500
Direct Plan Submission	113	200

Personnel Summary

Authorized.....13.0 FTE
 Additional.....0
 Executive Proposed.....13.0 FTE
 Approved.....13.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	675,047	683,100	683,100	787,260	790,800	790,800
Contractual Services	5,482	7,750	7,750	7,930	7,930	7,930
Supplies & Materials	5,139	8,000	8,000	8,000	8,000	8,000
Business & Education Expense	22	500	500	500	500	500
Capital Outlay-Operating Budget	0	0	0	4,850	4,850	4,850
TOTAL	685,690	699,350	699,350	808,540	812,080	812,080

Fiscal 1999

General Government

DEPT. OF PLANNING AND ZONING BALTIMORE METROPOLITAN COUNCIL

011-005-0300

Functions

The Baltimore Metropolitan Council is the facilitator of regional discussion and planning for the Baltimore Region. 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 member jurisdictions.

A regional organization is necessary to receive federal funds in compliance with regulations such 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 BMC.

Outlook for '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	42,250	42,500	42,500	43,500	50,790	50,790
TOTAL	42,250	42,500	42,500	43,500	50,790	50,790

Fiscal 1999

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.

Administer transportation grants supportive of the local transportation planning program.

Outlook for '99

Provide for the efficient administration of transportation programs and grants.

Personnel Summary

Authorized6 FTE
 Additional0
 Executive Proposed6 FTE
 Approved6 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	326,920	328,710	328,710	374,670	376,220	376,220
Contractual Services	115,229	165,540	165,540	170,710	120,710	120,710
Supplies & Materials	4,944	5,000	5,000	5,000	5,000	5,000
Business & Education Expense	150,491	590	590	590	590	590
Capital Outlay-Operating Budget	0	0	0	380	380	380
Other Operating Expenses	25,500	25,500	25,500	25,500	25,500	25,500
TOTAL	623,084	525,340	525,340	576,850	528,400	528,400

Fiscal 1999

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 '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	190	390	390	200	200	200
Supplies & Materials	0	190	190	190	190	190
TOTAL	190	580	580	390	390	390

Fiscal 1999

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.

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

Outlook for '99

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	FY98 Estimated	FY99 Projected
Board of Appeals Cases	65	65
Zoning Board Cases	12	12

Personnel Summary

Authorized11.43 FTE
 Additional0
 Executive Proposed11.43 FTE
 Approved11.43 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	593,738	548,330	548,330	613,390	618,940	618,940
Contractual Services	4,027	5,030	5,030	5,180	5,180	5,180
Supplies & Materials	6,521	8,830	8,830	8,830	8,830	8,830
Business & Education Expense	3,887	3,640	3,640	3,540	3,540	3,540
TOTAL	608,173	565,830	565,830	630,940	636,490	636,490

Fiscal 1999

General Government

DEPT. OF PLANNING & ZONING LAND DEVELOPMENT DIVISION

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 '99

Continue the effective administration of plan review and public service.

Tasks	FY98 Estimated	FY99 Projected
Plans/Plats Revised	700	725
Lot Revisions Processed	350	375

Personnel Summary

Authorized13 FTE
 Additional0
 Executive Proposed13 FTE
 Approved13 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	782,494	617,020	617,020	709,380	715,530	715,530
Contractual Services	4,742	2,680	2,680	2,760	2,760	2,760
Supplies & Materials	11,088	10,838	10,840	10,840	10,840	10,840
Business & Education Expense	343	490	490	490	490	490
Capital Outlay-Operating Budget	0	452	450	450	450	450
Other Operating Expenses	29,100	0	0	0	0	0
TOTAL	827,767	631,480	631,480	723,920	730,070	730,070

General Government

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 '99

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

Authorized5 FTE
 Additional0 FTE
 Executive Proposed5 FTE
 Approved5 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	255,110	255,110	286,240	288,830	288,830
Contractual Services	0	2,390	2,390	2,460	2,460	2,460
Supplies & Materials	0	6,150	6,150	6,150	6,150	6,150
Business & Education Expense	0	500	500	500	500	500
Other Operating Expenses	0	46,150	46,150	46,150	46,150	46,150
TOTAL	0	310,300	310,300	341,500	344,090	344,090

Fiscal 1999

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 '99

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

Personnel Summary

Authorized2.0 FTE
 Additional0
 Executive Proposed2.0 FTE
 Approved2.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	55,173	67,860	67,860	74,140	76,470	76,470
Contractual Services	18,410	8,030	8,030	2,850	2,850	2,850
Supplies & Materials	1,732	1,300	1,300	1,300	1,300	1,300
Business & Education Expense	1,816	2,000	2,000	1,710	1,710	1,710
TOTAL	77,131	79,190	79,190	80,000	82,330	82,330

Fiscal 1999

General Government

DEPT. OF PLANNING AND ZONING

TRANSPORTATION DEVELOPMENT PROG.

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 '99

Continue to provide support and coordinate 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

Authorized3.0 FTE
Additional0
Executive Proposed3.0 FTE
Approved 3.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	113,611	130,645	130,650	131,960	135,200	135,200
Contractual Services	171,324	186,780	186,780	3,350	3,350	3,350
Supplies & Materials	3,537	7,260	7,260	1,760	1,760	1,760
Business & Education Expense	4,056	5,450	5,450	5,000	5,000	5,000
TOTAL	292,528	330,135	330,140	142,070	145,310	145,310

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	64,045	362,700	362,700	342,700	342,700	342,700
TOTAL	64,045	362,700	362,700	342,700	342,700	342,700

Fiscal 1999

General Government

DEPARTMENT OF PLANNING AND ZONING TRANSIT OPERATION GRANT

051-005-0411

Functions

Provide urban mass transit activities funded by Sections 5307 and 5311 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 '99

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

Activities include the operation of Howard Area Transit Service (HATS) to serve all citizens of Howard County, including ADA/Para-transit service and a rural transportation element.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	1,098,803	1,428,400	1,428,400	1,642,920	1,642,920	1,642,920
TOTAL	1,098,803	1,428,400	1,428,400	1,642,920	1,642,920	1,642,920

Fiscal 1999

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 '99

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

Personnel Summary

Authorized2.0 FTE
 Additional0
 Executive Proposed2.0 FTE
 Approved2.0 FTE

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	69,609	96,333	96,330	86,210	89,120	89,120
Contractual Services	98,053	92,110	92,110	82,130	82,130	82,130
Supplies & Materials	989	2,700	2,700	2,700	2,700	2,700
Business & Education Expense	1,052	5,340	5,340	5,340	5,340	5,340
Capital Outlay-Operating Budget	1,295	0	0	0	0	0
Other Operating Expenses	4,065,497	4,355,000	4,355,000	4,318,250	4,318,250	4,318,250
TOTAL	4,236,495	4,551,483	4,551,480	4,494,630	4,497,540	4,497,540

Fiscal 1999

General Government

DEPT. OF PLANNING AND ZONING AGRICULTURAL PRES. AND PROMOTION BD. 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 '99

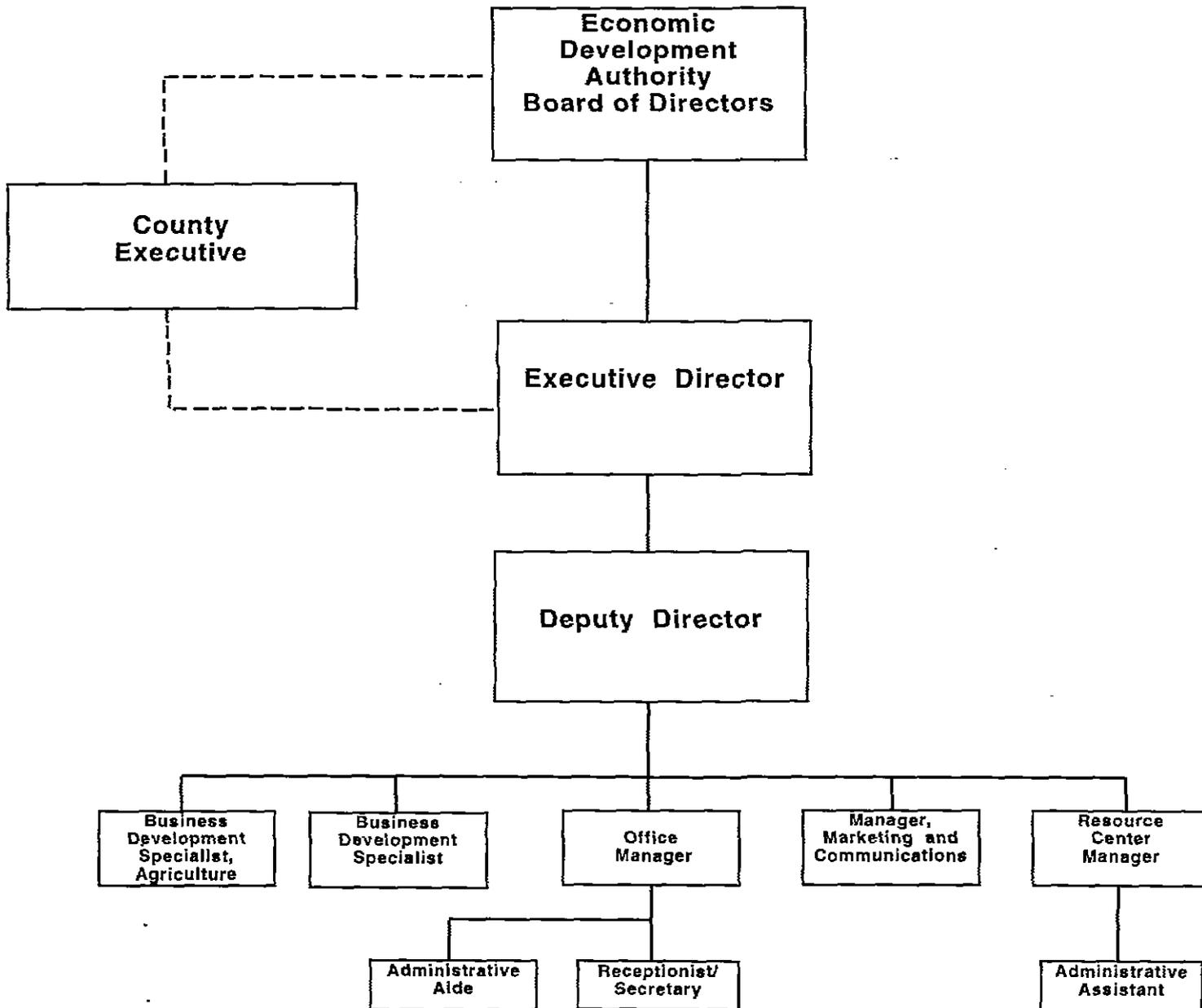
Continue to make sound recommendations on issues pertaining to agricultural districts in the County.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Contractual Services	190	200	200	0	0	0
Supplies & Materials	35	600	600	600	600	600
Business & Education Expense	0	1,000	1,000	1,000	1,000	1,000
TOTAL	225	1,800	1,800	1,600	1,600	1,600

Fiscal 1999

General Government

ECONOMIC DEVELOPMENT AUTHORITY



Fiscal 1999

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 '99

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

Revenue Sources Include:

Howard County	\$649,350
Private Sector	200,000
Agriculture	50,000
Interest Income	4,000
Program/Event Income	38,250
Miscellaneous Income	<u>20,000</u>
Total	\$961,600

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	525,700	599,680	599,680	643,370	649,350	649,350
TOTAL	525,700	599,680	599,680	643,370	649,350	649,350

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Fiscal 1999

Debt Service, Capital & Reserves

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Fiscal 1999

Debt/Other

DEBT SERVICE

011-470

Description

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

Outlook for '99

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

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Police Department	192,998	139,890	139,890	155,710	155,910	155,910
Schools	7,853,260	9,314,150	9,314,150	11,285,750	11,014,150	11,014,150
Community College	659,839	703,580	703,580	814,980	822,040	822,040
Fire Fund	309,498	300,030	300,030	413,790	376,440	376,440
General County Projects	9,122,889	9,514,330	9,514,330	9,336,590	9,609,990	9,609,990
Recreation And Parks	3,272,583	3,366,650	3,366,650	2,829,420	2,861,470	2,861,470
Community Renewal	729,979	605,430	605,430	673,590	701,230	701,230
Storm Drainage	533,944	495,970	495,970	535,190	503,800	503,800
Certificates Of Participation	55,786	200,410	200,410	200,390	200,390	200,390
MICRF Debt Service	0	78,100	78,100	65,470	65,470	65,470
Police	100,585	96,750	96,750	94,090	95,500	95,500
Schools	7,163,131	8,133,340	8,133,340	10,337,840	8,432,820	8,432,820
Community College	530,793	527,380	527,380	455,950	505,430	505,430
Fire Fund	216,039	227,460	227,460	523,160	261,180	261,180
General County Projects	6,906,639	6,820,320	6,820,320	4,370,990	6,288,630	6,288,630
Recreation & Parks	1,948,868	1,896,570	1,896,570	1,573,630	1,798,410	1,798,410
Community Renewal	576,540	592,980	592,980	372,290	566,150	566,150
Storm Drainage	289,248	300,490	300,490	589,590	369,430	369,430
Kawanis Park Debt Service	62,250	58,750	58,750	55,250	55,250	55,250
TOTAL General Fund	40,524,869	43,372,580	43,372,580	44,683,670	44,683,690	44,683,690
Middle Patuxent Debt Service	3,078,028	5,595,066	5,595,100	410,260	410,260	410,260
TOTAL Middle Patuxent Subdistrict	3,078,028	5,595,066	5,595,100	410,260	410,260	410,260
Water & Sewer Special Debt Service	11,816,130	12,090,296	12,090,300	12,156,790	12,191,290	12,191,290
Maryland Water Quality Revolving Loan	1,089,860	1,362,414	1,362,420	1,365,420	1,365,420	1,365,420
TOTAL W&S Special Benefit Charges Fund	12,905,990	13,452,710	13,452,720	13,522,210	13,556,710	13,556,710
Fire Debt Services	525,032	527,490	527,490	637,620	637,620	637,620
TOTAL Fire Service	525,032	527,490	527,490	637,620	637,620	637,620
Recreation Debt Service	2,600,000	2,016,570	2,016,570	2,670,150	2,670,150	2,670,150
TOTAL Recreation And Parks	2,600,000	2,016,570	2,016,570	2,670,150	2,670,150	2,670,150
TOTAL	59,633,919	64,964,416	64,964,460	61,923,910	61,958,430	61,958,430

Fiscal 1999

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 '99

This year the "Pay As You Go" funding includes \$19,720,000 to be appropriated to the FY99 Capital Budget. These funds come from \$16.5 million in surplus revenues in excess of that needed to maintain the Rainy Day Fund at mandated levels, and general revenues. The surplus funds may only be used for one-time expenses. These dollars will be used on projects for which bond funding is not appropriate, or in place of bond funding to limit the County's bond debt. Major expenditures for "Pay As You Go" capital include \$7.6 million to complete the process of landfill remediation, \$4.4 million to fund a portion of the purchase of the Smith Property, also known as the Blandair farm, \$3.7 million to fund road resurfacing projects, and \$1.1 million to fund systemic improvements to County Schools.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Pay-As-You-Go Funds	5,000,000	9,500,000	9,500,000	19,720,000	19,720,000	19,720,000
TOTAL	5,000,000	9,500,000	9,500,000	19,720,000	19,720,000	19,720,000

Fiscal 1999

Debt/Other

CONTINGENCY RESERVE

Description

The Contingency reserve is used to cover unanticipated expenditures, such as snow removal for severe storms. By law, the Contingency Reserve cannot be greater than 3% of the budget.

Outlook for '99

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	1,353,871	1,353,870	1,500,000	1,222,120	1,000,120
TOTAL	0	1,353,871	1,353,870	1,500,000	1,222,120	1,000,120

Fiscal 1999

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 '99

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 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Business & Education Expenses	73,710	75,000	75,000	75,000	75,000	75,000
TOTAL	73,710	75,000	75,000	75,000	75,000	75,000

Fiscal 1999

Debt Service, Capital & Reserves

PERFORMANCE AWARD

011-461-0126

Description

A new performance appraisal and review system is now being used to compensate exemplary employees with cash awards.

Outlook for '99

The first review cycle will occur for all employees who are members of the County's human resources system.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Salaries, Wages & Fringe Benefits	0	0	0	0	1,246,650	1,246,650
TOTAL	0	0	0	0	1,246,650	1,246,650

Fiscal 1999

Debt/Other

SALARY ACCRUAL

011-462-0109

Description

At present, the County charges salaries on a cash basis. That means salaries are charged to the fiscal year in which they are paid, even if earned in a different fiscal year. The problem with this process is that, once every eleven years, twenty-seven payrolls occur in a fiscal year instead of the normal twenty-six.

Outlook for '99

The County will move to the full accrual of salaries to avoid paying a twenty-seventh extra payroll in Fiscal Year 2000. In the future, salaries will be charged to the year in which they are earned no matter when they are paid.

BUDGET	FY 1997	FY 1998		FY 1999		
	Audit	Authorized Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Council Approved
Other Operating Expenses	0	0	0	2,770,000	2,770,000	0
TOTAL	0	0	0	2,770,000	2,770,000	0

Fiscal 1999

Restricted Funds/Statements

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Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	1,248,399	(743,830)	81,529
Transfer Tax	1,403,563	1,500,000	1,500,000
Bonds Proceeds	0	0	0
Bonds Unissued	0	6,370,000	0
Bonds Requested in Budget	0	0	(732,000)
Pay-As-You-Go	0	0	800,000
Grants	0	0	0
Unrealized Grants	0	0	0
Other	0	0	0
Operating Transfer In	499,000	0	0
TOTAL	3,150,962	7,126,170	1,649,529
Use of Funds			
Construction Program	3,119,759	1,129,762	68,000
Equipment Program	0	902,213	750,000
Committed Appropriations	0	3,023,316	0
Unencumbered Appropriations	0	1,461,860	0
Operating Transfers Out (Debt)	775,033	527,490	637,620
TOTAL	3,894,792	7,044,641	1,455,620
ENDING FUND BALANCE	(743,830)	81,529	193,909

Fiscal 1999

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 FY 1997	Estimated FY 1998	Budget FY 1999
Source of Funds			
Beginning Fund Balance	66,652,481	52,178,893	18,614,310
Bond Proceeds	56,361,674	0	0
Bonds Unissued	0	23,732,389	0
Bonds Requested in Budget	0	0	10,920,000
Federal/State Grant	21,022	207,673	4,508,000
Unrealized Grants	0	390,327	0
Transfer Tax	0	0	0
Pay-As-You-Go	0	5,663,000	7,632,000
Other	2,864,294	807	1,402,000
Other Unrealized	0	0	0
Developer Contribution	0	35,408	36,000
Operating Transfer In	394,000	0	0
Excise Bonds	0	0	750,000
TOTAL	126,293,471	82,208,497	43,862,310
Use of Funds			
Capital Project Expenditures	26,335,251	23,423,556	25,248,000
Committed Appropriations	0	13,844,673	0
Unencumbered Appropriations	0	9,991,308	0
Operating Transfers Out	7,246,116	16,334,650	15,898,620
BANS Refunding	40,000,000	0	0
Bond Issue Expense	533,211	0	0
TOTAL	74,114,578	63,594,187	41,146,620
ENDING FUND BALANCE	52,178,893	18,614,310	2,715,690

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	16,823,431	22,829,830	(3,668,524)
Bond Proceeds	4,524	0	0
Bonds Unissued	0	58,975,229	0
Bonds Requested in Budget	0	0	3,528,000
Federal/State Grants	2,075,947	1,816,348	1,402,000
Unrealized Grants	0	1,704,652	0
General Fund Unreserved Fund Balance	0	0	0
Building Excise Tax (Development Road Improvement Fund)	6,583,599	7,000,000	5,307,000
Developer Contributions	237,600	231,682	801,000
Unrealized Developer	0	919,591	0
Other	1,234,500	904,792	(70,000)
Other Unrealized	0	436,208	0
Operating Transfers In	5,975,000	1,735,000	0
Pay-As-You-Go	0	3,145,000	5,294,000
Designated for Debt Service	0	(28,265,372)	0
Excise Bonds	0	0	12,668,000
TOTAL	32,934,601	71,432,960	25,261,476
Use of Funds			
Capital Projects Expenditures	10,104,771	7,825,324	28,930,000
Committed Appropriations	0	11,476,886	0
Unencumbered Appropriations	0	55,527,274	0
Operating Transfers Out	0	272,000	0
TOTAL	10,104,771	75,101,484	28,930,000
ENDING FUND BALANCE	22,829,830	(3,668,524)	(3,668,524)

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	(542,928)	6,784	22,521
Bond Proceeds	26,461	0	0
Bonds Unissued	0	269,910	0
Bonds Requested in Budget	0	0	0
Federal/State Grants	0	(56,478)	0
Unrealized Grants	0	0	0
Pay-As-You-Go	0	0	0
Operating Transfer In	911,000	96,000	0
TOTAL	394,533	316,216	22,521
Use of Funds			
Capital Projects Expenditures	387,749	32,757	0
Committed Appropriations	0	135,020	0
Unencumbered Appropriations	0	125,918	0
Operating Transfer Out	0	0	0
TOTAL	387,749	293,695	0
ENDING FUND BALANCE	6,784	22,521	22,521

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	(45,641)	(404,941)	720,162
Transfer Tax	2,857,126	3,000,000	3,000,000
Bond Proceeds	463	1,333,000	0
Bonds Unissued	0	6,884,150	0
Bonds Requested in Budget	0	0	(234,000)
Federal/State Grants	1,617,534	3,588,171	6,636,000
Unrealized Grants	0	2,945,661	0
Pay-As-You-Go	0	0	5,231,000
Other	122,633	0	163,000
Developer Contribution	35,000	50,384	(13,000)
Developer Contribution Unrealized	0	0	0
Operating Transfers In	2,366,000	0	0
Excise Bonds	0	0	(50,000)
Restricted Open Space Revenues	0	(1,871,385)	0
TOTAL	6,953,115	15,525,040	15,453,162
Use of Funds			
Capital Project Expenditures	3,571,856	2,412,947	11,733,000
Committed Appropriations	0	503,193	0
Unencumbered Appropriations	0	9,872,168	0
Golf Course Debt Service	1,186,200	0	0
Operating Transfers Out (Debt)	2,600,000	2,016,570	2,670,145
TOTAL	7,358,056	14,804,878	14,403,145
ENDING FUND BALANCE	(404,941)	720,162	1,050,017

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	390,436	256,672	264,555
Middle Patuxent Ad Valorem Charges	332,600	363,000	365,000
Middle Patuxent In-Aid-of Construction Charges	134,500	165,000	100,000
Interest on Investments	16,777	12,000	10,000
TOTAL REVENUES	874,313	796,672	739,555
Use of Funds			
Bond Principal Payments	441,899	438,396	264,510
Bond Interest Payments	175,742	93,721	145,750
TOTAL EXPENSES	617,641	532,117	410,260
ENDING FUND BALANCE	256,672	264,555	329,295

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	(1,743,183)	(1,214,173)	0
Bonds Issued	32,459,740	13,775,614	0
Unissued Bonds	0	26,870,470	0
Bonds Requested in Budget	0	0	11,948,000
Pay-as-You-Go	1,000,000	0	0
Other	221,127	0	0
TOTAL	31,937,684	39,431,911	11,948,000
Use of Funds			
Bonds Spent	32,151,857	39,431,911	11,948,000
Budgeted Bonds	1,000,000	0	0
Pay-as-You-Go Spent			
TOTAL	33,151,857	39,431,911	11,948,000
ENDING FUND BALANCE	(1,214,173)	0	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	3,672,622	3,102,471	108,611
Transfer Tax Collections	2,807,126	3,000,000	3,000,000
Interest Income	124,375	116,250	130,000
Miscellaneous	0	166,138	0
TOTAL	6,604,123	6,384,859	3,238,611
Use of Funds			
1997 Expenditures	3,501,652	0	0
Unspent Prior Year Appropriations	0	3,776,248	0
Fiscal 98 Budget	0	2,500,000	0
Fiscal 99 Budget	0	0	3,000,000
TOTAL	3,501,652	6,276,248	3,000,000
ENDING FUND BALANCE	3,102,471	108,611	238,611

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	1,606,110	295,142	1,354,740
Bond Proceeds	7,878	0	0
Bonds Unissued	0	3,567,226	0
Bonds Requested in Budget	0	0	1,553,000
Federal/State Grants	0	208,103	460,000
Unrealized Grants	0	218,957	0
Developer Contributions	403,918	0	0
Unrealized Developer	0	0	0
Pay-As-You-Go	0	510,000	0
Other	700	3,862	10,000
Storm Drain Fund	0	245,441	817,000
Utility Fund	0	0	75,000
Operating Transfers In	733,774	2,059,000	0
TOTAL	2,752,380	7,107,731	4,269,740
Use of Funds			
Capital Projects Expenditures	2,457,238	754,573	2,915,000
Committed Appropriations	0	885,588	0
Unencumbered Appropriations	0	4,112,830	0
Operating Transfers Out (Debt)	0	0	873,230
TOTAL	2,457,238	5,752,991	3,788,230
ENDING FUND BALANCE	295,142	1,354,740	481,510

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	(120,460)	(275,679)	0
Bonds Issued	464,000	716,000	0
Bonds Unissued	0	906,000	0
Bonds Requested in Budget	0	0	965,000
TOTAL	343,540	1,346,321	965,000
Use of Funds			
Bond Expenditures	619,219	1,346,321	965,000
TOTAL	619,219	1,346,321	965,000
ENDING FUND BALANCE	(275,679)	0	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Water In-Aid-Of-Construction Charges	1,296,600	1,500,000	1,400,000
Sewer In-Aid-Of-Construction Charges	1,303,800	1,250,000	1,400,000
Water and Sewer Property Taxes	11,134,078	11,725,000	12,100,000
Utility Pay-As-You-Go	0	0	0
Interest on Investments	2,779,836	2,600,000	2,300,000
Penalty & Interest	26,200	18,500	20,000
Bond Proceeds	5,100,000	8,725,000	3,000,000
Bonds Unissued	0	28,702,004	0
State Water Quality Loan Proceeds	561,529	340,000	0
Developer Contributions	1,415,900	357,741	800,000
User Connections	560,650	738,795	450,000
Unrecognized State Water Quality Loan Proceeds	0	57,650	0
Unrecognized User Connections	0	0	0
Unrecognized Developer Contributions	0	10,115,300	0
Revenue from Other Government Agencies	0	95,683	0
Unrecognized Revenue other agencies	0	0	0
Miscellaneous	55,793	10,000	0
TOTAL REVENUES	24,234,386	66,235,673	21,470,000
Use of Funds			
Capital Project Expenditures	24,894,930	7,677,199	10,000,000
Committed Obligations	0	4,554,084	0
Unencumbered Funds	0	70,845,246	0
Bond Registration	7,596	16,000	16,000
Other Financial Matters	45,834	55,000	55,000
Bond Sale Expenses	119,135	45,000	100,000
Operating Transfers Out:			
Major Water IAC Charges (to 730 fund)	3,600	0	170,000
Major Sewer IAC Charges (to 730 fund)	26,300	27,300	180,000
Ad Valorem Charges (to 730 fund)	6,099,129	5,906,335	6,500,000
Ad Valorem Charges (to 710 fund)	0	2,175,056	0
Pay-As-You-Go (to Non W&S Capital Projects)	0	0	0
TOTAL EXPENSES	31,196,524	91,301,220	17,021,000
NET INCOME	(6,962,138)	(25,065,547)	4,449,000
BEGINNING FUND BALANCE	26,560,774	19,598,636	(5,466,911)
ENDING FUND BALANCE	19,598,636	(5,466,911)	(1,017,911)

Fiscal 1999

Statements

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 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Commercial Paper Bond Anticipation Notes Note Interest Income	3,894,534	3,150,000	3,910,000
TOTAL	3,894,534	3,150,000	3,910,000
Use of Funds			
Commercial Paper Bond Anticipation Notes Note Interest Expenses of Sale	2,631,427 152,990	2,250,000 153,000	3,500,000 210,000
TOTAL	2,784,417	2,403,000	3,710,000
RETURN TO GENERAL FUND	1,110,117	747,000	200,000

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Commercial Paper Bond Anticipation Notes Note Interest Income	3,894,534	3,150,000	3,910,000
TOTAL	3,894,534	3,150,000	3,910,000
Use of Funds			
Commercial Paper Bond Anticipation Notes Note Interest Expenses of Sale	2,631,427 152,990	2,250,000 153,000	3,500,000 210,000
TOTAL	2,784,417	2,403,000	3,710,000
RETURN TO GENERAL FUND	1,110,117	747,000	200,000

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	16,245,836	16,428,094	8,365,910
Transfer Tax	2,807,126	3,000,000	3,000,000
County Development Tax	648,547	500,000	500,000
Interest Income	1,047,109	600,000	600,000
Unallocated Purchase Agreements	0	0	0
Accreted Value of Zero Coupons	0	(7,564,486)	0
TOTAL	20,748,618	12,963,608	12,465,910
Use of Funds			
Administrative Costs	242,668	252,260	295,890
Interfund Reimbursement	101,790	88,510	84,030
Performance Awards	0	0	2,020
Debt Service			
Principal	117,000	203,000	138,000
Interest	3,859,066	4,053,928	4,065,250
Contingency Reserve	0	0	7,880,720
TOTAL	4,320,524	4,597,698	12,465,910
ENDING FUND BALANCE	16,428,094	8,365,910	0

Fiscal 1999

Restricted Funds

COMMUNITY RENEWAL PROGRAM FUND/OPERATING

FUND 420

Description

The Housing and Community Development Office manages the Community Renewal Program Fund. This fund deals primarily with the management and construction of public housing projects and creation of new low and moderate income housing opportunities.

Revenue for this fund is derived from 12.5% of the Transfer Tax and rent collections and grant administration fees.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	1,456,973	1,517,026	1,475,584
Transfer Tax	1,403,563	1,400,000	1,500,000
Administrative Fee Repayments	497,236	476,600	480,000
Interest	7,715	14,500	8,000
Alpha Pines	5,730	0	0
Loan Repayments	0	160,670	160,000
Guilford Gardens/Hilltop	464,300	459,800	453,500
Concessions	6,898	6,000	6,800
Rents	388,762	306,900	400,000
Transfer from Rehab Loan	150,000	200,000	200,000
Harmony Lane	0	149,500	0
Pleasant Chase	3,000	28,800	31,200
Housing Commission Service Contract	0	195,000	203,840
CDBG Program	0	416,000	364,800
TOTAL	4,384,177	5,330,796	5,283,724
Use of Funds			
Housing	781,608	1,547,592	1,858,440
Community Development Board	635	2,500	2,900
Housing Initiatives	406,426	850,000	850,000
Harmony Lane Administration	23,896	227,910	227,910
Pleasant Chase	0	28,800	0
Debt Service	1,295,350	1,198,410	1,267,370
Transfer to Rehab Loan Fund	359,236	0	0
Performance Awards	0	0	27,570
Contingency	0	0	1,049,534
TOTAL	2,867,151	3,855,212	5,283,724
ENDING FUND BALANCE	1,517,026	1,475,584	0

Fiscal 1999

Restricted Funds

COMMUNITY RENEWAL PROGRAM FUND/REHAB LOAN

FUND 430

Description

The Housing and Community Development Office operates the Rehabilitation Loan--Revolving Fund. The purpose of the fund is to provide low interest (3-7%) loans to low income and moderate income County residents whose homes need rehabilitation to meet housing code and standards.

Revenue for this fund is derived from a portion of the transfer tax. This fund is part of the Community Renewal Fund (420) and is not shown separately in the County's Annual Financial Report.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	4,856,685	5,122,912	4,982,912
Interest	56,991	60,000	60,000
Transfer from Operating Fund	359,236	0	0
TOTAL	5,272,912	5,182,912	5,042,912
Use of Funds			
Transfers to Operating Fund	150,000	200,000	200,000
TOTAL	150,000	200,000	200,000
AVAILABLE FUNDS	5,122,912	4,982,912	4,842,912

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	590,082	970,996	339,410
CATV Franchise Fee	1,356,766	1,467,804	1,535,470
TOTAL	1,946,848	2,438,800	1,874,880
Use of Funds			
Cable Administrator	534,749	967,820	975,220
CATV Service Advisory Committee	1,370	3,550	3,550
Cable 15	374,733	563,020	597,490
General Fund Administrative Support	65,000	65,000	65,000
Allied Signal	0	500,000	0
Performance Awards	0	0	3,140
Contingency Reserve	0	0	230,480
TOTAL	975,852	2,099,390	1,874,880
ENDING FUND BALANCE	970,996	339,410	0

Fiscal 1999

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 FY99 is 24 cents.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	1,693,555	1,707,382	448,056
General Fund (Miscellaneous)	104,890	0	1,663,670
Fire Tax Collection	14,048,046	14,549,532	14,967,474
Chargeback from Rural to Metro	1,503,480	1,367,592	2,214,620
Penalty & Interest	133,871	40,000	40,000
TOTAL REVENUES	17,483,842	17,664,506	19,333,830
Use of Funds			
Budgeted	15,615,733	17,216,440	19,089,520
Performance Awards	0	0	224,330
Chargeback from Rural to Metro	0	0	0
Contingency			19,980
Operating Transfer Out	160,727	0	0
TOTAL	15,776,460	17,216,440	19,333,830
ENDING FUND BALANCE	1,707,382	448,066	0

Fiscal 1999

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 FY99 is 19 cents.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	178,121	338,237	632,364
Miscellaneous	29,885	0	0
Fire Tax Collection	2,554,230	2,489,209	2,563,876
Penalty & Interest	11,078	6,000	8,000
TOTAL REVENUES	2,773,314	2,833,446	3,204,240
Use of Funds			
Budgeted	775,927	833,490	887,320
Chargeback from Rural to Metro	1,659,150	1,367,592	2,214,620
Operating Transfer Out	0	0	0
Contingency Reserve			102,300
TOTAL	2,435,077	2,201,082	3,204,240
ENDING FUND BALANCE	338,237	632,364	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Water Use Charge (8111)	6,488,197	7,350,000	7,800,000
Sewer Use Charge (8121)	10,445,867	11,655,000	12,330,000
Fire Protection (8115)	297,719	308,000	300,000
Septic Tank/Chemical (8122)	1,864	1,000	1,000
Industrial Waste Surcharge (8126)	247,030	242,278	240,000
Water and Sewer Penalty (8128)	258,443	299,882	325,000
Special Charges (8130)	30,260	31,080	33,000
Developer Overhead Fees (4212)	159,050	200,000	200,000
Water Connections (8211)	218,216	187,378	200,000
Sewer Connections (8221)	165,857	116,343	125,000
Miscellaneous Sales (various)	41,586	50,000	45,000
Installment Interest (5211)	2,318	3,000	3,000
Outside County Sewage Usage (8836)	67,869	73,556	80,000
Interest on Investments (5210)	403,056	415,000	425,000
Recoveries for Interfund Services (5339)	4,434	10,000	10,000
Capital Water & Sewer Charges (5338)	230,474	250,000	250,000
Utility Construction Permits (2325)	86,700	75,000	50,000
Miscellaneous Revenue (6290)	1,465	1,000	1,000
Shared Septic Fees	10,950	20,000	25,000
Approp. from Fund Balance	628,210	0	0
OPERATING TRANSFERS IN			
Ad Valorem Charges (from 500 fund) (8700)	0	1,575,056	0
Ad Valorem charges to offset FY97 GAAP Basis Loss in excess Budget Loss	0	600,000	0
TOTAL REVENUES AND OPERATING TRANSFERS IN	19,789,565	23,463,573	22,443,000
Use of Funds			
TOTAL EXPENSES	21,706,782	21,000,000	22,830,170
NET INCOME (LOSS)	(1,917,217)	2,463,573	(387,170)
Estimated FY97 GAAP Basis Loss in excess of Budget Basis Loss	0	0	0
BEGINNING FUND BALANCE	207,934	(1,709,283)	754,290
CONTINGENCY RESERVE	0	0	367,120
ENDING FUND BALANCE	(1,709,283)	754,290	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Water Front Foot Benefit Charges (8310)	2,612,162	2,669,000	2,700,000
Sewer Front Foot Benefit Charges (8320)	4,271,440	4,336,000	4,400,000
Interest on Investments (5210)	(135,385)	(100,000)	(100,000)
Penalty and Interest (8943)	16,431	12,000	12,000
Operating Transfers In			
Major Water in-aid-of Construction (8450)	3,600	3,600	3,600
Major Sewer in-aid-of Construction (8460)	26,300	27,300	27,300
Ad Valorem Charges (8700)	6,098,185	6,197,770	6,500,000
TOTAL REVENUES AND OPERATING TRANSFERS IN	12,892,733	13,145,670	13,542,900
Use of Funds			
Bond Principle Payments (0601)	6,468,102	6,646,605	7,165,490
Bond Interest Payments (0602)	5,196,391	4,948,691	4,991,300
Major Water & Sewer Loan Payments (0607)	142,359	495,000	34,500
State Loan Principal Payments (0645)	652,474	680,058	709,900
State Loan Interest Payments (0646)	437,386	371,716	655,520
TOTAL EXPENSES	12,896,712	13,142,070	13,556,710
NET INCOME	(3,979)	3,600	(13,810)
BEGINNING FUND BALANCE	3,979	0	3,600
ENDING FUND BALANCE	0	3,600	(10,210)

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	0	2,145,400	2,082,060
Trash Fees	8,323,062	8,500,000	8,700,000
Landfill Fees	1,202,605	990,000	945,000
Interfund Reimbursement	2,699,020	3,299,860	3,191,870
Other	227,998	47,000	196,000
TOTAL	12,452,675	14,982,260	15,114,930
Use of Funds			
Bureau of Waste Management Operating Expenses	10,307,267	12,900,200	13,560,960
Performance Awards	0	0	30,860
Contingency Reserve	0	0	1,523,110
TOTAL EXPENSES	10,307,267	12,900,200	15,114,930
ENDING FUND BALANCE	2,145,408	2,082,060	0

Fiscal 1999

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
Department of County Administration						
Equal Opportunity	43,830	0	0	0	43,830	EEOC
Carroll Baldwin Hall Renovation	0	70,000	67,000	0	137,000	MD Bd. of Public Works
Section Eight Rental Assistance	8,825,750	0	0	0	8,825,750	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	1,601,516	120,534	170,000	0	1,892,050	D.E.E.D.
Drug Asset Forfeiture	0	0	0	250,000	250,000	Seized Funds
Comprehensive Highway Safety	150,000	0	0	0	150,000	U.S. Dept. Transp.
Economic Development Incentive	0	0	0	300,000	300,000	Dept. of Bus.&Econ. Dev.
State Economic Development Fund	0	4,000,000	0	0	4,000,000	Dept. of Bus.&Econ. Dev.
Department of Planning and Zoning						
Ridesharing Coordination Program	82,330	0	0	0	82,330	MD Dept. of Transportation
Transportation Development Program	145,310	0	0	0	145,310	Dept. of Transportation
General Aviation Airport	342,700	0	0	0	342,700	Fed. Aviation Admin.
Transit Operation Grant	1,281,480	361,440	0	0	1,642,920	U.S./MD Dept. of Trans.
Department of Police						
COPS Ahead	15,512	0	46,538	0	62,050	U.S. Dept. of Justice
Investigations w/Federal agencies	1,500,000	0	0	0	1,500,000	DEA/FBI
Alcohol Enforcement Unit	35,813	0	11,937	0	47,750	Gov. Drug & Alcohol
Federal Task Force	50,850	0	0	0	50,850	DEA/FBI
Vehicle Theft Reduction Program	0	151,030	0	0	151,030	MD Dept. of Public Safety
Victim Assistance Program	71,600	0	0	0	71,600	MD DHR
Advancing Community Policing	110,610	0	0	0	110,610	U.S. Dept. of Justice
Harper's Choice After School	0	133,990	33,500	0	167,490	Gov. Office of Crime Control
Hot Spots	0	135,370	0	0	135,370	Juvenile Justice
Department of Recreation and Parks						
Middle Patuxent Management	0	0	0	89,500	89,500	Middle Patuxent Area Trust
Department of Fire & Rescue Services						
Section 508 Equipment	0	185,640	0	0	185,640	MD Dept. of Public Safety
Department of Public Works						
Noxious Weed Grant	0	5,000	5,000	0	10,000	State of MD
Automated Enforcement	0	135,000	0	0	135,000	State Hwy. Administration
Alpha Ridge Water Connection	0	0	600,000	0	600,000	Howard County
Department of Citizen Services						
Child Care Food Program	181,510	0	0	0	181,510	U.S. Dept. Of Education

Fiscal 1999

Restricted Funds

GRANTS FUNDS - REVENUES

FUND 051

Grant Title	Federal	State	Local	Other	Total	Source of Funds
Department of Citizen Services (cont'd.)						
Juvenile Delinquency Program	0	91,000	0	0	91,000	MD Juvenile Services Admin.
Child Services Headstart Parents	0	208,650	0	8,630	217,280	MD Dept. Of Hum Res./Fees
Homeless Services	510,320	0	160,000	0	670,320	MD Dept. Of Hum, Res./HoCo Fam./DHR
Operations	199,700	107,740	832,690	499,430	1,639,560	MD Of. On Aging, Howard Co.
Long Term Care	16,490	841,160	366,970	33,080	1,257,700	MD Of. On Aging, Howard Co.
Administration	88,050	22,700	192,690	22,490	325,930	MD Of. On Aging, Howard Co.
Victim Support Liaison	0	208,500	40,440	0	248,940	MD Dept. Of Human Res., HoCo
Children's Services, Local Planning	0	1,132,630	18,610	0	1,151,240	Gov. Of Child-Yth, Fam., HoCo
Social Services Grant	200,730	0	0	0	200,730	U.S. Health & Human Res.
Circuit Court						
Child Support Enforcement	131,090	0	67,530	0	198,620	MD Dept. Of Human Res.
Family Law Grant	45,000	0	0	0	45,000	Dept. Of Justice
State's Attorney						
Hot Spot Communities Initiative	0	16,875	14,825	0	31,700	Gov. Of. Of Justice Admin.
Sheriff's Office						
Juvenile Options Program	0	31,070	10,360	0	41,430	Gov. Of. Crime Control
Alternative Sentencing Program	0	196,580	0	0	196,580	Dept. Of Public Safety
Unanticipated Grants Contingency	0	0	0	5,000,000	5,000,000	
TOTAL	15,772,391	10,204,909	2,638,090	6,203,130	34,818,520	

Fiscal 1999

Restricted Funds

GRANTS FUND - EXPENDITURES

FUND 051

Grant Title	Salaries	Other	Total
DEPARTMENT OF COUNTY ADMINISTRATION			
Equal Opportunity	0	43,830	43,830
Carroll Baldwin Hall Renovation	0	137,000	137,000
Local Law Enforcement Grant	0	142,200	142,200
Section Eight Rental Assistance	0	8,825,750	8,825,750
Rental Allowance Program	0	50,000	50,000
CDBG Retrofit	0	2,000,000	2,000,000
Employment & Training Center	555,980	1,336,070	1,892,050
Drug Asset Forfeiture	30,000	220,000	250,000
Comprehensive Highway Safety	90,960	59,040	150,000
State Economic Development Fund	0	4,000,000	4,000,000
Economic Development Incentive	0	300,000	300,000
DEPARTMENT OF PLANNING & ZONING			
Ridesharing Coordination Program	76,470	5,860	82,330
Transportation Development Program	135,200	10,110	145,310
General Aviation Airport	0	342,700	342,700
Transportation Operations Grant	0	1,642,920	1,642,920
DEPARTMENT OF POLICE			
COPS Ahead	62,050	0	62,050
Investigations w/Federal Agencies	0	1,500,000	1,500,000
Alcohol Reinforcement Unit	39,860	7,890	47,750
Federal Task Force	50,850	0	50,850
Vehicle Theft Reduction Program	118,650	32,380	151,030
Victim Assistance Program	58,060	13,540	71,600
Advancing Community Policing	42,400	68,210	110,610
Harper's Choice After School	148,170	19,320	167,490
Hot Spots	71,850	63,520	135,370
DEPARTMENT OF PUBLIC WORKS			
Noxious Weed Grant	7,800	2,200	10,000
Automated Enforcement	0	135,000	135,000
Alpha Ridge Water Connection	0	600,000	600,000
DEPARTMENT OF CITIZEN SERVICES			
Child Care Food Program	181,510	0	181,510
Juvenile Delinquency Program	0	91,000	91,000
Child Services Headstart Parents	41,180	176,100	217,280
Homeless Services	0	670,320	670,320
Operations	998,340	641,220	1,639,560
Long Term Care	418,240	839,460	1,257,700
Administration	254,080	71,850	325,930
Victim Support Liaison	62,830	186,110	248,940
Children's Services, Local Planning	129,240	1,022,000	1,151,240
Social Services Grant	47,390	153,340	200,730

Fiscal 1999

Restricted Funds

GRANTS FUND - EXPENDITURES

FUND 051

Grant Title	Salaries	Other	Total
CIRCUIT COURT			
Child Support Enforcement	160,480	38,140	198,620
Family Law Grant	0	45,000	45,000
SHERIFF'S OFFICE			
Alternative Sentencing Program	189,530	7,050	196,580
Juvenile Options Program	36,730	4,700	41,430
STATE'S ATTORNEY			
Hot Spot Communities Initiative	31,700	0	31,700
DEPARTMENT OF RECREATION & PARKS			
Middle Patuxent Management	63,500	26,000	89,500
DEPARTMENT OF FIRE & RESCUE SERVICES			
Section 508 Equipment	0	185,640	185,640
UNANTICIPATED GRANTS CONTINGENCY			
	0	5,000,000	5,000,000
TOTAL	4,103,050	30,715,470	34,818,520

Fiscal 1999

Restricted Funds

DEPT. OF HEALTH AND MENTAL HYGIENE

Description

The Department of Health and Mental Hygiene is responsible for promoting health, reducing disease and improving the quality of life for Howard County residents.

Services offered by the agency include maintenance of vital records, health education, direct health services, AIDS counseling, testing and prevention education, mental health and addictions treatment and prevention, the investigation of epidemics and potential health hazards and licensing and permitting activities.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Howard County	3,106,771	3,341,640	3,666,640
State of Maryland	6,206,800	6,853,220	4,362,600
Collections	1,651,383	1,477,010	1,758,250
TOTAL	10,964,954	11,671,870	9,787,490
Use of Funds			
Operating and Administrative Costs	10,964,954	11,671,870	9,787,490
TOTAL	10,964,954	11,671,870	9,787,490

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	(404,206)	(36,785)	15,996
Program Fees from Budgeted Programs	4,905,210	4,370,020	4,842,464
Concession Revenues	0	138,595	139,700
Donations	0	0	0
Rentals & Fees/Waverly	0	397,386	479,300
General Fund Contribution/Waverly	0	0	0
TOTAL	4,501,004	4,869,216	5,477,460
Use of Funds			
Programs and Administration	4,537,789	848,880	990,100
Part-Time Staff	0	2,013,560	2,329,620
Concession Operations	0	164,200	181,600
Operating & Administration Costs	0	1,826,580	1,937,500
Performance Awards	0	0	21,550
Payment to General Fund O.H.	0	0	0
Contingency	0	0	17,090
TOTAL	4,537,789	4,853,220	5,477,460
ENDING FUND BALANCE	(36,785)	15,996	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	0	84,390	24,900
Greens Fees	961,886	1,300,000	1,381,250
Cart Fees	267,282	390,000	374,290
Driving Range	63,270	90,000	136,460
Merchandise Sales	86,079	110,000	120,000
Food and Beverage Sales	157,573	235,000	250,000
Other	3,280	0	0
TOTAL	1,539,370	2,209,390	2,286,900
Use of Funds			
Golf Course Management/Operations Fees	1,376,893	1,329,100	1,305,880
Depreciation	78,087	100,000	100,000
Debt Service	0	755,390	848,780
TOTAL	1,454,980	2,184,490	2,254,660
ENDING FUND BALANCE	84,390	24,900	32,240

Fiscal 1999

Statements

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing on a cost-reimbursement by one department to other departments within the county.

Fiscal 1999

Restricted Funds

CENTRAL OPERATIONS FUND

FUND 221

Description

The Bureau of Central Services operates the Central Operations Fund. The fund has two parts: Central Stores and Fleet Operations. Revenue from the Central Stores provide the following services: mail, messenger, motor pool, fuel dispensing, warehouse supplies, bulk commodity transport, stationery supplies, and printing and reproduction. Revenue from Central Stores is obtained through chargebacks to the users. Salaries for employees in the Bureau of Central Services are paid from the General Fund and are not charged to this fund.

Fleet Operations Division is responsible for the purchase, operation and maintenance of all County Vehicles. Revenue to operate Fleet Operations is generated from charges to the users. Included are the salaries of the mechanics who maintain county vehicles, the cost of supplies and depreciation on all vehicles maintained by the bureau.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Retained Earnings (Beginning of Year)	2,359,468	3,249,772	(1,137,071)
County Agency Charges (Central Stores)	0	1,294,920	1,253,410
Fleet Operations Chargebacks	7,272,976	5,410,830	5,351,080
Sales of Fixed Assets	0	0	0
Less Non-Cash Assets	0	(3,866,003)	0
TOTAL	9,632,444	6,089,519	5,467,419
Use of Funds			
Central Services Operations	6,382,672	1,303,150	1,170,240
Fleet Operations Division	0	5,923,440	6,240,700
Performance Awards	0	0	8,200
Contingency Reserve	0	0	0
TOTAL	6,382,672	7,226,590	7,419,140
ENDING FUND BALANCE	3,249,772	(1,137,071)	(1,951,721)

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	2,146,032	2,190,297	418,090
Appropriations from Users	3,755,501	3,190,970	4,446,000
GIS Charge Backs	0	270,220	270,870
Other	18,000	144,417	0
Communication Services	0	250,000	500,000
Non-Cash Assets	0	(1,029,410)	0
TOTAL	5,919,533	5,016,494	5,634,960
Use of Funds			
Data Processing Operations	3,524,947	3,735,200	4,139,850
Geographic Information System	0	280,874	277,920
Performance Awards	0	0	54,470
Communication Services	0	250,000	500,000
Depreciation	204,289	332,330	354,740
Contingency	0	0	307,980
TOTAL	3,729,236	4,598,404	5,634,960
ENDING FUND BALANCE	2,190,297	418,090	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	2,388,698	1,472,719	750,422
Appropriations from Users	5,821,495	5,882,103	7,404,840
Other	0	63,000	99,568
TOTAL	8,210,193	7,417,822	8,254,830
Use of Funds			
Administrative Costs	163,133	157,400	159,350
Payment of Claims/Premiums	5,367,759	5,350,000	6,165,840
Long Term Disability	242,979	200,000	189,000
Flexible Benefits Cash	560,224	560,000	650,000
Life Insurance	403,379	400,000	400,000
Performance Awards	0	0	2,680
Claims Reserve	0	0	687,960
TOTAL	6,737,474	6,667,400	8,254,830
ENDING FUND BALANCE	1,472,719	750,422	0

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	1,158,827	1,190,917	226,280
Appropriations from User Agencies	658,278	548,470	641,730
Tower Rental	0	53,000	129,000
Non-Cash Assets	0	(876,179)	0
TOTAL	1,817,105	916,208	997,010
Use of Funds			
Radio Repair & Maintenance	522,843	599,928	773,310
Depreciation	99,562	90,000	56,000
Other	3,783	0	0
Contingency	0	0	163,990
Performance Award	0	0	3,710
TOTAL	626,188	689,928	997,010
ENDING FUND BALANCE	1,190,917	226,280	0

Fiscal 1999

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, Community College and the Mental Health Authority participate in the Risk Management Fund.

The Claims Reserve of this fund is necessary to assure that adequate funds are available to pay for outstanding and future claims presented against the County. The fund balance must be maintained at a level sufficient to cover all outstanding liabilities.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Beginning Fund Balance	2,580,584	2,352,505	277,087
Appropriations from Users	2,084,288	1,724,990	1,446,070
Appropriations from Allied Agencies	0	241,930	74,310
Interest Income	566,604	699,982	600,000
Insurance Recoveries	63,631	35,000	40,000
Reduction in Unpaid Claims Reserve	0	0	2,875,000
TOTAL	5,295,107	5,054,407	5,312,467
Use of Funds			
Operating Claims Cost	1,872,223	3,000,000	2,875,000
Administrative Costs	1,014,593	1,468,890	1,819,880
Interfund Transfer to General Fund	55,786	308,430	263,300
Contingency Reserve	0	0	354,287
TOTAL	2,942,602	4,777,320	5,312,467
ENDING FUND BALANCE	2,352,505	277,087	0

Statements

OTHER FUNDS EXPENDED BY COUNTY AGENCIES

Other funds expended by county agencies provide 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 1999

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 69 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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Howard County	177,425,140	184,605,140	199,072,140
Debt Service	15,016,392	17,447,490	19,446,970
Federal/State/Other	63,569,237	68,776,230	73,459,190
Pay-As-You-Go	1,000,000	0	2,304,000
TOTAL	257,010,769	270,828,860	294,282,300
Use of Funds			
Operating/Administrative Costs	257,010,769	270,828,860	294,282,300
TOTAL	257,010,769	270,828,860	294,282,300

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds (Unrestricted)			
Howard County	9,709,250	10,149,080	10,675,080
County Debt Service Share	1,190,632	1,230,960	1,327,470
Pay-As-You-Go	0	0	2,070,000
State/Tuition/Other	15,077,684	18,696,870	19,400,325
TOTAL	25,977,566	30,076,910	33,472,875
Use of Funds (Unrestricted)			
Operating/Administrative Costs	24,786,934	28,845,950	32,145,405
County Debt Service	1,190,632	1,230,960	1,327,470
TOTAL	25,977,566	30,076,910	33,472,875

Fiscal 1999

Restricted Funds

DEPARTMENT OF LIBRARIES

Description

The Department of Libraries' mission is to select, make available, and promise the use of print and non-print library materials and to serve as a gateway to additional resources for county residents.

The department received 82 percent of its funding from Howard County with the remaining coming from state aid, fees and grants.

	Audit FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Howard County	7,110,660	7,234,710	7,537,570
Pay-As-You-Go	0	0	500,000
State/Other	1,062,906	1,362,040	1,894,904
TOTAL	8,173,566	8,596,750	9,932,474
Use of Funds			
Administrative/Operating Costs	8,173,566	8,596,750	9,932,474
TOTAL	8,173,566	8,596,750	9,932,474

Fiscal 1999

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 FY1997	Estimated FY1998	Budget FY1999
Source of Funds			
Contributions	216,793	650,000	650,000
TOTAL	216,793	650,000	650,000
Use of Funds			
Operating Expenses	216,793	650,000	650,000
TOTAL	216,793	650,000	650,000

Fiscal 1999

Statements

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 1999

Statements

Howard County, Maryland
Statement of Long Term Debt Outstanding
June 30, 1998

	Principal	Interest	Total
School Construction:			
Bonds	190,836,359	92,047,273	282,883,632
Total School Construction	190,836,359	92,047,273	282,883,632
General County Bonds			
Community College	10,979,396	5,160,479	16,139,875
Community Renewal	11,648,966	4,949,027	16,597,993
Fire Department	6,622,519	3,195,225	9,817,744
General County	132,367,464	56,497,835	188,865,299
Police Department	1,990,468	730,644	2,721,112
Recreation & Parks	38,359,587	15,337,271	53,696,858
Storm Drains	7,729,843	3,330,184	11,060,027
Total General County	209,698,243	89,200,665	298,898,908
Commercial Paper Bans	20,000,000	1,667,000	21,667,000
Total School and General County Bond	420,534,602	182,914,938	603,449,540
Water & Sewer Bonds	105,869,678	65,341,303	171,210,981
Special Facility Revenue Bond	10,530,000	9,029,023	19,559,023
Total Howard County Bonds	516,934,280	255,618,264	772,552,544

Fiscal 1999

Statements

Howard County, Maryland
All Howard County Bonds--Debt Service Requirements
Fiscal Year 1999

	Principal	Interest	Total
School Construction:			
Bonds	11,014,144	8,432,812	19,446,956
Total School Construction	11,014,144	8,432,812	19,446,956
General County Bonds			
Community College	822,033	505,426	1,327,459
Community Renewal	701,225	566,147	1,267,372
Fire Department	376,438	261,179	637,617
General County	9,609,990	6,288,623	15,898,613
Police Department	155,906	95,492	251,398
Recreation & Parks	2,861,467	1,798,405	4,659,872
Storm Drains	503,797	369,422	873,219
Total General County	26,045,000	18,317,506	44,362,506
Commercial Paper BANS	20,000,000	1,667,000	21,667,000
Total School and General County Bonds	57,059,144	28,417,318	85,476,462
Special Assessment Debt			
Water & Sewer Bonds	7,430,000	5,018,630	12,448,630
Special Facility Revenue Bonds*	235,000	613,778	848,778
Total Howard County Bonds	33,710,000	23,949,914	57,659,914

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

Fiscal 1999

Statements

Projected Revenue Estimates Fiscal Years 2000 Through 2004

	Projected Budget FY2000	Projected Budget FY2001	Projected Budget FY2002	Projected Budget FY2003	Projected Budget FY2004
Prior Year's Funds	0	0	0	0	0
Property Taxes	204,780,000	212,971,000	221,490,000	230,350,000	239,564,000
Income Taxes	134,708,000	138,749,000	142,911,000	147,198,000	151,614,000
Other Local Taxes	12,164,000	12,772,000	13,411,000	14,082,000	14,786,000
State Shared Taxes	10,300,000	10,403,000	10,507,000	10,612,000	10,718,000
Licenses & Permits	4,060,000	4,182,000	4,307,000	4,436,000	4,569,000
Revenue from Other Agencies	4,181,000	4,306,000	4,435,000	4,568,000	4,705,000
Charges for Services	5,681,000	5,965,000	6,263,000	6,576,000	6,905,000
Investment Income	2,884,000	2,971,000	3,060,000	3,152,000	3,247,000
Use of Money/Fines	5,679,000	5,793,000	5,909,000	6,027,000	6,148,000
Interfund Reimbursements	10,174,000	10,479,000	10,793,000	11,117,000	11,451,000
Subtotal	394,611,000	408,591,000	423,086,000	438,118,000	453,707,000
Amount required to fund projected future budgets. The difference must be covered from increased taxes, other revenues or expense cuts.	(6,855,000)	(10,081,000)	(20,019,000)	(19,109,000)	(23,485,000)
Total	387,756,000	398,510,000	403,067,000	419,009,000	430,222,000

Fiscal 1999

Statements

Projected Budget Fiscal Years 2000 Through 2004

	Projected Budget FY 2000	Projected Budget FY 2001	Projected Budget FY 2002	Projected Budget FY 2003	Projected Budget FY 2004
County Executive	443,000	457,000	470,000	484,000	499,000
Dept. of County Administration	5,479,000	5,643,000	5,812,000	5,987,000	6,166,000
Dept. of Finance	4,170,000	4,170,000	4,170,000	4,170,000	4,170,000
Office of Law	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Dept. of Planning & Zoning	3,901,000	4,161,000	4,327,000	4,498,000	4,633,000
Dept. of Police	30,031,000	30,781,000	31,551,000	32,340,000	33,148,000
Dept. of Recreation & Parks	6,561,000	6,692,000	6,826,000	6,962,000	7,102,000
Dept. of Public Works	24,000,000	24,500,000	26,000,000	28,000,000	29,500,000
Dept. of Citizen Services	2,611,000	2,736,000	2,776,000	2,816,000	2,856,000
Dept. of Corrections	6,750,000	6,750,000	6,750,000	6,750,000	6,750,000
Dept. of Insp./Licenses/Permits	4,403,000	4,447,000	4,491,000	4,536,000	4,582,000
Dept. of Technology & Comm. Services	3,298,000	3,347,000	3,397,000	3,448,000	3,499,000
Legislative	1,873,000	1,873,000	1,873,000	1,873,000	1,873,000
Circuit Court	1,800,000	1,850,000	1,900,000	1,980,000	2,050,000
Orphans' Court	38,000	40,000	42,000	44,000	46,000
State's Attorney	3,500,000	3,575,000	3,575,000	3,605,000	3,685,000
Sheriff's Office	2,569,000	2,646,000	2,725,000	2,807,000	2,891,000
Libraries	10,406,000	10,568,000	10,803,000	11,378,000	11,678,000
Elections	698,000	786,000	613,000	1,202,000	825,000
Health Department	3,745,000	3,500,000	3,550,000	3,650,000	3,725,000
Dept. of Social Services	344,000	344,000	344,000	344,000	344,000
Cooperative Extension	264,000	300,000	351,000	351,000	351,000
Soil Conservation	451,000	457,000	463,000	469,000	475,000
Debt Service	49,221,000	52,127,000	54,388,000	56,290,000	59,824,000
Education	202,650,000	208,000,000	211,900,000	215,825,000	220,150,000
Community College	10,350,000	10,560,000	10,770,000	11,000,000	11,200,000
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
TOTAL	387,756,000	398,510,000	403,067,000	419,009,000	430,222,000

Fiscal 1999

Statements

Howard County, Maryland
Statement of Estimated Surplus
June 30, 1998

	Total
Unappropriated Balance, July 1, 1997	8,150,893
Add:	
Estimated revenues*	356,012,136
Interfund Reimbursement	9,579,037
Prior Year's Funds	4,080,000
Subtotal:	377,822,066
Deduct:	
Estimated Expenditures for the Year Ending June 30, 1998*	360,051,000
Estimated Balance June 30, 1998	17,771,066
Less:	
Additional funds appropriated to the Rainy Day Fund	1,259,401
Estimated Excess Surplus available for use in the FY99 Budget	16,511,665

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

Fiscal 1999

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.

Surplus From FY 1997

Total FY 1997 Audited General Fund Expenditures:	\$338,068,564
Rainy Day Fund Percentage	<u>7%</u>
Maximum size of the Fund for FY 1999	<u>23,664,799</u>
Amount in the Fund from Prior Years	22,076,939
General Fund Surplus that should be appropriated to the Fund in FY 1999	<u>1,587,860</u>
Subtotal Rainy Day Fund	<u>23,664,799</u>
Excess Surplus as of June 30, 1997:	12,150,893
Less the amount appropriated to the FY98 budget:	<u>(4,000,000)</u>
Subtotal excess Surplus FY97 available for FY99	<u>8,150,893</u>

Surplus From FY 1998

Anticipated FY 1998 General Fund Expenditures:	357,710,000
Less excess surplus appropriated in FY 1998	(4,000,000)
Bond Anticipation Note Fund FY98 Expenses	2,350,000
Subtotal Net FY 1998 General Fund Expenditures:	356,060,000
Rainy Day Fund Percentage:	<u>7%</u>
Projected Size of the Rainy Day Fund for FY 2000	24,924,200
Anticipated FY 1998 General Fund Surplus:	9,619,413
Amount needed to maintain Rainy Day Fund at mandated levels for FY 2000: This amount is designated to be appropriated in the Budget for FY 2000 to the Rainy Day Fund	1,259,401
Subtotal Excess Surplus from FY98 available for FY99	8,360,012
Total Excess Surplus Available for One Time Use in FY 1999	
Unappropriated Excess Surplus from FY 1997:	8,150,893
Anticipated FY 1998 excess Surplus:	8,360,012
TOTAL AVAILABLE EXCESS SURPLUS FOR FY 1999	\$ 16,510,905

Fiscal 1999

Statements

Howard County, Maryland
Legal Debt Limits
Fiscal Year 1999

	Audit FY 1997	Estimated FY 1998	Budget FY 1999
Assessable Base	\$7,172,509,680	\$7,442,840,000	\$7,595,000,000
Debt Limitation	12.00%	12.00%	12.00%
Legal Limit of Borrowing	860,701,162	893,140,800	911,400,000
Amount of General Obligation Bonds Applicable to the Limit	382,272,892	400,534,602	404,500,000
Percent of Assessed Value	5.33%	5.38%	4.43%
Legal Debt Margin	478,428,270	492,606,198	506,900,000

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 1999

Statements

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

(Thousands of Dollars)

	Fiscal 1997		Fiscal 1998		Fiscal 1999	
	Audited Assessable Base	Audited Revenues	Estimated Assessable Base	Estimated Revenues	Projected Assessable Base	Budgeted Revenues
Real Property (Gross)	6,248,832	160,297	6,520,282	166,499	6,643,971	173,575
Personal Property	251,706	6,519	257,344	6,592	259,257	6,715
Operating Business Corporation	638,736	16,543	637,065	16,588	657,898	17,040
Unincorporated Property	33,235	861	28,153	741	34,233	887
Subtotal Personal Property	923,677	23,923	922,562	23,921	951,388	24,642
Total Net Real & Personal Property	7,172,509	184,220	7,442,844	190,420	7,595,359	198,217
County Property Tax Rate per \$100 Assessed Valuation		2.59		2.59		2.59

Note: Revenues do not reflect reductions for tax credits.

Fiscal Year 1999 Approved Budget Summary

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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 1999 BUDGET SUMMARY

All Funds Summary 1.25

Fund Category	FY1997 Actual	FY1998 Estimated	FY1999 Budget
I. General Fund			
<i>Beginning Fund Balance</i>	24,817,796	8,150,893	16,511,665
Revenues	349,976,034	369,671,173	397,668,890
Expenditures	338,068,564	360,051,000	397,668,890
<i>Ending Fund Balance</i>	36,725,266	17,771,066	16,511,665
Reserved for Rainy Day Fund	22,076,939	23,664,799	24,924,200
Reserved for Encumbrances	909,574	0	0
Designated for Subsequent Year	5,587,860	1,259,401	16,511,665
Undesignated	8,150,893	16,511,665	0
II. Capital Funds			
a. General County Projects			
<i>Beginning Fund Balance</i>	112,693,062	94,017,186	11,922,382
Revenues	111,455,473	176,330,409	95,339,000
Expenditures	130,131,349	258,425,213	107,154,875
<i>Ending Fund Balance</i>	94,017,186	11,922,382	106,507
b. Education/Howard Community College Projects			
<i>Beginning Fund Balance</i>	1,808,979	1,612,619	108,611
Revenues	37,076,368	45,550,472	16,043,000
Expenditures	37,272,728	47,054,480	15,913,000
<i>Ending Fund Balance</i>	1,612,619	108,611	238,611
TOTAL CAPITAL PROJECTS FUNDS			
<i>Beginning Fund Balance</i>	114,502,041	95,629,805	12,030,993
Revenues	148,531,841	221,880,881	111,382,000
Expenditures	167,404,077	305,479,693	123,067,875
<i>Ending Fund Balance</i>	95,629,805	12,030,993	345,118
III. Special Revenue Funds			
<i>Beginning Fund Balance</i>	24,617,046	28,277,652	18,367,202
Revenues	85,778,232	87,293,662	100,233,594
Expenditures	81,007,501	96,457,112	113,525,644
<i>Ending Fund Balance</i>	29,387,777	19,114,202	5,075,152
IV. Internal Service Funds			
<i>Beginning Fund Balance</i>	10,633,609	10,456,210	534,808
Revenues	20,240,773	14,038,240	25,131,878
Expenditures	20,418,172	23,959,642	27,618,407
<i>Ending Fund Balance</i>	10,456,210	534,808	(1,951,721)
V. Enterprise Funds			
<i>Beginning Fund Balance</i>	211,913	(1,709,283)	757,890
Revenues	32,682,298	36,609,243	35,985,900
Expenditures	34,603,494	34,142,070	36,754,000
<i>Ending Fund Balance</i>	(1,709,283)	757,890	(10,210)

FISCAL 1999 BUDGET SUMMARY

All Funds Summary

Fund Category	FY1997 Actual	FY1998 Estimated	FY1999 Budget
VI. Other Funds Expended by County Agencies (Federal/State/Collections)			
<i>Beginning Fund Balance</i>	<i>0</i>	<i>0</i>	<i>0</i>
Revenues	291,378,694	310,152,520	338,337,649
Expenditures	291,378,694	310,152,520	338,337,649
<i>Ending Fund Balance</i>	<i>0</i>	<i>0</i>	<i>0</i>
TOTAL ALL FUNDS			
BEGINNING FUND BALANCE	174,782,405	140,805,277	48,202,558
REVENUES	928,587,872	1,039,645,719	1,008,739,911
EXPENDITURES	932,880,502	1,130,242,037	1,036,972,465
ENDING FUND BALANCE	170,489,775	50,208,959	19,970,004

Fiscal 1999

Statements

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for the construction of major capital facilities. These funds are generally financed by bond issues, intergovernmental revenues and contributions.



**Fiscal Year 1999
Approved
Budget**

Submitted by

County Executive, Charles I. Ecker

Approved by

The County Council

Charles Feaga, Chairman

Darrel Drown, Vice Chairman

C. Vernon Gray

Mary Lorsung

Dennis Schrader

FISCAL 1999 BUDGET SUMMARY

This budget prepared by the:

Department of County Administration

Raquel Sanudo, Chief Administrative Officer

Office of Budget

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.

Alan L. Wilcom

with the assistance of the:

Office of Central Services

A. Roy Stecher, Administrator

Terry M. Bromery

Vanessa Brown

Douglas A. Hargett

Robin Kight

Dwight A. Perry

Phyllis Pritchett

Antonette Speight

John A. Walls

Office of Public Information

Victoria L. Hastings

Shirley W. Miner

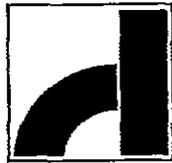
Elizabeth H. Vessey

Department of Finance

Nyana D. Bussard

Sharon F. Greisz

Johnny E. Ramsey



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO
Howard County,
Maryland

For the Fiscal Year Beginning
July 1, 1997

Lida K. Savitsky
President

Jeffrey L. Esser
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, 1997.

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:

I am pleased to present, in accordance with the County Charter, my proposed FY 99 Operating Budget. This spending plan is the eighth and final one I will submit as County Executive. I am proud to say it follows the priorities I have set since first taking office in 1990. Those priorities are to:

- use every tax dollar efficiently
- maintain a stable property tax rate
- invest in education for our children
- continue a strong commitment to public safety
- improve efficiency in the county government work force
- create a business-friendly county with an emphasis on job growth

This year's budget is a forward thinking and future oriented document. It puts Howard County in a strong position for the start of the 21st century.

The Proposed FY 99 Operating Budget totals \$397,638,890, an increase of 11% over the FY 98 budget. However, the increase includes \$16.5 million of surplus funds. When these one-time expenses are excluded the increase is 7.6%.

For all Howard County taxpayers, I am pleased to propose the first reduction in the local income tax rate since this tax was instituted in the mid 1960's. I am proposing a reduction of 4% from the current 50% rate effective January 1, 1999. This means the local income tax rate will be 48%. This will return over \$2.1 million in the coming fiscal year and over \$5.5 million in FY 2000, to our local taxpayers. I am able to offer this reduction due to strong growth in our income tax receipts, which are up over 7%. We project similar

growth in FY 99. This is our fastest growing revenue and affects the largest number of county residents who deserve the benefit of a tax reduction. I am confident the County can afford this tax reduction, not only this year, but also in future years. In fact, I am hopeful that the income tax can be reduced to 45% over the next couple of years.

Once again, this budget requires no increase in the property tax rate which will remain at \$2.59. There is also no change in the fire tax rate because we were able to absorb a portion of the Department of Fire and Rescue's central administration costs into the General Fund. The Metro Fire Tax rate will remain at 24 cents and the Rural Fire Tax will remain at 19 cents.

Education remains my highest priority. Our commitment to educational excellence continues with the largest increase for the Board of Education's Operating Budget since 1990. We are fully funding the required Maintenance of Effort and adding an additional \$4 million in the Operating Budget. The total local increase for our public school system when debt service and pay-go capital is included, is \$14.19 million or a 7% increase over the 1998 budget. Once again, education is receiving the single largest increase in the budget with more than half of every tax dollar invested in our children. When the 7.2% increase in State Aid is included, the total increase in the Board of Education's Operating Budget is more than \$15.6 million.

I realize it is up to the Board of Education to determine how the money is to be spent, but I recommend the money be used for the negotiated increase for teachers (\$8.8 million); additional staff due to increased enrollment and the opening of two new schools and for 19.5 additional kindergarten instructional assistants. Again, it is my recommendation that the dollars go directly to school based operating activities.

Public Safety is another top priority in the FY 99 Operating Budget. In order to ensure that our residents are adequately protected, I have included funds to hire 20 additional firefighters and emergency rescue personnel.

FISCAL 1999 BUDGET SUMMARY

The Police Department budget also reflects a \$3 million increase to fund the red-light camera program. Red light running remains a serious safety issue and the purpose of the cameras is to reduce injuries and save lives. We expect the cost to maintain the program will be offset by revenues from drivers who break the law. In keeping with our commitment to fund public safety agencies, additional funds have been allocated to the State's Attorney's Office, the Sheriff's Department and the Department of Corrections.

This FY 99 Operating Budget also pays particular attention to health and human services with an emphasis on youth who exhibit "at risk" behavior. Therefore, I am recommending that the Health Department receive funds to expand its use of part-time addictions counselors in ten high schools. These counselors identify students with substance abuse problems and provide on site education and counseling. Funds are also included for two drug counselors for the Detention Center and for expanded detoxification services at the Howard County Hospital so that individuals can receive treatment. In addition, \$85,000 has been budgeted for programs that target youth who are showing signs of destructive behavior. The goal is to actively recruit "at risk" youth in order to prevent juvenile crime and to help those youngsters who have already been involved with the criminal justice system.

Much of what we hope to accomplish with the FY 99 Operating Budget cannot happen without the talents, experience and wisdom of our county employees. I wish to thank them for their support, especially during challenging budget years. At times, these employees went without cost of living adjustments, were furloughed and took reduced step increments. Through it all, their commitment to delivering services to county residents remained strong.

In this budget, we are recognizing the efforts of our employees for continuous improvements in the workplace. For eligible employees who are part of the new Human Resources Classification and Pay plan, I have included a step increase of 3% and 2% increase in base

pay. These employees will be guaranteed a minimum \$500 increase. Those employees who are "red circled" outside of the grade and step plan will receive a \$500 payment which will not increase their base pay. Additionally, we have included funds to implement a new performance appraisal and review system, which compensates employees for exemplary work with cash awards. Those awards will be paid to eligible employees in the fall of 1998. The budget also contains full funding for those employees now working forty hours a week. The switch to a standard 40-hour work-week was made last September.

Also, negotiations for the police union are still ongoing. Negotiations with another bargaining unit are completed. Employees in that bargaining unit remain in the old human resources plan and if not at the top of the scale, will receive a 2 1/2% step increment. In addition, all of these employees will receive a 1 1/2% increase in their base pay.

In total, salary increases for county employees accounts for 7% of the \$39.4 million increase in the FY99 Operating Budget. I recognize this is a substantial investment but the benefits will pay off in the future with increased productivity, better service at less cost and a more efficient work force. This budget also includes \$1.4 million in all funds to pay for the rising cost of employee health insurance.

Also, included in this spending plan is \$19.5 million in pay-go to fund capital projects. This will save the taxpayers almost \$19 million in interest costs because we will not have to sell bonds to fund those projects. The \$19.5 million comes from an \$8.15 million FY 97 surplus, an \$8.36 million projected FY 98 surplus and \$3.9 million from current revenues. Funding the debt service to pay for the bonds we have issued is a major cost. This year debt service has increased by \$1.3 million or 3%. However, because we have put so much of our effort into funding school construction, debt service for the public schools and

FISCAL 1999 BUDGET SUMMARY

community college increased by 11.46% and 7.8% respectively while debt service on other county projects decreased by 3.2%. This year debt service will be 11.2% of the budget.

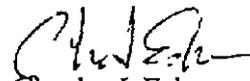
As we look towards the 21st century, Howard County has much to be proud of. We have a Triple A bond rating, the highest possible rating, from all three of the major rating agencies. Only 13 other counties in the nation can claim that honor. Those top ratings reflect our strong fiscal foundation, mandated Rainy Day Fund, responsible investment policies and manageable debt practices. We have truly done more with less over the years and as a result, Howard County is fully prepared to deal with the challenges of tomorrow.

This County Council and previous County Councils have been through some tough times with me. The county has weathered a recession, a shortfall in revenue and has seen the state shift the cost of several programs to the counties. There were painful budget cuts, personnel reductions, furloughs and years when employees received no salary increases. Through it all, we worked together towards a common goal - to make Howard County the best place possible to live, work and raise a family.

In sum, I am proud that this final operating budget of the Ecker administration reflects the value of the tough decisions that were made during a weak economy. Now that we have stronger economic times we can benefit from those decisions. We are leaving the county in excellent financial condition with a full rainy day fund and a surplus to use on one time expenditures that will save money in the long run. But, as we know from past experience, good economic times do not last forever. Today's strong economy could be tomorrow's recession. That is why it is important for us to use these surplus funds for one time uses. By doing so, we reduce our debt and the burden on future generations. We must continue to live within our means and I believe this budget does so in a responsible fashion. It cuts income taxes, maintains services for county residents, and prepares Howard County for the future.

I also wish to thank the employees, department directors and citizens for their help in compiling this budget. As always, my staff stands ready to assist you in your review.

Sincerely,

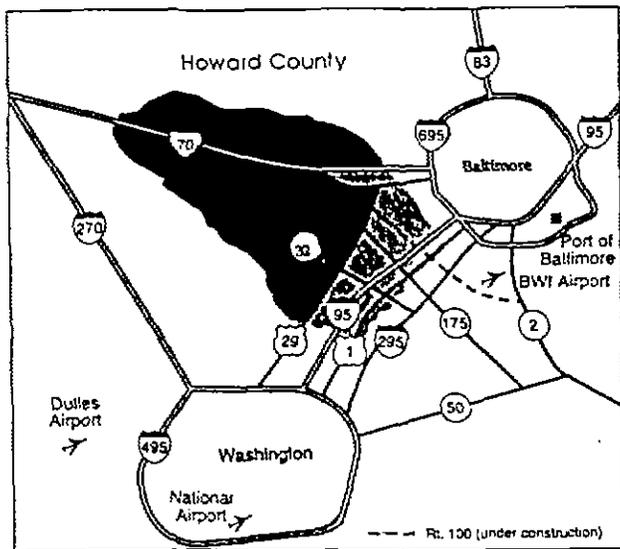


Charles I. Ecker
Howard County Executive

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 237,804 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.

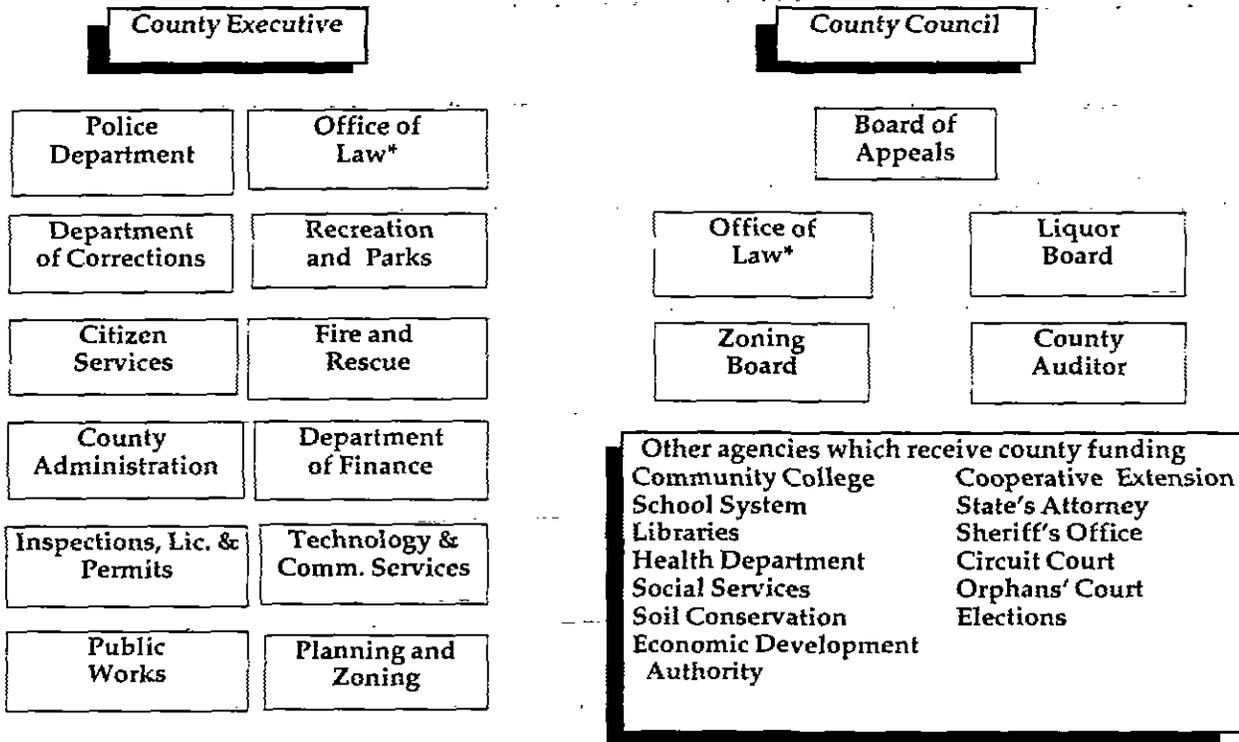
The county is a major commercial/industrial center for the Washington-Baltimore region, with 254 buildings offering over 32.5 million square feet of space to 6,198 businesses. Seven of the 20 largest office and business/industrial parks in the Washington-Baltimore region are located in the county, including 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
Charles Feaga, Chairman
Darrel Drown, Vice Chairman
C. Vernon Gray
Mary Lorsung
Dennis Schrader

Department/Agency Officials

Education

Mary Ellen Duncan, Ph.D., President, Howard Community College
Board of Education (Elected Officials)
Stephen C. Bounds, Chairman
Karen Campbell, Vice-Chairman
Sandra H. French
Linda L. Johnston
Jane Schuchardt
Michael E. Hickey, Superintendent,
Howard County Public School System

Public Safety

Wayne Livesay, Acting Chief, Dept. of Police
Melanie C. Pereira, 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

Gary Arthur, Acting 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. 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 107,880 people. Average weekly wages for workers is now \$616, which ranks second in the state. Currently, the County has the 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.

The end of the 1990s has seen a revitalization of the County's economy. Unemployment, currently at 2.4%, has continued to remain well below the national and regional levels. Job growth has accelerated as industry continues to be attracted by the location, workforce and quality of life offered in Howard County. In February 1998 the County became one of 14 counties in the U.S. given a AAA Bond rating by all three major rating agencies. Contributing factors to these determinations were the historic pattern of economic expansion contributing to the region, implementation of prudent controls regarding growth and development, strong and innovative financial management and debt policies, and the utilization of alternative funding sources for capital projects. 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 continued to improve as the sale of previously owned homes and new homes have posted solid increases. Commercial real estate vacancy rates remain at record lows and the market has responded to pent up demand with the return of speculative building projects. Long term modest but steady growth is predicted. Planned improvements to the transportation system will increase access to Washington and Baltimore markets and these labor pools. Confidence levels in the local economy have im-

proved during the past year, but a period of sustained growth is needed to "convince" everyone of the depth of the recovery from the problems earlier in the decade. The largest challenge to the economy may be developing responses to deal with barriers to continued growth as we move into the next century.

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.

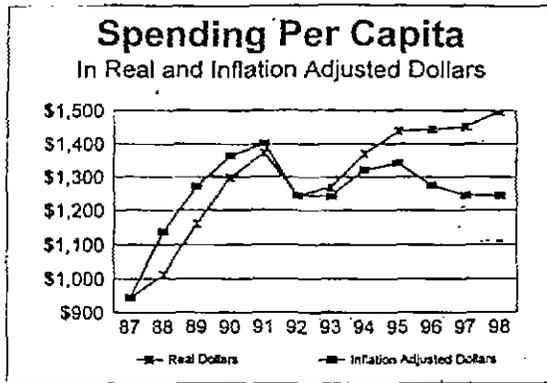
Beginning in January 1991 the county took drastic action to confront this situation. Cost cutting measures begun in Fiscal 1991 were continued through Fiscal Year 1998 and continue to this day. All non-essential spending was eliminated or postponed. Over 200 positions were eliminated from the 1992 budget 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 1999 the proposed budget does not increase any tax rates while the general focus remains on education and public safety 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 remainder of the increase goes to funding pay-as-you-go capital expenses.

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

FISCAL 1999 BUDGET SUMMARY

constant dollars since 1987. Spending per capita in inflation adjusted dollars continues nearly level.

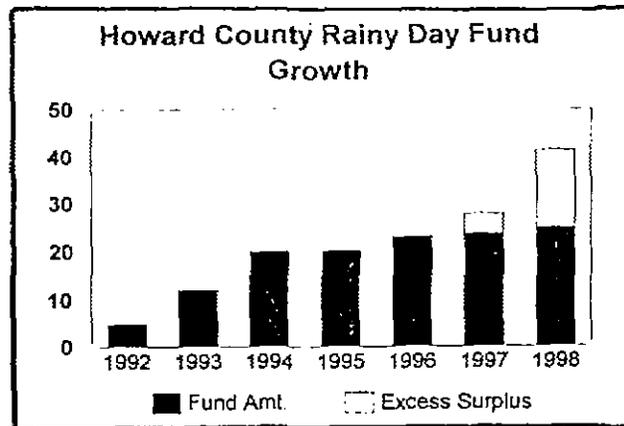


The Rainy Day Fund

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

1999 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 is also having 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. This year there is substantial surplus in excess of what is needed to maintain the Rainy Day fund at the 7% level. Over sixteen million dollars of excess surplus has been budgeted in the paygo section of the Operating Budget to help pay capital projects that would otherwise have been funded with bonds.

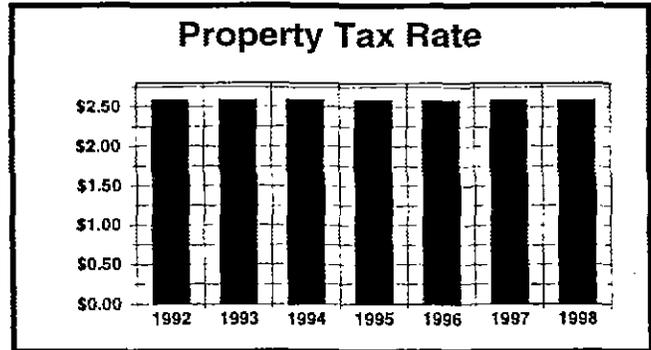


FISCAL 1999 BUDGET SUMMARY

Financial Indicators

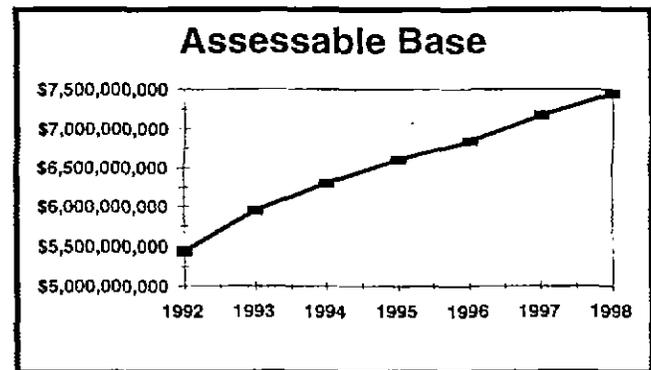
Property Tax Rate

Fiscal Year	Rate
1992	\$2.59
1993	\$2.59
1994	\$2.59
1995	\$2.59
1996	\$2.59
1997	\$2.59
1998	\$2.59



Assessable Base

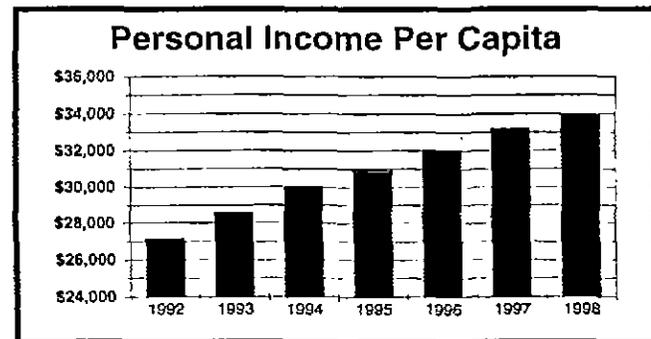
Fiscal Year	Assessable Base
1992	\$5,438,796,720
1993	\$5,949,007,762
1994	\$6,304,297,030
1995	\$6,605,155,760
1996	\$6,846,429,730
1997	\$7,172,509,680
1998*	\$7,442,843,900



*Estimated

Personal Income Per Capita

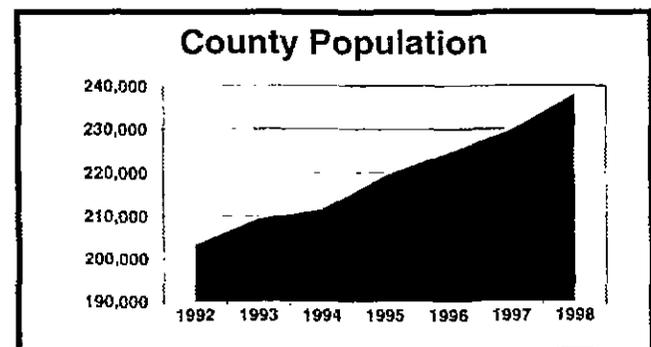
Fiscal Year	Personal Income Per Capita
1992	\$27,152
1993	\$28,570
1994	\$30,053
1995*	\$30,846
1996*	\$32,068
1997*	\$33,218
1998*	\$34,005



*Estimated

County Population

Fiscal Year	County Population
1992	203,190
1993	209,345
1994	211,517
1995	219,286
1996	224,428
1997*	229,654
1998*	237,804



*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

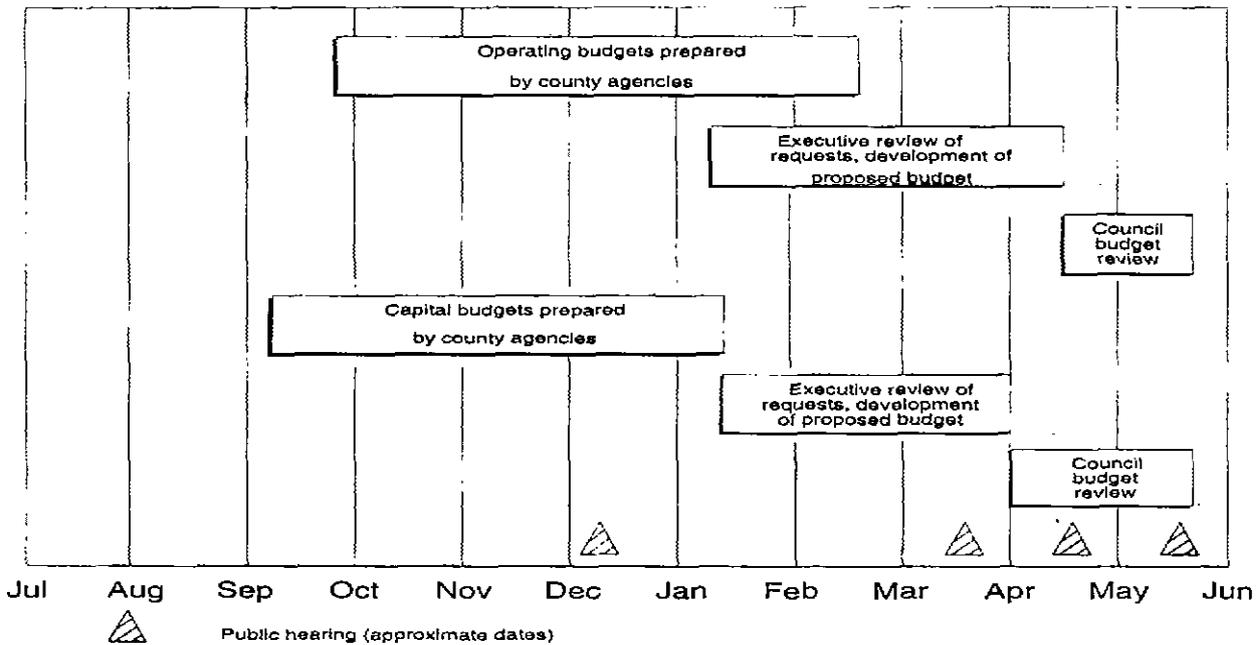
the economic and fiscal data which are indicators of the economic condition in the county and to report on its findings which shall be used as guidelines in setting revenue and spending levels for the upcoming budget.

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 1999 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 1999 BUDGET SUMMARY

Fiscal 1999 Operating Budget Calendar

Dates	Items
December 2, 1997	CITIZENS' BUDGET MEETING
January 10, 1998	Initial review of departmental capital budget requests. (Decide which projects go to Planning Board)
February 6, 1998	Deadline for departmental operating budget requests
February 16-20, 1998	Initial review of departmental operating budget requests. (Decide how to present at citizens' budget meeting)
March 3, 1998	CITIZENS' BUDGET MEETING
March 16-20, 1998	Meet with Dept. Directors to review budget requests
March 23 - April 6, 1998	Make final decisions on the operating budget
April 20, 1998	Deadline (70 days prior to end of fiscal year) to submit operating budget to County Council
April - May 1998	Council hearings and work sessions on capital and operating budget
June 1, 1998	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year - June 1 is a Sunday)

Fiscal 1999 Capital Budget Calendar

Dates	Items
October 20, 1997	County agencies submit descriptive forms for new capital projects to Public Works, Bureau of Admin., for costing and coordination
November 3, 1997	Agencies submit changes to existing projects to Public Works, Bureau of Administration
December 2, 1997	Executive holds initial Citizens' Budget Meeting
December 8 - 12, 1997	Project forms complete, Public Works reviews projects with user agencies
January 5, 1998	Public Works submits capital budget requests to Chief Administrative Officer (Budget Office)
January 29, 1998	Executive transmits departmental budget requests to Planning Board (By law, Feb. 1 is the deadline)
February 9, 1998	Planning Board hearing on capital budget requests
February 25, 1998	Planning board recommendations to Executive
March 2 - 31, 1998	Make final decisions on capital budget
March 3, 1998	Executive holds Citizens' Budget Meeting to review operating and capital budget requests
April 1, 1998	Deadline (90 days prior to end of Fiscal Year) for Executive to submit Proposed Capital Budget to County Council
April-May 1998	Council hearings and work sessions on capital and operating budget
June 1, 1998	Deadline for Council budget approval (no later than 1st day of the last month of the fiscal year)

How the budget book is organized

The summary section in the front of the book provides an overview of the entire operating budget. It includes a message from the County Executive, answers to frequently asked budget questions and highlights of county agency budgets, and other summary information.

Following the summary, the budget book is divided into the sections at the right. A table of contents for each section is included after the tabs.

EDUCATION

- Public School System
- Community College

PUBLIC SAFETY

- Police Department
- Department of Fire & Rescue Services
- Department of Corrections

PUBLIC WORKS/INSPECTIONS

- Public Works
- Inspections, Licenses and Permits

HUMAN SERVICES

- Citizen Services
- Health Department
- Social Services
- Cooperative Extension
- Soil Conservation
- Libraries
- 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

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

About government budgeting

Simply stated, a budget lists what the government plans to spend over the next year, and where the money to pay for these expenses will come from. The form of the budget is influenced by the rules of government accounting, legal requirements and other factors.

At the heart of government finances is the concept of *fund* accounting. Governments create funds to account for related expenses and revenues. For example, the Water and Sewer Operating Fund contains the budget to run the County's water supply and wastewater treatment system and the revenues collected (primarily user charges) to pay for the system.

The Howard County budget is actually two separate budgets; the operating budget contains most of the daily operations of county government, the capital budget covers construction of major government facilities.

The Operating Budget

As the name implies, this budget includes the day-to-day operations of county government. The operating budget contains a number of separate funds:

General Fund

The general fund is probably the most visible part of the county budget. It includes the budgets to pay for police protection, run the school system, plow the snow, operate the county jail, provide grants to community social service agencies, and a host of other activities. The revenue to support the

general fund comes primarily from local property and income taxes.

Restricted Funds

All funds other than the general fund are collectively referred to as "restricted funds" in the operating budget book. The restricted funds include:

Enterprise Funds: some government operations are fully supported by revenues they generate. The 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

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 1999 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 1999 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*.

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.

Reading a typical budget page

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

budget system.

Within the sections listed above, the operating budget book is designed to present a summary page for each agency, followed by one page for each organization in the agency.

Many county agencies operate in more than one budgetary *fund*. For example, the Department of Planning and Zoning has organizations in the general and grants funds. These are all included in the Planning and Zoning section of the budget book. Where an organization is not part of the general fund, the description section of the budget page indicates the appropriate fund.

A TYPICAL OPERATING BUDGET PAGE

The name of this organization: OFFICE OF THE DIRECTOR

The budget account number: 011 035 0100

The name of the Agency or Department: DEPARTMENT OF FINANCE

Description: The Office of the Director is responsible for the custody and safeguarding of all County funds and securities, the preparation for bond sales, soliciting and also management, and the preparation of financial reports on a timely basis. This office monitors and directs all departmental activities.

Goals & Objectives: To ensure the optimal level of service

Personnel Summary:

- Authorized: 1
- Actual: 0
- Executive Proposed: 4
- Approved: 4

BUDGET	FY 1998			FY 1999		
	Actual	Adopted Budget	Estimated Expenditures	Departmental Request	Executive Proposed	Amount Approved
Salaries And Employee Benefits	209,908	237,010	237,010	247,940	240,650	240,650
Contracted Services	4,331	8,080	4,970	14,020	14,000	14,820
Supplies & Materials	9,791	3,400	3,400	7,100	7,100	7,100
Dues and Licenses Expenses	1,803	7,140	7,140	7,570	7,570	7,570
Equipment	10,675	0	0	5,000	1,000	1,000
Other Operating Expenses	1,456,108	1,296,920	1,296,920	1,206,930	1,566,400	1,578,000
TOTAL	1,716,512	1,554,730	1,554,730	1,774,560	1,859,740	1,838,990

Shows the budget of this organization by type of expense (such as salaries, supplies, and materials, etc.)

Last year's actual expense: 1,716,512

The current year's budget: 1,554,730

Estimate of what will be spent in current year: 1,554,730

Amount requested for next year by the Department: 1,774,560

Amount the County Executive proposes for next year: 1,859,740

Approved budget for next year: 1,838,990

Highlights important aspects of the next budget year

A summary of employees in this organization: Current number and any changes in the next budget year

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. Also, the list 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 1997	Estimated Fiscal 1998	Budget Fiscal 1999	Percent Change
General Fund	333,279,010	358,201,760	397,668,890	11.02%
Agricultural Land Preservation	4,320,524	4,597,698	12,465,910	171.13%
Community Renewal (Housing)	2,867,151	3,855,212	5,283,724	37.05%
Commercial Paper/Bond Mgmt.	2,784,417	2,403,000	3,710,000	54.39%
Public Service Comm. (Cable TV)	975,852	1,599,390	1,874,880	17.22%
Metro Fire & Rescue	15,776,460	17,216,440	19,333,830	12.30%
Rural Fire & Rescue	2,435,077	2,201,082	3,204,240	45.58%
Water & Sewer	21,706,782	21,000,000	22,830,170	8.72%
W&S Special Benefits (Debt Service)	12,896,712	13,142,070	13,556,710	3.16%
Environmental (Garbage Collection)	10,307,267	13,042,092	13,591,820	4.2%
Grants Fund	11,469,889	32,386,910	34,818,520	7.5%
Self-Sustaining Recreation Programs	4,537,789	4,853,220	5,460,370	12.51%
Recreation Special Facilities (Golf)	1,454,980	2,184,490	2,254,660	3.21%
State Health Department	10,964,954	11,671,870	9,633,790	-17.46%
TOTAL	435,776,864	488,355,234	545,687,514	11.74%

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 FY99, each cent of property tax generates \$759,500 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 FY99, there is a net increase of 257.9 positions requested by the Public School System and an increase of one and one half Community College positions. The County workforce includes 18 new positions. There is a net decrease of 49.46 positions. This reduction in the workforce is primarily reflected in the net reduction of 32.32 positions in the Police Department, which included 37 Police Officer First Class positions approved in the FY98 budget and eliminated in the FY99 budget. For more details on positions, see pages 36, 37 and 38 of this summary.

Q. The FY 1999 budget has increased by \$39,467,130. How were these new dollars allocated in the budget?

A. Fifty-three percent of the new dollars will go to the Board of Education, the Community College, their related debt service and pay-go funding. Fifteen percent of the increase is for pay-go funding where the surpluses in excess

of that needed to maintain the Rainy Day Fund are budgeted. These funds can only be used for one time expense.

Eight percent is for the increase in the Police Department to pay the cost of implementing the Red Light Running Program. Fines anticipated to be collected from the program more than offset the cost. Eight percent is allocated for salary increases for employees of the Library and the County.

Sixteen percent is allocated for 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 FY98 at a rate of \$2.59 and for FY99 with the same rate. On average, residential assessments increased by 2% this year. That reassessment is reflected in the taxes paid for FY99.

Home Value	Taxes FY98	Taxes FY99	Diff.
\$150,000	\$1,554,	1,585	\$31
\$180,000	\$1,865	1,901	\$37
\$200,000	\$2,072	2,113	\$41

Q. The Local Income Tax Rate has been reduced from 50% to 48% effective January 1, 1999. What effect will that have on the average income tax filer?

A. This tax reduction will be realized if local tax payers adjust their withholding rates effective January 1999, or when they complete their State tax returns for the 1999 calendar year and receive a greater refund. The average taxpayer will receive a \$51.08 reduction in taxes.

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 1999 BUDGET SUMMARY

generates to 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 1999 budget, the amount needed for the Rainy Day Fund is based on the audited expenditures for FY 1997. Seven percent of that amount is \$23,664,799. This amount was achieved when the surplus was \$8,150,893 in excess of what was needed to achieve this level. In FY 1998, the County expects to generate a surplus that will be \$8,360,012 million more than is needed to keep the Rainy Day Fund at the optimal level. Consequently, these two surpluses equaling \$16,510,905 have been appropriated to the FY99 Capital Budget for one-time costs or in lieu of bonds.

Q. What are the county tax rates for FY99?

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 FY99 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: 48% of State Income Tax, effective January 1, 1999

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. How is the Department of Fire and Rescue Services being funded in the budget?

A. In recent years, the Metropolitan and Rural District Fire Property Tax has been used to fund the full cost of this department. This year, the cost of central administration and operations will be supplemented with General Funds.

Q. What are the major changes in fees and charges in FY99?

Landfill Fees

Temporary commercial permit charge (new) - \$30

Commercial recycling permit (new) - \$5

Commercial roofing shingles (new) \$40/ton

Recyclable yard/wood waste when scales are inoperative:

Pickup trucks & leisure vans (1/2 to 3/4 ton) - \$4
(Was \$6 in FY98)

Water and Sewer Charges

Special meter reading, delinquent meter-reading charge, turn water on/off, remove/restore meter smaller than 1" - \$25
(Was \$20 in FY98)

Water meter setting 5/8" meter - \$240
(Was \$90 in FY98)

Water meter setting 3/4" meter - \$250
(Was \$100 in FY98)

Water meter setting 1" meter - \$275
(Was \$130 in FY98)

Water meter setting 1 1/2" meter - \$445
(Was \$220 in FY98)

Water meter setting 2" meter - \$565
(Was \$420 in FY98)

Fire hydrant water meter rental service charge (all meters) - \$25/month
(Was \$20/month in FY98)

5/8" meter assembly deposit - \$275
(Was \$100 in FY98)

3" meter assembly deposit - \$875
(Was \$425 in FY98)

FISCAL 1999 BUDGET SUMMARY

Water Connection Charges

3/4" connection with 5/8" meter - Deleted
(Was \$1,530 in FY98)

1" connection with 3/4" meter - \$1,690
(Was \$1,550 in FY98)

Larger connection or meter - At cost,
minimum \$1,690
(Was at cost, min. \$1,550 in FY98)

Inspections, Licenses & Permits

House model charge (new) \$50
House permit revision/amendment (new)
\$25

First reinspection fee \$50
(Was \$35 in FY98)

Second reinspection fee \$75
(Was \$50 in FY98)

Third & subsequent reinspection \$125
(Was \$100 in FY98)

Inspection outside normal hours
1st hour inspection \$75
(Was \$50 in FY98)

Each additional or fraction of an hr. \$50
(Was \$35 in FY98)

Annual master building permit
1st hour inspection \$75
(Was \$50 in FY98)

Each additional or fraction of an hr. \$50
(Was \$35 in FY98)

Investigative fee for beginning work
without permit \$75
(Was \$50 in FY98)

Archive & Record Research per address or
replacement permits per copy (new) \$25
Heating, Ventilation, Air Conditioning, Cir-
culation & Refrigeration (HVACR) Permits
(new)

Residential Permit, per address \$40
Late fee (for taxicab co. certificate, permit
to operate a vehicle as a taxi, taxi driver
license) (new) \$25

Q. *What is the status of the Gain Sharing Program?*

A. The County began a pilot gain sharing program at the beginning of fiscal year 1998 with three participating sites. The purpose of the pilot is to encourage employees to save current and future tax dollars by focusing on ways to reduce the cost of

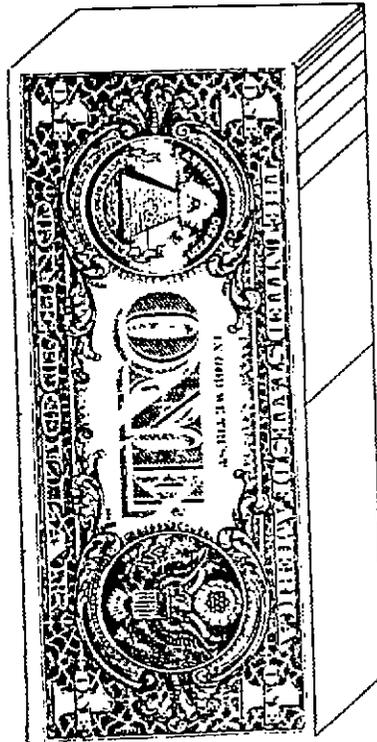
County services and increase productivity in the various work sites. In turn, employees receive part of the savings as gain sharing bonuses. Pilot site participants have been successful in cutting costs and achieving productivity gains. Plans are being developed to expand the program during the next year. There is no budget appropriation for the program because all employee bonuses will be paid from the cost savings generated by the employee work groups.

Q. *How much is budgeted for performance awards?*

A. A total of \$1,758,920 is budgeted for performance awards. It includes \$1,246,650 for the general fund and \$512,270 for all other funds. The awards will be given to employees who consistently perform their job duties at an outstanding level.

FISCAL 1999 BUDGET SUMMARY

How the budget is funded



4.2% Prior Year
 1.0% Licenses and Permits
 1.0% Revenue from Other Agencies
 2.1% Interest Income
 Use of Money
 2.9% Other Local Taxes
 2.5% Interfund Reimbursements
 1.4% Charges for Services
 2.6% State Shared Taxes
 32.9% Income Taxes

49.5% Property Taxes

REVENUE SUMMARY

	Audit Fiscal 1997	% Increase (Decrease)	Approved Fiscal 1998	% Increase (Decrease)	BUDGET 1999
Prior Years Funds	603,063	563.3%	4,000,000	312.8%	16,510,905
Property Taxes	183,013,875	3.0%	188,491,808	4.5	196,903,678
Income Taxes	114,991,957	4.3%	119,900,000	9.1%	130,784,700
Other Local Taxes	10,775,283	(0.5%)	10,720,000	8.1%	11,585,000
State Shared Taxes	8,674,009	5.3%	9,138,059	11.6%	10,198,381
Licenses & Permits	3,790,658	1.1%	3,834,050	2.8%	3,941,800
Revenue from Other Agencies	4,132,553	(12.5%)	3,616,730	13.1%	4,089,600
Charges for Services	5,807,946	(6.0)	5,457,000	(0.9%)	5,410,000
Interest, Use of Money / Fines	4,382,862	(28.9)	3,114,650	168.6%	8,367,191
Interfund Reimbursements	9,887,288	0.4%	9,929,463	(0.5%)	9,877,635
TOTAL	346,059,494	3.5%	358,201,760	11.0%	397,668,890

FISCAL 1999 BUDGET SUMMARY

Water Connection Charges

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(Was \$1,530 in FY98)

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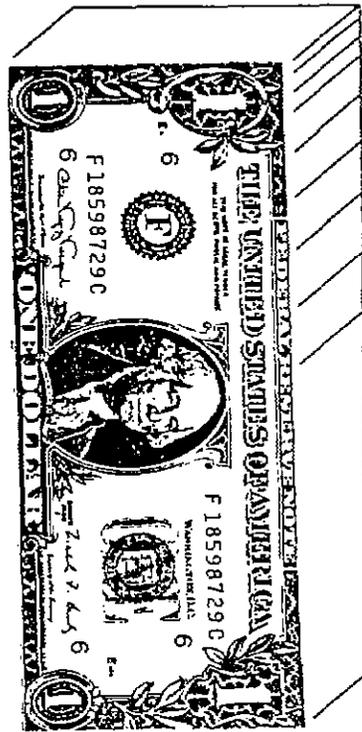
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FISCAL 1999 BUDGET SUMMARY

How
the
budget
is spent



1.6% Recreation & Parks
2.6% Legislative/Judicial
3.5% Community College
4.8% Human Services
10.4% Debt, Reserves, etc.
5.0% General Government
7.0% Public Works/Inspections,
Licenses & Permits
9.6% Public Safety

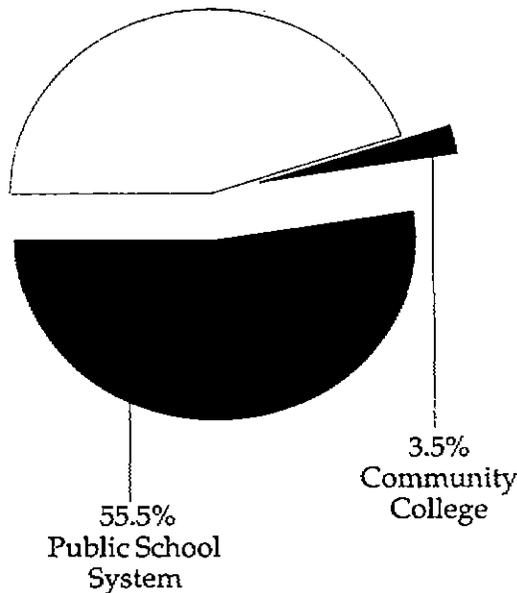
55.5% Public School System

APPROPRIATION SUMMARY

	Audit Fiscal 1996	% Increase (Decrease)	Approved Fiscal 1998	% Increase (Decrease)	BUDGET 1999
Public School System	191,691,531	5.41%	202,052,630	9.3%	220,823,110
Community College	10,899,882	4.41%	11,380,040	23.66%	14,072,550
Public Safety	30,227,925	5.19%	31,796,150	20.45%	38,299,050
Public Works/Inspections	23,466,984	9.80%	25,767,160	8.06%	27,844,070
Human Services	16,048,696	7.67%	17,279,985	6.7%	18,433,910
Recreation & Parks	5,233,612	13.93%	5,962,606	8.16%	6,448,990
General Government	17,727,635	6.24%	18,833,421	5.07%	19,920,090
Legislative/Judicial	8,591,730	6.60%	9,158,747	11.92%	10,250,100
Capital Expense, Debt Service & Reserves	29,391,015	22.39%	35,971,021	15.6%	41,577,020
TOTAL	333,279,010	7.48%	358,201,760	11.01%	397,668,890

Education

59.0% of the County's operating budget is dedicated to providing quality education for its residents.



Outlook for '99

Public School System

Funding included for...

- Negotiated increases for teachers and staff
- Additional staff for increased enrollment, opening of two new schools and the expansion of the kindergarten program with 19.5 additional instructional assistants
- 11.5% increase in debt service
- pay go funds for systemic improvements in schools

Community College

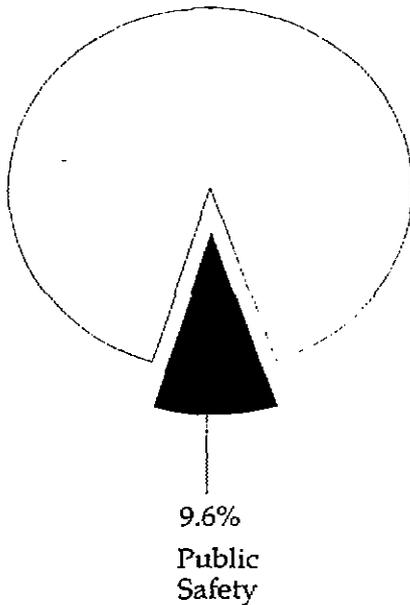
Funding included for...

- Implementation of new administrative software system (Pay-as-You-Go)
- Merit and salary increases

	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
Howard County Public School System	184,605,140	199,072,140	7.83%
Debt Service	17,447,490	19,446,970	11.5%
Pay-as-You-Go	0	2,304,000	100.0%
Sub-Total	202,052,630	220,823,110	9.3%
Community College	10,149,080	10,675,080	5.2%
Debt Service	1,230,960	1,327,470	7.8%
Pay-as-you-Go	0	2,070,000	100.0%
Sub-Total	11,380,040	14,072,550	23.66%
TOTAL	213,432,670	234,895,660	10.1%

Public Safety

The second largest portion of the budget, 9.6, is reserved for protecting the lives and property of county residents.



Outlook for '99

Police

Funding included for...

- Implementation of Red Light Enforcement program
- Full-year implementation of 12-hour schedule
- Two new patrol beats, Ellicott City and East Columbia
- Advertising for pet adoptions and increased roadside carcass removal

Fire

Funding included for...

- Partial year funding for 20 firefighter positions deferred in FY98 and vacancies

Corrections

Funding included for...

- One Correctional Specialist I as classification counselor for the Work Release/Home Detention programs
- One additional Correctional Specialist I as investigator for the Detention Center

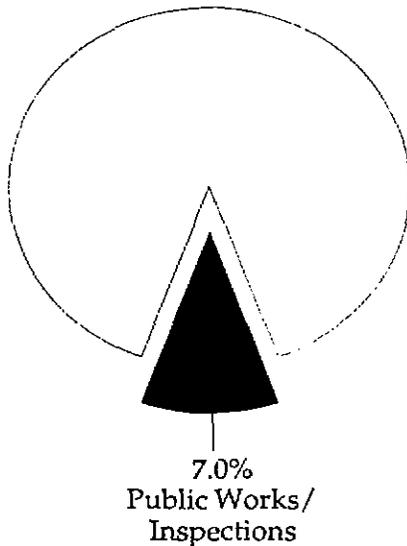
	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
Police Department	25,600,698	29,871,270	16.7%**
Fire Administration	0	1,663,670	100%
Fire Districts*	20,042,690	22,538,070	12.5%
Corrections	6,195,452	6,764,110	9.2%
TOTAL	31,796,150	38,299,050	20.5%

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

**Less increase for Redlight Program % change is 5.3%.

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.



Outlook for '99

Public Works

Funding included for...

- Increased utilities for the Allied signal facility, Fire Station No. 2, 655 additional traffic signals and traffic lights
- Comprehensive facilities maintenance program
- Increased charges for County vehicles
- Interfund reimbursement for recycling
- The budget reflects the reduction of four positions from the General Fund and two positions from the Water & Sewer Fund

Inspections, Licenses & Permits

Funding included for...

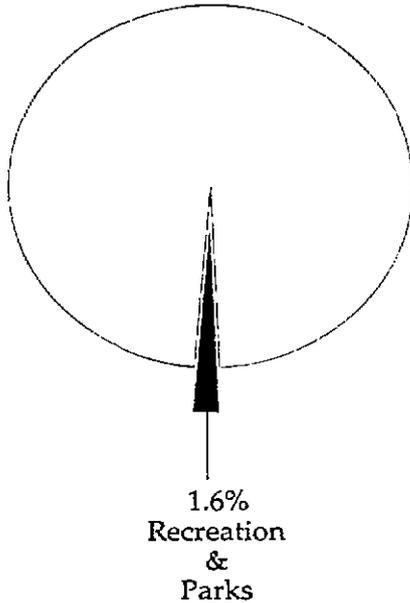
- One additional Regulation Inspector II and reclassification of a vacant Permit Clerk to a Regulation Support Technician II for implementation of the HVAC Program
- Additional funds for inspectors and supervisors use of cell phones
- Overtime for inspections
- BOCA certification exams, test materials, and advanced GIS training

	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
Public Works			
General Fund	21,739,343	23,439,520	7.8%
Water & Sewer Fund*	22,106,560*	22,830,170*	3.3%*
Environ. Svcs Fund*	13,042,092*	13,591,820*	4.2%*
Sub-Total	21,739,343	23,439,520	7.8%
Licenses & Permits	4,027,817	4,404,550	9.4%
TOTAL	25,767,160	27,844,070	8.1%

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

Recreation & Parks

1.6% of the budget is dedicated to enhancing the quality of life in the county by providing leisure opportunities with parks, open space and recreation programs.



	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
General Fund	5,962,606	6,448,990	8.2%
Self-Sustaining Fund*	5,279,120*	5,460,370*	3.4%
Recreation Special Facilities*	2,164,490*	2,254,660*	4.2%*
TOTAL	5,962,606	6,448,990	8.2%

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

Outlook for '99

Recreation and Parks

Funding included for...

- Increased facility use fees at Board of Education
- After-school programs for at-risk youth
- Continued maintenance and operation of programs

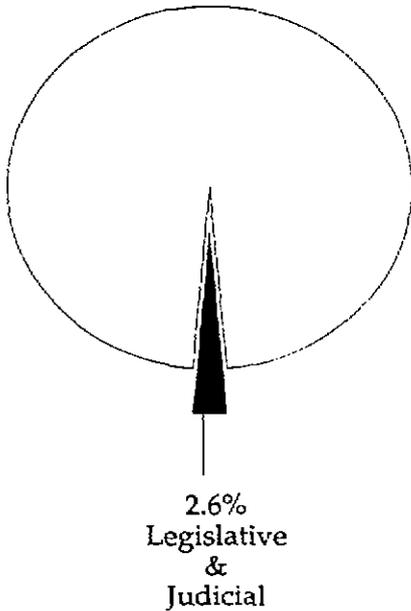
Recreation Special Facilities

Funding included for...

- Operation and maintenance of the Timbers at Troy golf course
- Debt service payments on golf course bonds

Legislative & Judicial

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



	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
Legislative	1,785,293	1,872,900	4.9%
Circuit Court	1,701,164	1,774,820	4.3%
Orphan's Court	34,380	36,480	6.1%
State's Attorney	3,090,264	3,388,720	9.7%
Sheriff's Office	2,028,466	2,235,350	10.2%
Board of Elections	519,180	941,830	81.4%
TOTAL	9,158,747	10,250,100	11.9%

Outlook for '99

Legislative

Funding included for...

- Anticipated transition and separation costs
- Increased auditing cost and part-time clerical assistance in the County Auditor's office
- The budget reflects the reduction of one secretarial position due to office reorganization

Circuit Court

Funding included for...

- Continuation of current level of service

Orphan's Court

Funding included for...

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

State's Attorney

Funding included for...

- A second Deputy State's Attorney position for half-year
- A clerical position to replace a partially grant-funded position for which grant has expired

Sheriff

Funding included for...

- Addition of two Deputy Sheriff positions due to increase of workload in the Warrant/Fugitive Unit and the Landlord/Tenant Section

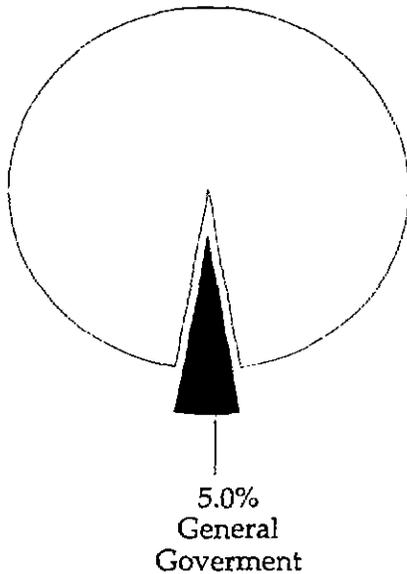
Board of Elections

Funding included for...

- The primary election and general election

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 1998	Fiscal Year 1999	% Increase (Decrease)
County Executive	427,524	474,020	10.9%
County Administration	5,285,691	5,768,880	9.1%
Finance	4,155,854	4,266,020	2.65%
Office of Law	1,596,535	1,696,310	6.2%
Planning & Zoning	3,563,137	3,759,200	5.5%
Technology & Communication Services	3,205,000	3,306,310	3.2%
Economic Development Authority	624,180	649,350	4.0
TOTAL	18,857,921	19,920,090	5.6%

Outlook for '99

County Administration

Funding included for...

- Increases in labor relations expenses
- Implementation of new computerized operating budgeting system
- Implementation of new performance evaluation system
- Increase for postage costs

Law

Funding included for...

- Continuation of current level of service

Planning & Zoning

Funding included for...

- BMC cooperative purchasing program
- General Plan update
- Patapsco Heritage Greenway Management Plan
- Ellicott City parking enhancements

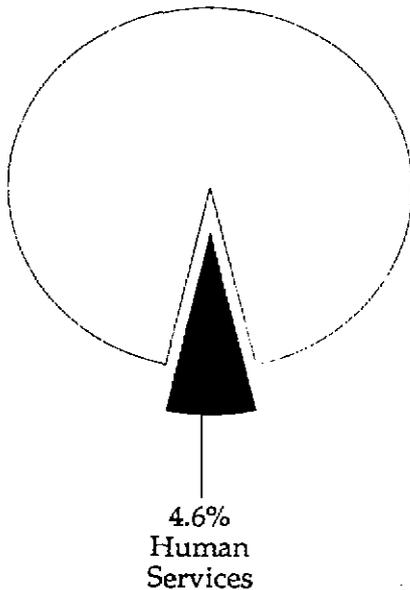
Technology & Communication Services

Funding included for...

- Continued support of County information systems
- Development of a new CAD system for 911
- Upgrade to communication systems at Warfield and Allied Signal sites
- Continued development of a County GIS technology and data exchange and use
- County share for regional study on Public Safety Interjurisdictional Communications

Human Services

The special needs of county citizens are addressed by a 4.6% portion of the budget which is used to provide services that help improve the quality of life for all.



	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
Citizen Services	2,267,773	2,532,270	11.7%
Health & Mental Hygiene	3,341,640	3,666,640	9.7%
Social Services	333,773	343,740	3.0%
Cooperative Extension	248,512	257,620	3.7%
Soil Conservation	433,307	447,640	3.3%
Libraries	7,234,710	7,537,570	4.2%
Grants-In-Aid	2,610,710	2,778,870	6.4%
Transportation Svs.	809,560	869,560	7.4%
TOTAL	17,279,985	18,433,910	6.7%

Outlook for '99

Citizen Services

Funding included for...

- Full-time director for Ellicott City Center
- Part-time aide for Ellicott City Center

Grants-In-Aid

Funding included for...

- Support of local human services agencies
- Continued support for local and regional arts institutions
- Support for "at risk" youth programs

Social Services

Funding included for...

- Increase for foster care supplement
- Decrease for foster care shelter

Cooperative Extension

Funding included for...

- Continuation of current level of service

Soil Conservation

Funding included for...

- Voice mail

Libraries

Funding included for...

- Glenwood Book Collection (Pay-as-You-Go)

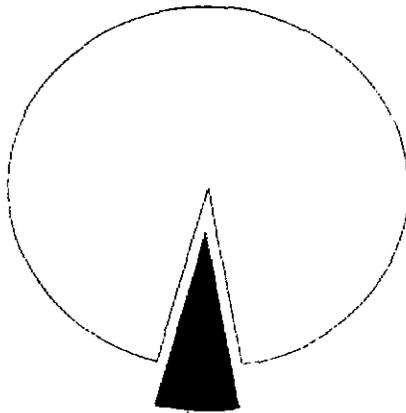
Health

Funding included for...

- Expanded detoxification services
- Four additional addictions counselors

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.



10.5%
Capital
Debt Service
& Reserves

	Fiscal Year 1998	Fiscal Year 1999	% Increase (Decrease)
Capital Expenses (Pay-as-you-go)	9,723,020	15,346,000	57.8%
County Debt Service*	24,694,130	23,909,250	(3.2%)
Contingency Reserve	1,353,871	1,000,120	(26.1%)
Employee Tuition Reimbursement	75,000	75,000	0%
Gain Sharing	125,000	0	(100.0%)
Performance Awards	0	1,246,650	100.0%
TOTAL	35,971,021	41,577,020	15.6%

* This amount does not include debt service and pay-as-you-go for schools and Howard Community College. This has been shown on the education budget page. Pay-As-You-Go for Libraries is included on the Human Services budget page.

Outlook for '99

Debt Service

Funding included for...

- Debt payment on non-education bonds

Pay-As-You-Go Funds

Funding included for...

- Road resurfacing projects
- Funding, if possible for the Smith Property (Blandair Farm)
- Landfill remediation
- Correction of Year 2000 computer problems
- Repair of roads, bridges and sidewalks

Contingency Reserve

Funding included for...

- Implementation of unforeseen events or emergencies

Performance Awards

Funding included for...

- Cash awards for outstanding employees

Employee Information

Summary of Employees by Department/Agency

Department/ Agency	Actual Fiscal 1997	Budgeted Fiscal 1998	Proposed Fiscal 1999	Change Fiscal 1998/ 1999
Board of Education (Requested)	4,583.3	4,844.4	5,102.3	257.9
Howard Community College	<u>272.09</u>	<u>277.82</u>	<u>279.32</u>	<u>1.5</u>
Sub-total Education	4,855.39	5,122.22	5,381.62	259.40
Libraries	181.50	180.5	180.5	0
Health Department	<u>175.70</u>	<u>172.4</u>	148.1	(24.3)
Sub-total Other Agencies	357.20	352.90	328.60	(24.3)
County Executive	6	6	6	0
County Administration	156.3	162.27	163.27	1.0
Dept. of Finance	50	51	51	0
Office of Law	21.43	20.88	20.73	-.15
Dept. of Planning & Zoning	60.48	60.43	60.43	0
Dept. of Police	418.19	448.19	415.87	(32.32)
Sheriff's Office	48	49	51	2
Dept. of Fire & Rescue Services	259	280	280.4	.4
Dept. of Corrections	118	119	121	2
Dept. of Recreation & Parks	272	267	251	(16)
Dept. of Public Works	379.97	372.78	366.78	(6)
Soil Conservation	7	7	7	0
Cooperative Extension	1.86	1.75	1.75	0
Dept. of Citizen Services	60.7	60.47	61.98	1.51
County Council	28.22	27.63	26.63	(1)
Circuit Court	26	27.44	26.04	(1.40)
State's Attorney	55.97	57.85	58.85	1
Dept. of Inspections, Licenses and Permits	63	64	65	1
Dept. of Social Services	1	1	1	0
Dept. of Technology and Communication Services	106.5	107.5	106	(1.5)
Sub-total County Government Employees	<u>2,139.62</u>	<u>2,191.19</u>	<u>2,141.73</u>	<u>(49.46)</u>
TOTAL	7,352.21	7,666.31	7,851.95	185.64

New Positions

Department	Position
County Administration	Administrative Support Technician III*
Police	Police Lieutenant Administrative Support Technician II
Citizen Services	Human Services Worker II Administrative Support Technician II Administrative Support Technician I Human Services Worker I
Corrections	Correctional Specialist I (2)
Inspections, Licenses and Permits	Regulation Inspector II
State's Attorney	Deputy State's Attorney
Sheriff's Office	Deputy Sheriff (2)
Recreation and Parks	Utility Worker I (4) **
Fire and Rescue Services	Administrative Support Technician I ***

*Funded by the Howard County Retirement and Pension Systems.

**These are existing seasonal positions being reclassified to full-time positions

*** This is an existing part-time position being reclassified to a full-time position

FISCAL 1999 BUDGET SUMMARY

New Positions/Other Agencies

Department	Position	
Board of Education (Requested) *	Attorney	1.0
	Special Assistant to Superintendent	1.0
	Secretary	1.0
	Instructional Assistants	45.0
	Counselors	6.8
	Media Specialist	3.0
	Psychologist	6.0
	Classroom Teacher	65.5
	Secretary	1.0
	Pupil Personnel Workers	3.7
	Health Assistants	11.0
	Specialist	0.5
	Custodians	10.0
	Secretary	0.5
	Maintenance Worker	2.0
	Manager	1.0
	Assistant Manager	0.5
	Grounds Worker	2.0
	Network Specialist	1.0
	Principal	1.0
	Instructional Facilitator	1.0
	Facilitator	1.0
	Assistant Principal	4.0
	Assistant Administrator	1.0
	Secretary	8.4
	Dispatcher	0.2
	Assistant Manager	0.5
	Occupational Therapist	2.0
	Physical Therapist	0.5
Speech Pathologist	4.5	
Teacher - Special Education	26.5	
Computer Trainer	1.0	
Assistant	18.0	
Cafeteria Staff	6.0	
Howard Community College	Professional	1.5

* Does not reflect 26 existing grant positions nor the reduction of 6.2 positions which are reflected in the total proposed figure on page 36.

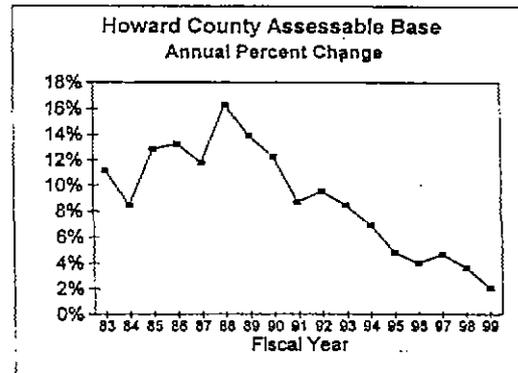
General Fund Revenues

Howard County's budget is made up of over 100 different revenues. However two of them, property tax and income tax make up almost 83% of the total. The performance of these two revenues in large measure determines the health of the budget.



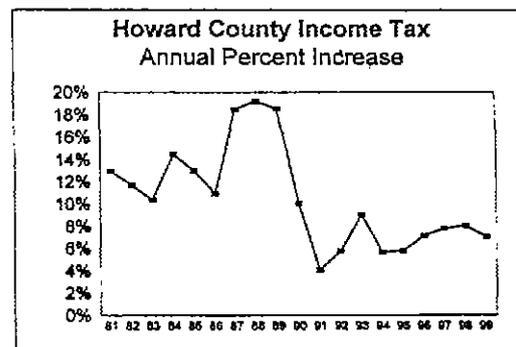
Property Tax

The property tax makes up about 50% 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 1999 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. It is projected that growth in the base should stabilize at this rate for the next several 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 48% of the state income tax due for individuals prior to the calculation for the State Income Tax Reduction. The county does not receive corporate income tax. Collection patterns to date have indicated reasonable growth and the county is projecting a 7% increase in income tax revenue for Fiscal Year 1999 after taking the rate reduction from 50% to 48% into account.



Fiscal 1999

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 \$16.5 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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Board of Education Prior Year Funds	603,063	0	0	0
Other	0	0	80,000	0
Excess Surplus	0	4,000,000	4,000,000	16,510,905
TOTAL	603,063	4,000,000	4,080,000	16,510,905

Fiscal 1999

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 1999. 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.

Semi Annual Service Fee-- Revenue collected from tax payers electing to pay on a semi annual basis.

	Audit FY 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Real, Personal and Corporate	184,108,389	189,897,208	190,883,279	198,216,678
Payment in Lieu of Taxes--Hopkins	330,220	336,660	340,000	345,000
Payment in Lieu of Taxes--Housing	(322,653)	(350,000)	(358,230)	(350,000)
Additions and Abatements	281,474	0	(160,000)	(200,000)
Interest on Taxes	501,812	575,000	500,000	525,000
Tax Sale Revenue	11,205	0	0	0
Semi Annual Service Fee	0	0	43,000	50,000
TOTAL	184,910,447	190,458,808	191,248,049	198,586,678

Fiscal 1999

Revenues

DISCOUNT/CREDITS ON PROPERTY TAXES

Description

Discounts on Property Taxes--The net yield of the tax rate is also affected by the discounts offered by the county as an incentive for prompt payment and the penalties imposed for late payment. Discounts are paid on county taxes at a rate of 1/2% for payments made during July.

Assessment Adjustments over 5%--Howard County provides tax credits in cases where property tax assessments increase more than 5% over the previous year. If a property meets all requirements, the credit is given automatically in the tax bill.

Community Organization Tax Credits--The County Code authorizes real and personal property tax credits for property owned by community associations and used for community, civic, educational, library or park purposes.

Newly Constructed Unsold/Unused Credit--The Howard County Code authorizes the county to grant property tax credits on newly constructed or rehabilitated homes which are unsold or unoccupied for a period not to exceed one year.

Religious Group Rent Credit-- The County Code authorizes the payment of tax credits for space rented to tax exempt religious groups. The tax credit must be reflected in reduced rent to those groups.

Trash Fee Credit--County Code provides a refuse collection charge assistance program that provides either a grant or credit in the amount of \$100 to assist eligible individuals in payment of the refuse collection charge.

Historic Preservation Credit--County Code provides (1) a tax credit which defers any tax increase that occurs as a result of the rehabilitation of a historic property. A minimum improvement of \$5000 is required; deferral is for a period of 10 years, or (2) Credit of 10% of restoration amount for a period of one year.

	Audit FY 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Discounts on Property Taxes	(644,572)	(670,000)	(675,000)	(700,000)
Assessment Adjustment over 5%	(1,112,014)	(1,120,000)	(790,798)	(800,000)
Community Organization Tax Credits	(108,193)	(128,000)	(110,250)	(130,000)
Newly Constructed Unsold/Unused Credit	(1,440)	(4,000)	0	0
Religious Group Rent Credit	(30,353)	(45,000)	(35,700)	(38,000)
Trash Fee Credit	0	0	(8,230)	(9,000)
Historic Pres. Credit	0	0	(6,090)	(6,000)
Total Property Tax	183,013,875	188,491,808	189,621,981	196,903,678
Subtotal Credits	(1,896,572)	(1,967,000)	(1,626,068)	(1,683,000)

Fiscal 1999

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 Income Tax before the recently passed reduction approved by the Maryland General Assembly is calculated. That rate is approximately 4.9% of taxpayers' net taxable income. Any change in the local surcharge rate may be made in increments of 2 percent or 5 percent. The rate imposed by Howard County for the 1998 tax year is 50 percent. For the tax year beginning January 1999 the rate will be 48% percent.

This tax is collected by the State Comptroller of the Treasury with the State Income Tax. After deducting a processing charge, the 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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Local Income Tax Surcharge	114,991,957	119,900,000	124,191,300	130,784,700
Admissions & Amusement Tax	1,245,173	1,000,000	1,000,000	1,250,000
Local Recordation Tax	7,412,716	7,540,000	8,000,000	8,000,000
Mobile Home Tax	577,706	580,000	580,000	585,000
Hotel/Motel Tax	1,539,688	1,600,000	1,700,000	1,750,000
TOTAL	125,767,240	130,620,000	135,471,300	142,369,700

Fiscal 1999

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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Franchise Tax	475	0	0	0
Highway Users Tax	8,420,701	9,013,059	10,037,526	10,118,381
Auto Filing Fees	0	60,000	0	0
Recordation Tax (State)	0	35,000	157,800	50,000
State Transfer Tax	252,833	30,000	30,000	30,000
TOTAL	8,674,009	9,138,059	10,225,326	10,198,381

Fiscal 1999

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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Beer and Wine License Fee	162,799	137,500	137,500	160,000
Distilled Spirits License Fee	3,935	8,500	8,500	7,000
Traders' License	368,961	375,000	370,000	370,000
Building Permits	1,785,564	1,850,000	1,850,000	1,350,000
Electrical Licenses	44,665	100,000	100,000	45,000
Electrical Permits	507,829	425,000	470,000	475,000
Plumbing Permits	733,330	725,000	725,000	725,000
HVAC	0	0	0	90,000
Plumbing/Gas Registration	6,860	4,200	5,600	6,000
Mobile Home Permits	8,700	8,750	8,750	8,800
Sign Permits	21,300	20,000	20,000	20,000
Animal Licenses	67,331	62,500	62,500	65,000
Cat Licenses	0	50,000	50,000	50,000
Marriage Licenses	9,130	8,000	8,000	8,500
Marriage Lic., Domestic Violence Surcharge	45,650	41,500	41,500	42,000
Peddlers' & Solicitors' Licenses	12,000	8,000	12,000	8,500
Other	7,974	6,500	6,500	6,500
Building Reinspection	1,530	2,100	2,100	2,000
Building Extensions	3,100	1,500	1,500	2,500
Grading Permits	0	0	0	400,000
Fire Permits	0	0	0	100,000
TOTAL	3,790,658	3,834,050	3,879,450	3,941,800

Fiscal 1999

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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Civil Defense Reimbursement	23,644	25,000	25,000	25,000
Dept. of Human Resources (State's Attorney)	634,848	325,000	325,000	325,000
State Aid for Police Protection	2,422,200	2,477,000	2,477,000	2,649,600
Soil Conservation	31,236	30,000	30,000	30,000
911 Reimbursement	906,305	650,000	910,000	925,000
Howard County Social Services	55,981	50,000	50,000	80,000
Community College Debt Service	58,339	59,730	56,579	55,000
Board of Education Telephone Debt Service	0	0	0	0
TOTAL	4,132,553	3,616,730	3,873,579	4,089,600

Fiscal 1999

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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Finance Payroll Services	30	20,000	10,000	10,000
Sale of Maps and Publications	15,231	19,500	12,500	15,000
Civil Marriages	7,515	6,000	6,000	7,000
Tax Lien Certifications	167,149	200,000	200,000	200,000
Planning and Zoning Fees	670,038	760,000	700,000	700,000
House Type Revision Fees	21,259	50,000	25,000	25,000
IRB and MIDFA Application Fees	5,000	3,000	3,000	3,000
Rental Housing Inspection Fee	409,585	650,000	485,000	700,000
Development Review Fees	1,197,963	1,190,000	1,050,000	1,190,000
Development Specification Fees	15,031	16,000	16,000	17,500
Development Overhead Fees: Water & Sewer	1,455,943	470,000	470,000	500,000
Private Water & Sewer Inspection Fees	30,253	10,000	60,000	50,000
Topographic Maps	6,735	8,000	6,500	6,000
Police Record Check	70,215	53,000	60,000	65,000
Police Vehicle Storage	4,000	5,000	5,000	5,000
Master in Chancery Fees	30,764	20,000	30,000	35,000
Sheriff Fees	254,437	270,000	235,000	250,000
Boarding of Prisoners	1,082,047	1,404,000	1,311,000	1,318,000
Other	63,734	37,500	36,500	37,500
Recreation and Parks Program Fees	49,473	80,000	60,000	65,000
Use of County Landfill	41,984	0	0	0
Parking Meter Revenue	47,656	17,000	30,000	40,000
Private Roads Reimbursement	18,052	25,000	15,000	25,000
Snow Removal Fees	98,000	100,000	103,000	100,000
Subdivision Process Fees	45,852	43,000	46,000	46,000
TOTAL	5,807,946	5,457,000	4,975,500	5,410,000

Fiscal 1999

Revenues

REVENUES FROM USE OF MONEY AND PROPERTY

Description

Interest on Investments--The Department 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 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Interest on Investments	3,468,640	1,800,000	3,800,000	2,800,000
Installment Interest	3,728	15,000	15,000	15,000
Clerk of the Court Interest	86,215	30,000	30,000	30,000
Golf Course Interest	0	0	0	0
Rental of Property	0	0	350,000	425,000
Sale of Property and Equipment	1,615	5,000	1,500	2,000
Other	340,588	500,000	350,000	200,000
Concessions	48,116	30,000	45,000	40,000
Savage Mill Interest Payment	0	78,100	78,100	67,000
TOTAL	3,948,902	2,458,100	4,669,600	3,579,000

Fiscal 1999

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 red light violations.

	Audit FY 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Parking Violation Citations	254,518	284,500	292,000	270,000
Animal Control Civil Penalties	94,684	65,000	95,000	80,000
Court Fines	59,012	65,000	65,000	70,000
Fines/Forfeitures	13,516	30,000	30,000	30,000
Other Fines	4,740	4,300	4,300	4,300
Civil Offenses	7,490	7,750	9,100	7,600
Red Light	0	200,000	450,000	4,326,270
TOTAL	433,960	656,550	945,400	4,783,170

Fiscal 1999

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.

Pension Plans--This account reimburses the general fund for work performed to support pension plans by Human Resources personnel.

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.

Solid Waste Fund Pro Rata Share--Cost incurred by the General Fund in support of this fund are recovered in this account.

	Audit FY 1997	Budget FY 1998	Estimated FY 1998	Budget FY 1999
Public Service Communications Fund	65,000	79,108	65,000	65,000
Agricultural Land Preservation Fund	101,790	88,510	88,510	84,030
Pension Plans	0	0	0	95,980
Street Light District Fund	77,691	40,000	40,000	40,000
Self-Insurance Funds	0	271,900	271,900	263,300
Water & Sewer Pro Rata Shares	2,824,288	3,036,527	3,036,527	3,043,854
DPW Developer Projects Pro Rata Share	265,994	95,000	122,500	122,500
General Capital Projects Pro Rata Share	644,456	950,000	650,000	650,000
Community Renewal Debt Interfund	1,295,350	1,198,410	1,141,760	1,045,876
Fire Debt Service Interfund	525,033	527,490	520,320	936,950
Recreation & Parks Debt Service Interfund	2,600,000	2,016,568	2,016,570	2,670,145
Return from BAN Management Fund	0	700,000	700,000	200,000
LGIT Debt Service Interfund	55,786	265,600	265,600	0
Return from Health Fund	818,000	0	0	0
Solid Waste Fund Pro Rata Share	613,900	660,350	660,350	660,000
TOTAL	9,887,288	9,929,463	9,579,037	9877,635

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 1999 the county has budgeted debt service payments of \$44,683,670 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 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 recommended that the county hold new bond authorizations close to \$25 million each year. Consequently this proposal requests \$21.489 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 1999 BUDGET SUMMARY

March 31, 1998

Charles Feaga, Chairman
Howard County Council
George Howard Building
3430 Courthouse Dr.
Ellicott City, Maryland 21043

Dear Mr. Feaga:

I am pleased to submit my proposed Capital Budget for Fiscal Year 1999 and Capital Program for FY 2000 to 2004 to the County Council. This is Howard County's last capital budget of the Twentieth Century and the eighth and last capital budget that I will submit as County Executive. During the past seven and one-half years I have held this office, we have had to face many challenges, including addressing an increasing school enrollment, increased traffic pressure, a crisis with each of our three landfills, and the need to add new facilities such as libraries, police and fire stations and parks. All of this had to be done while at the same time balancing the need for these projects with the cost of them so that we did not overburden ourselves with debt. I believe that we have met that challenge. We have funded all of the seats requested by the Board of Education to maintain class size. We have found a way to fund critically-needed road construction projects using the excise tax, and with the State's participation are about to move to construction on three major intersection projects. We have opened three new libraries and have included construction funding for the Glenwood Library this year. We have opened new police and fire stations, and senior centers. We have expanded our detention center and increased our parkland and the classroom space at the Community College. With this budget, we will complete funding to fix our leaking landfills. We also have increased funding to maintain our current infrastructure of roads, bridges, storm drains and buildings.

This has not come without cost. While it is true that Howard County has a higher debt than the Council and I would like, we have spent our money well. I believe that Howard County has the best infrastructure in the State, and is better poised than any other county to deal with the challenges of the future. The bond rating agencies agree with me on this. This past year the Standard & Poor's rating agency upgraded their rating on Howard County's bonds to AAA. Howard County has now received the highest possible rating from all three of the major rating agencies. Only 14 of the more than 3,000 counties in the country can make that same statement. All these things we have done contribute to the quality of life that makes Howard County such a wonderful place in which to live, work, and raise a family. 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, it also means that as we go forward, the Capital Budget must be managed to insure that our debt burden remains at a manageable level.

The *Spending Affordability Advisory Committee*, in its report to me this year, again made it clear that we must watch our debt levels. 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 only \$21.5 million in new general obligation bonds while at the same time funding the projects that I believe are critical to the county.

We are able to do this because the tough decisions that we made several years ago have started to pay off. When I first took office, the county was faced with a large deficit because it had used surplus revenues to fund ongoing programs. When the economy turned bad, the county did not have the money to continue these programs and deep, painful cuts had to be made. With your help, the voters of the County approved a Charter Amendment in 1992 that created a "Rainy Day" Fund from surplus revenues and further mandated that any surplus funds in excess of that needed for the Rainy Day Fund be used for one-time expenses. For the first time in FY 98, the county used \$4 million of projected surplus to fund one-time expenses in the Capital Budget. Because the local economy has continued to grow at a faster rate than was anticipated, we have an additional

FISCAL 1999 BUDGET SUMMARY

projected surplus to fund one-time costs in the FY 99 Budget. The County ended FY 1997 with \$8.15 million in unanticipated surplus funds. These funds are available for one-time costs in the FY 99 Budget. In addition, we are projecting that there will be an \$8.08 million surplus in FY 99. These surpluses, together with some current revenue, allow me to include \$19.72 million in "Pay-As-You-Go" funding. Because this funding is available, we can fund important projects without using bond funds increasing our debt.

Education continues to be my highest priority in the budget. I have funded all additional seats requested by the Board of Education with the exception of the new high school. I was able to do this because I have included in this request a reasonable amount of funding that I believe we should receive from the State. To date, the State has committed \$6,012,000. This budget anticipates an additional \$14 million from the State as reimbursement to the County for projects that were "forward-funded." We need the help of the County Council members, members of our State Legislative Delegation to Annapolis, and members of the Board of Education to work to get the additional funds for Howard County.

I did not grant the request of the Board of Education to fund planning for the construction of an additional high school. I am concerned about closing schools in the not-too-distant future as we will have more capacity than students. Before we begin the process of spending more than \$30 million for just one school building, we should exhaust all other possibilities and options.

Some of the options are:

1. Increasing the size of the high schools.
2. Year-round schools. I realize the Board of Education has studied this in the recent past and rejected the idea, but if Option 3 is not pursued, this concept should be revisited.
3. Moving sixth graders to the elementary school as space becomes available. This will free up capacity in the middle schools for ninth graders.

The third option is my preference. Therefore, I respectfully request that the Board of Education study the possibility of shifting grade levels to elementary and middle schools. As enrollments at the elementary and middle school levels peak and begin to decline, space should become available at those schools. Having sixth graders attend elementary school and ninth graders attend middle school will open space at the high school level that could eliminate the need for an additional school.

There are also other critical issues before the County that are addressed in this Capital Budget. Including the County's share of Program Open Space, I have included \$5.7 million in local funding for the purchase of the Smith Property, also known as "Blandair Farm." The State is providing \$5 million so that we can proceed with negotiations to purchase this property. This strategically-located property is to be developed for both passive and active uses such as nature trails, lighted athletic fields and court activities. I have also included \$12.5 million in five-year road construction bonds. The debt service on these bonds will be funded from the development excise tax. This additional funding will allow the full funding of the three intersection improvements for which the state will share funding with us along with other important road expansion projects.

The year 2000 brings great challenges. It also brings computer problems. I have included two projects in the budget totaling \$4.6 million to deal with Year 2000 compatibility issues. One project will fund the upgrade of the County's public safety computer-aided dispatch program for fire and police responses. The other is a general project for Year 2000 compatibility problems. The bulk of that project will go for the replacement of the core computer systems at the Community College. The remainder will be for some smaller systems and for those problems we have not anticipated.

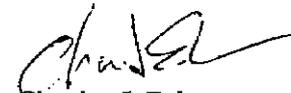
For Fiscal Year 1999, I am proposing a Capital Budget of \$128,391,000. New general obligation bonds funded with general revenue make up \$21,489,000 of the total. The capital projects included in this proposed budget are critical to our future and to our quality of life. In my review of budget requests, I have had to defer or scale

FISCAL 1999 BUDGET SUMMARY

back many requested projects. As always, it would be tempting to fully fund these projects. However, despite an improved economy, we still do not have enough resources to fund all of the requests. We must concentrate our resources on what is needed instead of what is wanted.

As always, my staff and I stand ready to assist you in your review.

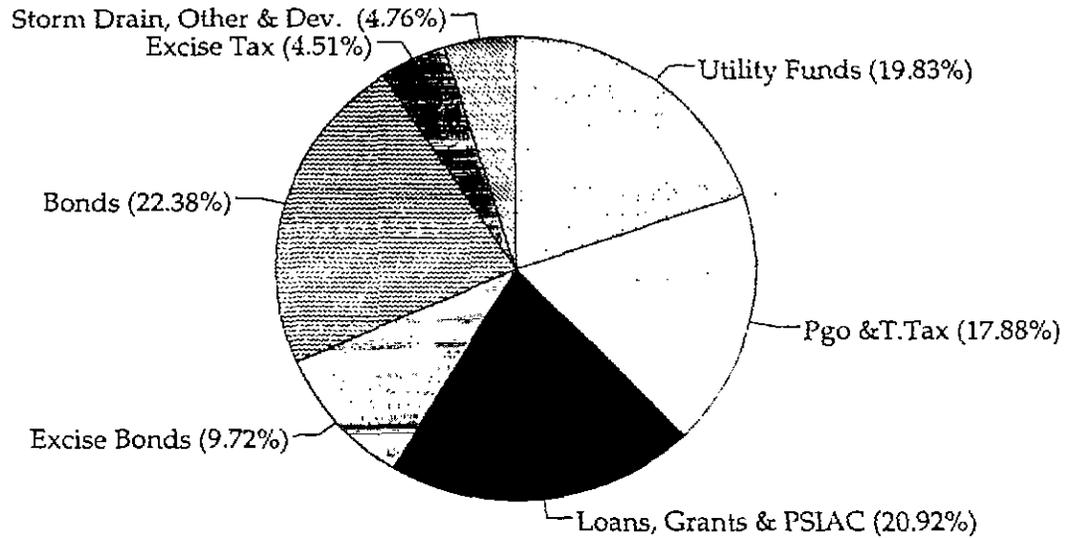
Sincerely,



Charles I. Ecker
County Executive

FISCAL 1999 BUDGET SUMMARY

Revenue Summary Council Approved Capital Budget



REVENUE SUMMARY

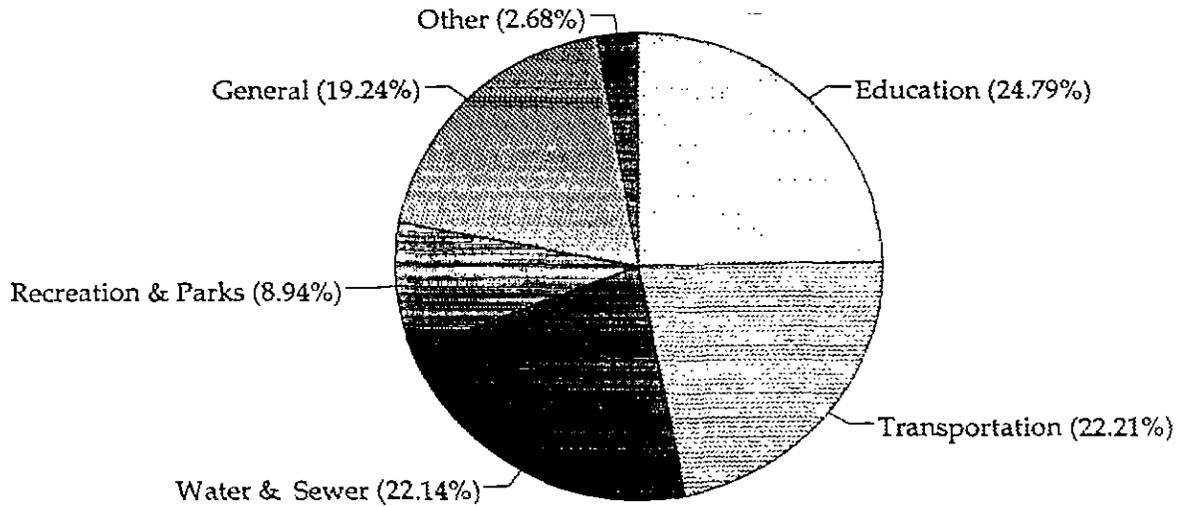
\$ in Thousands

	Council Approved	Pay Go & Transfer Tax	Excise Bonds	Loans, Grants & PSIAC	Bonds	Excise Tax	Storm Drain, Other & Dev.	Utility Fund
Education	32,534	5,304	(615)	14,317	12,913	615	0	0
Transportation	29,145	5,294	12,668	1,530	3,615	5,307	731	0
Water & Sewer	29,049	0	0	0	0	0	3,097	25,952
General	25,248	7,632	750	4,508	10,920	0	1,438	0
Recreation & Parks	11,733	5,231	(50)	6,636	(234)	0	150	0
Other	3,515	0	0	460	2,153	0	827	75
TOTAL	131,225	23,461	12,753	27,451	29,367	5,922	6,243	26,027

FISCAL 1999 BUDGET SUMMARY

Expenditure Summary By Program

Council Approved Capital Budget



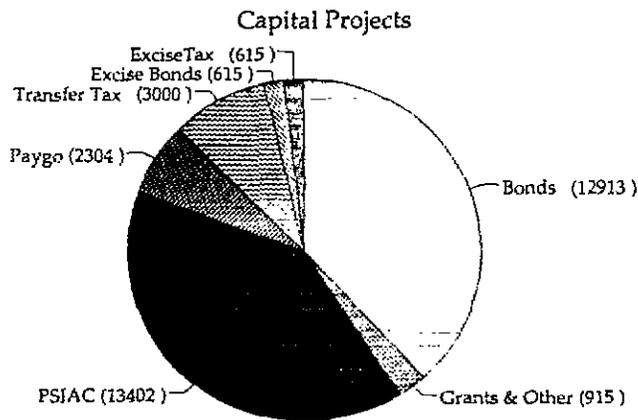
APPROPRIATION SUMMARY

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 00	FY 01	FY 02	FY03	FY04	TOTAL
Education	232,634	32,534	265,168	23,119	43,870	39,847	18,989	13,832	404,825
Transportation	99,487	29,145	128,632	22,676	16,820	15,104	7,660	7,688	198,580
Water & Sewer	142,158	29,049	171,207	50,003	4,316	3,204	4,421	450	233,601
General	61,928	25,248	87,176	20,809	11,222	18,980	4,191	7,376	149,754
Recreation & Parks	33,126	11,733	44,859	4,352	3,146	7,896	3,468	3,687	67,408
Other	86,878	3,515	90,393	5,333	2,870	4,400	1,380	1,045	105,421
TOTAL	656,210	131,225	787,435	126,292	82,244	89,430	40,109	34,078	1,159,588

FISCAL 1999 BUDGET HIGHLIGHTS

Education



Outlook for '99

Public School System

Funding included for...

- begin construction of Northeastern Middle School #2 and Glenelg High addition
- planning for renovations at Talbot Springs, St. John's, Phelps Luck elementary schools and replacement of Ellicott Mills M.S.
- planning for Eastern H.S. #2 and completion of Western M.S. #2

Community College

Funding included for...

- systemic renovations & HVAC upgrades

Future operating expenses associated with education projects will require payment of approximately \$1,111,000 in annual debt service when the bonds are sold .

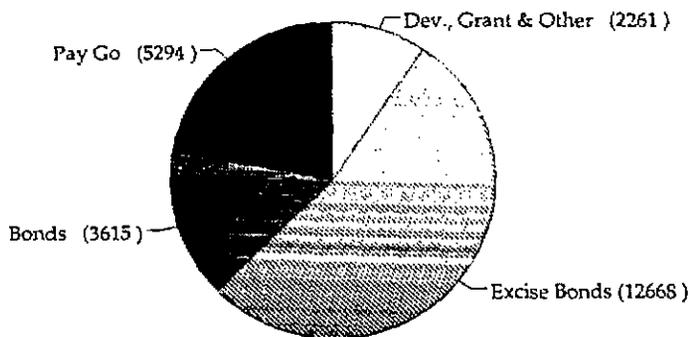
\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 00	FY 01	FY 02	FY 03	FY 04	Total
Board of Education	231,095	30,654	261,749	21,899	32,406	36,252	17,921	13,240	383,467
Community College	1,539	1,880	3,419	1,220	11,464	3,595	1,068	592	21,359
TOTAL	232,634	32,534	265,168	23,119	43,870	39,847	18,989	13,832	404,825

FISCAL 1999 BUDGET HIGHLIGHTS

Transportation

Capital Projects



Outlook for '99

Transportation

Funding included for...

- construction & renovation of Homewood Rd, Dorsey Mill, Brown's Bridge, Bethany Lane & Sarner Rd. bridges
- implementation of the Records Mgt. System to identify & prioritize 35 miles of road resurfacing
- improvements to Snowden River Parkway and MD 175
- improve access of vehicles to Worthington Area

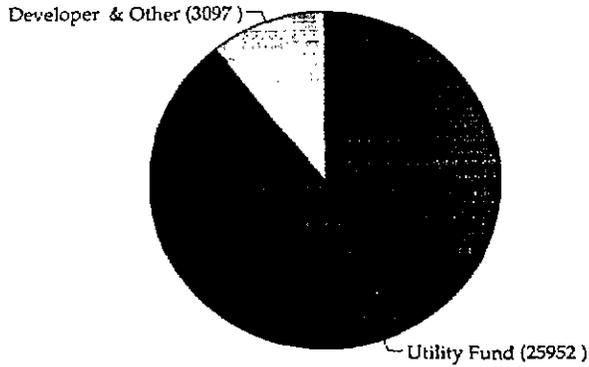
Annual debt service for transportation projects will be approximately \$311,000 per year when the bonds are sold.

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 00	FY 01	FY 02	FY 03	FY 04	Total
Bridge Improvements	6,750	2,405	9,155	4,714	1,060	710	30	560	16,229
Road Resurfacing	6,698	3,750	10,448	4,175	4,100	5,100	4,100	4,200	32,123
Road Construction	74,418	20,791	95,209	9,890	8,130	6,125	800	788	120,942
Sidewalks & Curbs	3,913	1,384	5,297	1,645	1,620	1,170	495	0	10,227
Intersection Improv.	7,708	815	8,523	2,252	1,910	1,999	2,235	2,140	19,058
TOTAL	99,487	29,145	128,632	22,676	16,820	15,104	7,660	7,688	198,580

Water & Sewer

Capital Projects



Outlook for '99

Water & Sewer Funding included for...

- upgrade of L. Pax Water Reclamation plant
- move forward with Deep Run treatment plant
- design & construction of biological nutrient removal process at treatment plant
- design & construction of water & sewer for the Albeth Heights area
- Cedar Acres water extension project

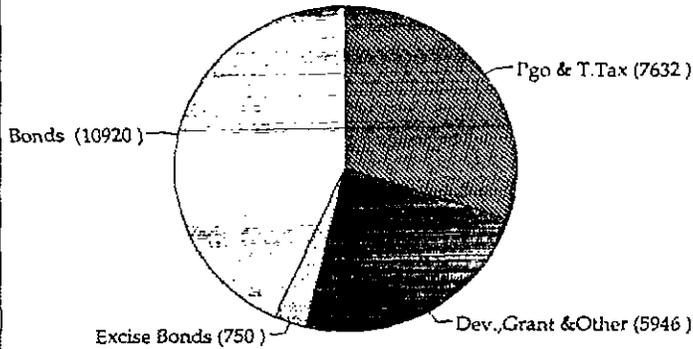
\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 00	FY 01	FY 02	FY 03	FY 04	Total
Water	45,545	19,056	64,601	11,378	3,048	2,450	2,955	450	84,882
Sewer	96,613	9,993	106,606	38,625	1,268	754	1,466	0	148,719
TOTAL	142,158	29,049	171,207	50,003	4,316	3,204	4,421	450	233,601

FISCAL 1999 BUDGET HIGHLIGHTS

General

Capital Projects



Outlook for '99

General

Funding included for...

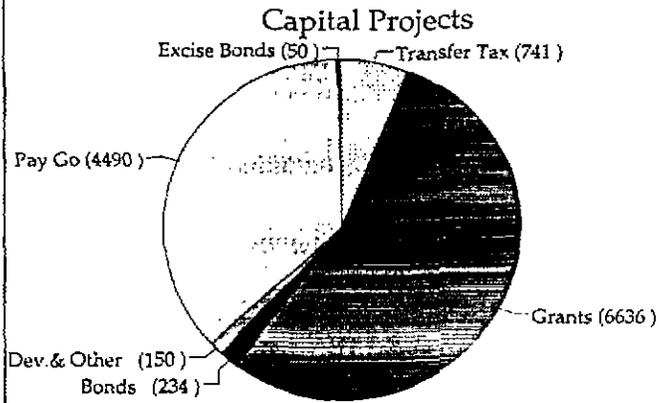
- purchase of software and hardware for year 2000 compliance
- begin construction of the Library at the Glenwood Community center
- purchase vehicles for Howard Area Transit system
- acquisition of property for Rural Legacy program and resource conservation center

Future debt service for General Projects will be approximately \$939,000 when the bonds are sold.

\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 00	FY 01	FY 02	FY 03	FY 04	Total
General County	53,061	24,925	77,986	17,468	9,720	18,777	2,435	7,376	133,762
Fire	4,232	68	4,300	892	1,502	0	0	0	6,693
Police	3,931	255	4,186	0	0	0	0	0	4,186
Library	704	0	704	2,449	0	203	1,756	0	5,111
TOTAL	61,928	25,248	87,176	20,809	11,222	18,980	4,191	7,376	149,754

Recreation & Parks



Outlook for '99

Recreation & Parks

Funding included for...

- establishing an Elkridge to Ellicott City Greenway trail
- systemic improvements and resurfacing of roadways, parking lots, paths & courts
- the Historic Sites Preservation Program
- planning monies for Meadowbrook Park and a golf course in the western area of the county
- purchase of Blandair Farm (Smith property) in Columbia

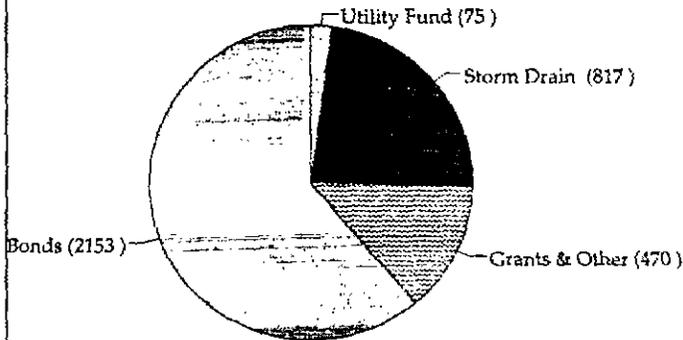
\$ in Thousands

	Prior Authorization	Council Approved	Subtotal	FY 90	FY 01	FY 02	FY 03	FY 04	Total
Recreation & Parks	33,126	11,733	44,859	4,352	3,146	7,896	3,468	3,687	67,408
TOTAL	33,126	11,733	44,859	4,352	3,146	7,896	3,468	3,687	67,408

FISCAL 1999 BUDGET HIGHLIGHTS

Other

Capital Projects



Outlook for '99

Other

Funding included for...

- improvements to various storm drainage systems including Elkridge Hghts, Dunloggin Road and the Hillcrest area
- initiate a program for low income seniors and continue upgrades at Hilltop housing
- flood plain acquisition program for western Howard County
- 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 \$185,000 for Other projects after bonds are sold.

\$ In Thousands

	Prior Authorization	Council Approved	Subtotal	FY 00	FY 01	FY 02	FY 03	FY 04	Total
Storm Drainage	10,138	2,915	13,053	4,033	2,870	4,400	1,380	1,045	26,781
Agricultural Preserv.	69,030	0	69,030	0	0	0	0	0	69,030
Community Renewal	7,710	600	8,310	1,300	0	0	0	0	9,610
TOTAL	86,878	3,515	90,393	5,333	2,870	4,400	1,380	1,045	105,421