



ST. MARY'S  
COUNTY  
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IN REVIEW



*preserving the*  

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*securing the*

**P A S T**  
**FUTURE**



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introduction

## PRESERVING THE PAST—SECURING THE FUTURE

**A**s dawn breaks on a new fiscal year, we take a moment to reflect on past leadership, current commitments and future trust in the quality of St. Mary's County government. **T**his Year in Review illustrates the tremendous strides made toward our goals of improving public service and enhancing community life.

**T**he report's first section defines the scope of our county government including the responsibilities of the Board of Commissioners for St. Mary's County. **T**he next section highlights specific accomplishments of each of those programs. For example, the Division of Housing graduated four participants from the Family Self-Sufficiency Program. The Emergency Management Agency's Life Support Unit responded to more than 3,000 calls. The Department of Information Technology upgraded all Novell servers. The list of success stories continues.

**T**he last section of the report outlines the fiscal year 2002 budget and addresses financial concerns. **S**t. Mary's County workers make the roads safer, feed the hungry, educate the young, nurture those in pain and develop land and resources for tomorrow's generations. On a daily basis these public servants exemplify leadership, commitment and trust.

leadership  
commitment  
trust



## *The Board of Commissioners for St. Mary's County*

### **LEADERSHIP... COMMITMENT... TRUST.**

**W**e are proud to present this Report to acquaint our readers with the wonderful qualities of St. Mary's County Government. We've undertaken and accomplished a great deal. Our vision of creating a community with a bright, promising future is the driving force that keeps us focused and committed. It means facing tough challenges, putting in long hours, and making decisions with a true dedication to a St. Mary's County that is the best it can be for all of our tomorrow's.

In the pages that follow are highlights of 2001-2002. The lists of accomplishments are a fulfillment of many of the promises that we made to the citizens of St. Mary's County. Pages upon pages could be written about the many attributes of the County. However, one must look beyond the pages and see why these attributes exist. They exist because of the many involved and caring citizens, the unique quality of life, and the wonderful sense of community that exists in St. Mary's County.

Since we first took office as your Board of Commissioners, our goals have been constant: to improve the effectiveness and efficiency of government; to provide services to the community utilizing technology, equipment and incentives; to forge cooperative agreements with sister institutions; to protect the safety of all citizens; and to create and nurture an environment where families can thrive.

Thank you for taking time to review this report. We believe it reflects a genuine consensus on where the County stands today and what it can and will become in the decades ahead. As we continue to serve you, we promise that all citizens of this great community will be proud to call St. Mary's County home.

We pledge our leadership, our commitment, and our trust.

## MISSION STATEMENT

*St. Mary's County Government will be responsive and accountable to the county's citizens; provide high quality, cost effective and efficient services; preserve the county's environment, heritage and rural character; and foster opportunities for present and future generations.*

mission statement



## About Our Government

St. Mary's County is governed by a Board of Commissioners consisting of five commissioners elected to serve four year terms. Four commissioners are elected by voters to represent their districts of residence. The Commissioner President may live anywhere in the county.

The Board of Commissioners establishes all County policies, enacts ordinances which have the force and effect of law, reviews and approves annual budgets and work plans for all departments and agencies receiving County funds, conducts public hearings and makes decisions on land use matters involving zoning, water and sewer categories and appeals from the Planning Commission. The Board of Commissioners appoints all department heads and members of boards, committees and commissions, purchases and maintains County property, approves road construction and maintenance, and serves as the County's chief elected officials in dealing with other counties, and the state and federal governments. The Board of Commissioners' office serves as a contact point for citizens in a variety of areas ranging from general information to specific assistance with government procedures and programs.

As the governing body for St. Mary's County, the Board of Commissioners may exercise only such powers as conferred on it by the General Assembly of Maryland. Additionally, the Board of Commissioners serves as the County's elected officials in dealing with other governments. Commissioners serve on a part-time basis. The day-to-day affairs of the County are managed by the County Administrator, who is appointed by the Board of Commissioners.

The Board of Commissioners meet 48 times per year and meetings are held Tuesday at the Governmental Center in Leonardtown, Maryland. Meetings begin at 10:00 a.m., are open to the public, and broadcast live from Cable Channel 12, the Governmental Access Channel for St. Mary's County.



## County Administrator



Alfred A. Lacer  
County Administrator

An appointed County Administrator is responsible for the day-to-day administration of County government as principal executive officer. The County Administrator supervises and directs all government department heads and coordinates staff activities of all functions under the Board of County Commissioners' jurisdiction.

The County Administrator assigns and reports on general business actions and functions of County government and provides periodic performance reports on projects or problems.

The County Administrator is responsible to the Board of County Commissioners for the day-to-day operations of County Government, assuring that the Board of County Commissioners' decisions are implemented. The County Administrator administers the various functions of government in accordance with laws, policies and procedures promulgated by the Board of County Commissioners and prepares policy recommendations for Commissioners' approval. In addition, the County Administrator approves the weekly meeting agenda of the Board of County Commissioners, advising the Commissioners in establishing long and short-range goals and objectives for the County. The County Administrator acts as liaison and coordinates efforts with other State, Federal, County and non-profit agencies and supervises, directs, and evaluates department heads.



## Significant Decisions

- Initiated Integrated Systems Planning process for the County.
- Implemented a regional community college initiative — The College of Southern Maryland.
- Integrated Americans with Disabilities Act (ADA) considerations into all capital projects, activities, programs, and initiatives.
- Added several new senior center facilities, to include a northern County facility.
- New Lexington Park Library completed in 2002.
- Approved construction of a New Naval Air Museum.
- Signed Memorandum of Understanding with the State of Maryland and the Town of Leonardtown to develop Macintosh Run, a conference/golf course facility.
- Made significant investment in county infrastructure.
- Continued the Lexington Park Revitalization resulting in Lexington Park being designated as a Focus Enterprise Zone by Governor Parris Glendening.
- Land Preservation efforts to be supplemented with a Purchase of Development Rights Program.
- Implemented Accommodations tax and grants to support tourism initiative.
- Completed impact fee review and increased rates in FY2001.
- Implemented a Debt Affordability Study – improved performance on all debt affordability measures that was instrumental in attaining a bond rate increase.
- Aggressive capital construction program – including public school facilities—leveraging the State's investment.
- Enhanced the County's recreation and parks facilities.
- Enhanced the County's STS public transportation system and commuter bus service, with the state, to the Washington DC area.
- Conducted a comprehensive inventory and review of roads and completed a space needs study of all public facilities.
- Funded a Fire & Rescue Revolving Fund for capital improvements.
- Conducted a Departmental reorganization to improve service and efficiency within County government.
- Continues working with agencies and other localities to restore the environment following the PEPCO Oil Spill.
- Provided new and expanded space for the Sheriff's Department

## Department of Economic & Community Development

The Department of Economic & Community Development carries out the economic and community development policies of the Board of County Commissioners by administering business development, agriculture, tourism, and housing activities. DECD's programs serve county residents by helping to create a strong, diverse and resilient economy with good jobs and a rising quality of life.

In conjunction with the Economic Development Commission, DECD developed a multi-year economic development strategy for the county.

Key priorities include:

- Provide community support for the Navy and contractor industry to sustain and enhance the competitiveness of the technology-based defense economy.
- Support new business opportunities that expand the existing technology sector.
- Revitalize public and business infrastructure in Lexington Park.
- Pursue diversification opportunities.
- Develop a more competitive tourism sector as a major diversification initiative.
- Support diversification of agriculture sector and other resource-based activity.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

#### AGRICULTURE/SEAFOOD

- Established 35 Agriculture Land Preservation Districts consisting of 3486.69 acres.
- With the Patuxent Tidewater Land Trust, received \$3.7 million for the Huntersville Rural Legacy area in 2001. A total of \$9 million has now been allocated to the Huntersville area.
- Assisted the Agriculture Preservation Advisory Board in preparing a Purchase of Development Rights Program and a Critical Farms Program.
- Assisted Tri County Council in organizing the Opportunities for Profit Trade Fair in November 2001.
- Received grant funds from the MD Department of Agriculture and Tri-County Council to promote farmers markets in California and Charlotte Hall.

#### TOURISM

- Began production of the Southern Maryland Heritage Area Tourism Management Plan with Calvert and Charles counties. The plan will be completed in fall of 2002 and will lead to designation of the region as a state Certified Heritage Area.
- Updated tourism website, with over 14,000 visitors during its first three months.
- Produced 60,000 copies of Alive with History & Heritage, a heritage tourism brochure.



- In 2001, increased fulfillment responses by 10%, filling 14,789 requests for visitor information.
- Produced new St. Mary's County Visitors' Guide to function as a comprehensive fulfillment and outreach publication. Fifty-five thousand (55,000) copies printed.



major  
accomplishments

## BUSINESS DEVELOPMENT

- Assisted precision manufacture, Triton Metals, in relocating to the county.
- April 2001, helped host 66 defense technology executives from Canada and the United Kingdom.
- Partners in hosting the Fifth Annual Business Development Symposium (BDS) March 18-19, 2002 and the Fourth Annual BDS in March 2001.
- Report on the economic impact of the Patuxent River Naval Air Station completed in April 2002 and added to the county's website.
- Attended key technology conferences including the Office of Naval Research Industry Partnering Conference in Washington, D.C., Tech Trends, State Summit on Technology, Maryland Technology Showcase, and Sea-Air-Space Expo.
- Produced 4,000 Technology Handbooks and have distributed over 2,800 to date, listing all technology companies and resources in the county; a Guide to Office Space Listing; and Economic Facts and Figures.



## DIVISION OF HOUSING

### MAJOR ACCOMPLISHMENTS

- Selected to receive funding for FY 2001 Choice Voucher Family Self-Sufficiency Program.
- Graduated four participants from the Family Self-Sufficiency Program. Two other participants won educational scholarships.
- Selected to receive funding for the Workforce Rental Allowance Program to help modest income families address housing costs.
- Selected to receive additional funds to assist 207 more families in the Fair Share Vouchers Program.
- Improvements made to Lexwood Drive in Lexington Park include curbs, sidewalks, and streetlights.
- Construction of 14, 000 sq. ft. building - Family Support and Head Start Center in Lexington Park.
- Applied for and received funding from the Department of Housing and Community Development (DHCD) to inventory and establish a Community Legacy Plan for the Lexington Park Community Legacy Area.
- Established a Homeownership Opportunities Revolving Loan Fund to assist with the purchase of manufactured homes.
- Holland Forrest Landing has offered Homeownership opportunities to four families.
- Selected to participate in the Department of Housing and Urban Development's "Work Pays" Program.

# Department of Emergency Communications

The Department of Emergency Communications was established by the Board of County Commissioners with the appointment of a Director on May 3, 2000. The 24-hours-per day, 7-days-a-week operation provides continuous emergency and routine communications, dispatch to fire/rescue, sheriff/police, animal control and many other emergency or urgent services. Additionally, communications for the police services is available as necessary, along with other local and state agencies operating within the county.

Communications Operators with the Department receive emergency 9-1-1 calls from the public and dispatch the proper emergency departments or agencies. The Communications Operators are trained in Emergency Medical Dispatch (EMD) and are certified as Emergency Communications Specialists through the Maryland State Numbers Board (MSNB) and Maryland Institute of Emergency Services Systems (MIEMSS). In addition to 9-1-1 call-taking and dispatch, the Communications Operators receive routine calls from the public, supply requested information, enter all calls for service in a Computer Aided Dispatch (CAD) system, operate radios, and keep appropriate records and logs. Call-taking includes fire drills, national Weather Service reports, Calvert Cliffs Nuclear Power Plant communications and equipment checks, police simulcast functions, transfers, radio reports, and fire/rescue radio transmissions



major accomplishments

## MAJOR ACCOMPLISHMENTS

- Established a new, dependable (90% coverage/90% of the time), public safety communications system to include (1) the design and construction of a new state-of-the-industry Emergency Communications Center.
- Established a new-technology infrastructure comprised of four towers located at sites in Leonardtown, California, Dameron and Mechanicsville, microwave paths, tone-alert paging and new VESTA Emergency Telephone Equipment.
- Project management of the installation of a 800MHz radio system with new mobile, portable and base radio equipment.

### 9-1-1 DISPATCHING ACTIVITIES

Fire/EMS Incidents	10,632
Miscellaneous Incidents	18,134
<b>Total Incidents</b>	<b>28,766</b>

9-1-1 Incoming	41,611
9-1-1 Transfer	5,896
Non-emergency calls, Incoming	146,859
Non-emergency calls, Outgoing	61,362
<b>Total Telephone Calls</b>	<b>255,728</b>

## Department of Facilities Management

The Department of Facilities Management is responsible for planning, programming and budgeting for capital projects, as well as design and construction of County facilities. Responsibilities also include space planning, master planning and contract management. The department provides these services to all County departments and spending units. The building service division provides planning, maintenance, and security for County Government facilities and building.



major  
accomplishments



### MAJOR ACCOMPLISHMENTS

- New Lexington Park Library -Construction scheduled for completion in September.
- College of Southern Maryland Phase II - Completed the redesign with groundbreaking in May.
- Patuxent River Naval Air Museum and Visitors Center design completed.
- Northern Senior Center - Design completed.
- Government Center Annex – Design completed: Treasurer’s Office relocated; Phase I construction due for completion in September; Phase II complete in October.
- Wicomico Shores Golf Course Clubhouse and Maintenance Building design complete.
- Design of the Government Center water line loop completed.
- Parking lot completed in Leonardtown.
- Anderson Property Acquired for County use.
- Various property rights - of - way for County roads and utilities acquired.
- Joseph D. Carter Building: Renovations for 2nd District Court in progress.
- Health Department: Air conditioning, electrical and exterior upgrades complete.
- Southern Maryland Regional Library: Electrical upgrades complete.
- Ridge Convenience Center – Acquired property and replaced building.
- Various electrical generators and transformers installed or replaced.

ACCOMPLISHMENTS

## Department of Finance

The Department of Finance is comprised of the Office of the Director, Accounting Office, Procurement and Copy Center. The Office of the Director is responsible for overall department management and serving as fiscal policy advisor to the Board of County Commissioners and the County Administrator. This responsibility includes budget formulation and management, administration of bond sales and other special fiscal services. Accounting Office responsibilities include maintenance of general accounting and payroll/leave systems, revenue and disbursement systems, cash and debt management, financial audit activities, investment of County funds, energy tax administration, mosquito control program invoicing and collection, external financial reporting and special taxing districts administration. Procurement is responsible for bid processing, issuance of purchase orders, and contract administration.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

- Conducted a first ever countywide debt affordability study that was instrumental in obtaining an improved County Bond rating. The study serves as a management tool for long term bond financing of capital projects
- Obtained an upgraded County debt rating from all three bond agencies -Moody's, Standard & Poor's and Fitch - increasing the County's status from A1 to Aa3. This was the first bond rating increase from Moody's for St. Mary's County since 1997.
- Conducted a comprehensive review of procurement policies and procedures for St. Mary's County Government.
- Formulated a fiscally responsible FY 2003 budget, which was adopted by the Board of Commissioners.
- The County's AA rating and current market produced savings for the County and St. Mary's Hospital. The County sold \$40.7 million in General Obligation Bonds, obtaining a very competitive 4.658645% true interest cost. \$20 million of the bonds were sold on behalf of the Hospital to provide the principal portion of the funding for the major renovation/expansion project.
- The County refunded – or refinanced – its outstanding debt at a significantly lower interest cost. Estimated savings over the remaining term of those bonds is \$619,442 and the debt will be paid off according to the original timetable.
- Obtained a very competitive interest rate on the general obligation bonds sold by the County, on July 24, 2001, to help finance various capital improvement projects. The \$25 million bond issue provided funding for various infrastructure improvements for schools, county buildings, roads and bridges. There were seven bidders on the \$25 million bond. The successful bidder was Legg Mason Wood Walker, Inc. Its bid will result in the County paying interest equivalent to 4.5597% on the 20-year debt. This lower rate is attributable to the County's sound fiscal management, as evidenced by the credit ratings.
- Provided staff training and implemented the transition to a county wide HTE financial management system..
- Added grants coordinator position to the Finance Department staff to centralize the grant writing/award process for SMCG, resulting in increased grant awards for county programs and projects.

## Department of Human Resources

The Department of Human Resources is responsible for all personnel administration activities of the County workforce, including position classification, job advertising, applicant interviewing, testing, personnel actions, maintenance of personnel folders, update and maintenance of the Personnel Manual, administration of the State Retirement and Pension System and the Sheriff's Department Retirement System, employee Health and Life insurance programs, Unemployment Compensation, Employee Assistance Program, Savings Bond Program, and a Length of Service Awards Program for fire and rescue companies.



major  
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### MAJOR ACCOMPLISHMENTS

- Number of County employees:  
January 2001 – 720; January 2002 – 702.
- Advertised for 90 vacant positions in CY 2000.
- Processed approximately 2,000 applications.
- Initiated all personnel actions for employees, including hiring, terminations, promotions, merit increases, resignations, reclassifications (estimate 30 per year), reassignments, pay adjustments, disciplinary and corrective actions to include suspensions, terminations, and grievances.
- Processed performance evaluations (550+ annually).
- Updated the Personnel Manual.
- Developed new personnel programs, policies and training.
- Maintained employment statistics and reporting (EEO).
- Employee Assistance Program consists of seven agencies with 3,450 employees inclusive.

- Incentive Awards Program - Length of Service and 100-Day Sick Club.
- Worked with Community groups to provide as many opportunities to as many citizens as possible.
- Commenced rewrite of HR Policy Manual.
- Completed audit of all positions for compliance with the Fair Labor Standards Act.
- Raised over \$3,900 for the United Way, receiving their Most Improved award.
- Processed approximately 2,000 applications for 90 vacancies.

### ADMINISTERED

- The Sheriff's Department Retirement System with 164 active members and 31 retirees.
- The State Retirement/Pension Systems with 443 active members and 76+ retirees.
- Deferred Compensation Plan - current enrollment is 141.
- Retirement counseling.
- Health/life insurance programs for all County employees and retirees as well as three (3) other agencies (Commissioners of Leonardtown, Soil Conservation, and Library) - 652 total enrollees.
- Health Care Continuation Program (COBRA, 5 - 7 members per year).
- LOSAP for 14 Fire and Rescue Companies - P145 current recipients of a monthly check and 718 active volunteers.



## Department of Information Technology

The Information Technology Department's mission is to provide quality network and systems support that enables county agencies to incorporate technology to better meet the goals and missions of each department. The Information Technology Department provides leadership,



major  
accomplishments



technical expertise, infrastructure, system security, training, customer services and technical support to County agencies.

Working with all departments, the Information Technology Department has standardized platforms and infrastructure to better meet the automation needs of diverse departments and functions. Standardization on proven platforms and technology provides a cost effective means of deploying and maintaining equipment while providing the end users with a reliable architecture to completed assigned tasking.

Major activities include Management and Administrative Services, Financial and Administrative Systems Management, Public Safety and Justice Systems Management, Technical Support, Network Operations, Telecommunications Management, Training, Printing, GIS and Software Management. The Department of Information Technology provides training, equipment procurement, installation, maintenance, systems applications, networking, internet and e-mail access, telecommunications infrastructure support and other services at all levels to ensure the technological needs of St. Mary's County Government and its employees.

### MAJOR ACCOMPLISHMENTS

- Completed network infrastructure upgrade from cable modems to Frame Relay.
- Upgraded all Novell servers.
- Installed and deployed GroupWise E-mail, Calendar, and Scheduling system.
- Upgraded the HTE Financial module to version 6.0.
- Upgraded the HTE RecTrak module and installed the interface to Finance module.
- Consolidated County GIS efforts.
- Procured and installed Microsoft Office licenses for all County PC's and laptop computers.
- Expanded web presence to 27 County Agencies.
- Miles\NCIC installation into the new Emergency Communications Building.
- Installation of the GIS Arc Internet Mapping Server.
- Installed ICS Form Soprint Software which allows us to customize any AS-400 forms.
- Provided network and telecommunications support for Sheriff's Office Lexington Park Outpost.
- Upgraded Firewall and VPN software.
- Specified and purchased antenna equipment necessary for installation of 802.11b wireless network to be installed on the 911 towers.
- Installed Web Access for employee GroupWise users to access accounts via the Internet.
- Provided Microsoft Office and GroupWise training to all county employees monthly.
- Provided support for all HTE web training as requested by users.
- Installed and made available to all departments a county Intranet website.

## Department of Permits and Inspections

The Department of Permits and Inspections was created in the summer of 2000 to better organize County staff responsible for insuring that all laws, regulations and codes are followed by everyone who builds something or changes the use of land or buildings in St. Mary's County. Functions formerly housed in the departments of Planning & Zoning and Public Works & Transportation have been transferred to the Department of Permits and Inspections in an effort to streamline the permitting, inspection and completion certifications of development projects ranging from residential decks added to houses to multi-story retail projects.

The Department of Permits and Inspections is responsible for enforcement provisions of the Building Code, Plumbing Code, Livability Code, Stormwater Management Regulations, Chesapeake Bay Critical Area Regulations and Zoning Ordinance. The Department works with other agencies to insure compliance with the Electrical Code, the Fire Code and Sediment Control Regulations. The Department also responds to complaints related to land use activities.



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The philosophy of the Department of Permits and Inspections is to help people comply with the law. During the past year, the Department has sponsored several workshops to explain new regulations and has updated and expanded over a dozen Customer Assistance Guides to help the average citizen understand rules and regulations pertaining to building and development projects.

### MAJOR ACCOMPLISHMENTS

- Expanded hours of operation from 8 a.m. - 5 p.m. to 7 a.m. - 5 p.m.
- Developed information for new department Web page.
- Revised Customer Assistance Guides for distribution and inclusion on Web page.
- Implemented computerized application tracking system.
- Adopted new building codes – the International Residential Code and the International Building Code.
- Revised the SMC Livability Code.



## Department of Planning and Zoning

The Department of Planning and Zoning functions are centralized and are accomplished through a diversified system of commissions, boards, and staff organizations. Since 1974, the Department of Planning and Zoning (DPZ) has performed the planning, zoning, and land use management staff functions of county government. The Department provides principal staff support to the Planning Commission, the board of Appeals, Historic Preservation Commission and supplemental support to numerous other Boards. The functions of Zoning and Subdivision Administration and the coordination of the Technical Evaluation Committee (TEC) also rest with the Department of Planning and Zoning. The Department is also responsible for the updates of the Comprehensive and other functional or area plans such as the Lexington Park Master Plan and the Wicomico Scenic River Management Plan. The Department of Planning and Zoning is the lead agency for strategic planning of the delivery of county services, facilities, and new development.

Overall management of numerous state-mandated development regulations and planning requirements has increasingly become the focus of the local planning and zoning function. What used to be a locally directed (and funded) planning process has now become largely dependent upon the directives of State-mandated, yet largely still locally-funded, activities.

The Department of Planning and Zoning is further responsible to protect the natural environment and guide the orderly growth of the County by fairly and equitably upholding laws and consistently administering rules and regulations adopted by the County Commissioners which are designed to fulfill the betterment of the community. This mission of service to the taxpayers is diligently and faithfully pursued each day in accordance with the provisions of the County Code and within the context of State mandates.

### MAJOR ACCOMPLISHMENTS

- St. Mary's County Comprehensive Zoning Ordinance (Adopted May 13, 2002)
- St. Mary's County Subdivision Ordinance (Adopted May 13, 2002)
- "Quality of Life in St. Mary's County – A Strategy for the 21st Century" Comprehensive Plan (Amended February 19, 2002)

major  
accomplishments

- "Air Installations Compatible Use Zone (AICUZ) and Airport Environs (AE) Overlay" Zoning Ordinance Amendment (Adopted March 13, 2001)
- "Storm Water Management" Zoning Ordinance Amendment (Adopted June 26, 2001)
- "Growth Allocation Consent Decree Ordinance" (Adopted November 13, 2001)
- Comprehensive Water and Sewerage Plan Resolution for Ben Oaks Subdivision (Adopted November 13, 2001)
- Planning Commission forwarded 17 Agricultural Land Preservation District (ALPD) cases representing 3,185 acres preserved to the Board of County Commissioners
- Planning Commission endorsed the Lexington Park Transportation Plan
- Planning Commission endorsed the Callaway Village Center Master Plan
- Planning Commission public hearings on FDR Boulevard Mapping Alignment
- Planning Commission recommendation on Board of Education School Facilities Master Plan
- Planning Commission expanded role and provided timely recommendation on Capital Improvements Program
- St. Mary's County Communications Towers Ordinance (Adopted December 4, 2001)
- Rehabilitation and Livability Code Committee Recommendations to Board of County Commissioners
- Received WRAS Grant for Breton Bay
- Instituted major Integrated Strategic Planning Initiative
- Board of Appeals Retreats
- Received Historic Preservation Grant
- Recognized worthy recipients of Historic Preservation Awards



major  
accomplishments

## Department of Public Works & Transportation

Since July 1, 1984, the Department of Public Works and Transportation has been responsible for the planning, design, construction, inspection, operation and maintenance of a variety of public facilities. These facilities include: County highways, solid waste disposal sites, recycling convenience centers, piers, bulkheads, revetments, jetties, bridges and review/permitting of private sector infrastructure development. On April 20, 2000, the responsibilities of the Department were expanded to include Airport operations, the STS Transit system, vehicle maintenance, fleet management, Non-public school transportation and Metro mail services. In accordance with the Department's goals and County master plan documents, various projects are approved and requested in the County's Capital Improvement Program.

### ROUTE EVALUATION STUDY

A comprehensive inventory and review of the County Road System was completed this year to re-assess the current road classifications and rating systems and to help identify safety and improvement programming for future Capital Improvements. County-Wide Transportation Plan and Bicycle & Trails Plan will be developed in the next phase of the project.

### ALL FAITH CHURCH ROAD

The final design and alignment was completed for the reconstruction and upgrade of approximately 1.4 miles of roadway from Golden Beach Road to MD State Route 6.

### MAJOR ACCOMPLISHMENTS GOLF COURSE DRIVE EXTENDED TAXING DISTRICT

A Special Road Taxing District was established to extend Golf Course Drive in the Wicomico Shores Subdivision, a distance of approximately 2,700 feet.

### SOUTH CORAL PLACE COMMUNITY IMPROVEMENTS

The design to rehabilitate and upgrade approximately 600 feet of Coral Place as a part of the Tulagi Place Revitalization Project in the Lexington Park commercial area was completed.

### PATUXENT PARK SUBDIVISION IMPROVEMENTS

The Phase I design plans for the three (3) phase road reconstruction project in the Patuxent Park Subdivision was completed.

### INTERSECTION SAFETY AND SPOT IMPROVEMENT PROGRAM

This new safety initiative will be performed in conjunction with the Roadside Obstacle Removal project and will help to systematically address sight distance and needed intersection improvements such as the intersection of Cherryfield and Drayden Roads currently under design.

### FLAT IRON ROAD INTERSECTION IMPROVEMENTS

Final construction was completed for the realignment and signalization of the intersection with Indian Bridge Road and MD State Route 5 via a Memorandum of Understanding with the State Highway Administration.

### TULAGI PLACE REVITALIZATION, PHASE 1B

The reconstruction of the curb, gutter and sidewalk replacement improvements, along the frontage of Linda's Café in Lexington Park, is a portion of the project that will be completed by the State as a part of the MD Route 235 Improvements.

## ROADWAY SURFACING PROGRAMS

In Calendar Year 2001, approximately 90.2 miles of roadway were maintained / improved through the various County Surfacing Programs: 65.5 miles by Surface Treatment, 16.3 miles by Asphalt Overlay, plus miles of maintenance paving and 8.4 miles by Modified / Slurry Seal. A more cost effective Modified Surface Treatment Program was also introduced in 1998 of which 13.4 miles were treated in 1999.

## LXWOODS DRIVE

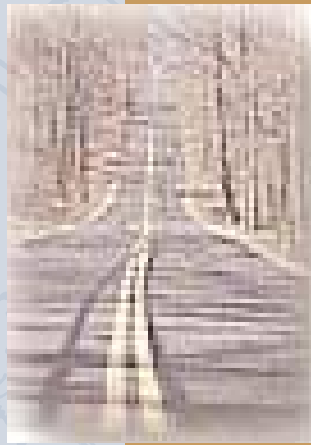
In conjunction with grant monies received by the DECD, retrofit monies were utilized to construct approximately 800 linear feet of sidewalk, curb, gutter and storm drainage along Lexwood Drive. In addition, street lighting was provided for safety as well as a pilot Speed Bump installation to control traffic speeds in the area.

## LEXINGTON PARK TRANSPORTATION PLAN UPDATE

The Plan update was completed and a Public Hearing was conducted in March 2001.

## CULVERT/BRIDGE REPLACEMENT

Numerous existing metal pipes and culvert crossings are failing structurally and/or are inadequate to handle the runoff, which results in localized flooding, pavement failure and potential safety concerns. This year, Lockes Hill Rd., Flat Iron Rd., Clarkes Landing Rd., Ball Point Rd. and Mattapani Rd. culvert-crossings were upgraded.



major  
accomplishments

## SHORELINE CONDITIONS ASSESSMENT

Initial phases are completed which evaluate potential project sites based on threatened infrastructure, proximity to navigational channels, siltation rates etc. DNR also provided the County with digital interpretations of historic shorelines of the County between 1848-1994 for use in the project.

## ST. ANDREWS LANDFILL CAPPING DESIGN

The capping of Cells 1, 2 and 4 of the existing Landfill Area B was funded through a low-interest loan as a part of the State's MWQRLF program. The project was bid, awarded and includes an "active" gas venting system. The design of remaining Cells 3 & 5 is underway.

## RECYCLING SERVICES

In May 2001, the Blue Rhino program was initiated for the acceptance of propane, oxygen, acetylene bottles, carbon dioxide cylinders and freon tanks from residential and commercial customers. In July 2001, The Maryland Department of the Environment confirmed a recycling rate of 16.34% for St. Mary's County. In July 2001, concrete, asphalt, brick and block were allowed to be accepted at St. Andrews for processing and use by the DPW&T. In December 2001, the Office Paper Challenge was initiated in conjunction with a Blue Bin program to recycle office paper in 60 County facility locations.

## COMPREHENSIVE SOLID WASTE MANAGEMENT AND RECYCLING PLAN

An updated Plan setting forth principles, policies, objectives and goals which will serve as a guide for the management of solid waste and recycling within St. Mary's County for the next ten (10) years was adopted by the Board of County Commissioners.

## AIRPORT—SECURITY

A Crime Prevention Survey was completed in November 2001 in the wake of the September 11, 2001 terrorist attacks on the United States. A Plan of action was developed and funded for implementation of improved security and access controls.



major  
accomplishments

## STS TRANSIT SYSTEM EVENING AND SATURDAY SERVICE

Effective January 7, 2002, the STS added Evening and Saturday service on the Charlotte Hall Route and the Leonardtown Loop. The Charlotte Hall Route will now run from 6:37 A.M. until 10:37 P.M., Monday through Saturday. The Leonardtown Loop will now run from 6:00 A.M. until 10:30 P.M., Monday through Friday. After 6:00 P.M. on Saturdays, the Leonardtown Loop changes to meet the California/Great Mills Evening and Saturday Route.

## NEW CONNECTIONS

The Calvert Connection started July 9, 2001 and meets at the Calvert County Informational Center in Solomons. Service runs from 6:25 A.M. until 6 P.M. On January 22, 2001, the St. Mary's Transit Public Transportation (STS) connected with Charles County Public Transportation System (VanGo) at McKay's Plaza in Charlotte Hall. St. Mary's County citizens now can catch any of the St. Mary's Transit System (STS) routes and connect with VanGo and ride to Waldorf.

## BUS ADVERTISING

A contract was awarded for exterior and interior advertising space on STS Transit buses as a part of a revenue enhancement initiative.



## AIRPORT MASTER PLAN AND ENVIRONMENTAL ASSESSMENT

The decision regarding the Airport Master Plan development was made by the BOCC. The Airport Consultant was directed to proceed with Exhibit 3, show the runway extension, the B-II Large aircraft, and development on the North and South parcels. A grant for the respective Environmental Assessment was approved by the Federal Aviation Administration and Board of County Commissioners and will begin in February 2002, pending consultant selection approval.

## Department of Recreation and Parks

The Department of Recreation and Parks is comprised of four divisions: Recreation, Parks, Museum and Golf Course divisions. The Department is responsible for providing public recreational programs and facilities for citizens, which includes developing and maintaining the local park system. During calendar year 2001, the parks system included twenty County parks, fourteen public landings, various athletic facilities, the Wicomico Shores Golf Course, the St. Clement's Island-Potomac River Museum, Piney Point Lighthouse Museum and Park and the Drayden African American Schoolhouse. The Department also manages the Leonard Hall, Hollywood and Margaret Brent Recreation Centers, a Gymnastics Center, a Teen Center, and the Mechanicsville Child Care Center.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

- Plans for the County's first skatepark were included in the master plan for Nicolet Park. Nicolet Park is currently closed for expansion and renovation and will reopen in late fall of 2002.
- Plans for the renovation and expansion of Laurel Grove Park were completed. This park is also closed for construction and will reopen in fall 2002; new ballfields will be ready for use in spring 2003.
- The master plan for a new park in northern St. Mary's County was completed. Staff and engineers continue to work on the design drawings. It is anticipated that phase one of park development will begin in winter 2002; the major focus of phase one will be a major soccer complex.
- Moved forward with plans for a new Clubhouse facility at Wicomico Shores Golf Course. Plans for the new Clubhouse are nearing completion. Construction will begin in fall 2002 and be completed by winter 2003.
- Endorsed the plan to include a community pool in concept plans for the nineteen-acre parcel of County-owned land adjacent to Great Mills High School.
- Held a ribbon cutting and dedication ceremony for the new John G. Lancaster Park in Lexington Park. The park includes Southern Maryland's First Boundless Playground for children of all abilities.
- In collaboration with the Office on Aging, R&P expanded senior programming through offerings by the Therapeutic Recreation Section of the Department.
- Negotiated a new ten-year lease with Patuxent Development Company for the Gymnastics Center in Lexington Park.
- Received a Maryland Department of Transportation grant to begin implementing recommendations outlined in the Southern Maryland Bicycle Trails Plan. R&P is working with a committee of County agencies and citizen groups to develop an action plan for the funds.
- Continued to support and implement improvements outlined in the Park ADA Transition Plan to make parks and facilities accessible to those with disabilities.
- Completed a parking/paving multi-use area expansion project at St. Clement's Island Museum and relocated the Museum gift shop to a renovated former residence on Museum grounds.
- The County signed a purchase agreement for approximately two acres of land in Piney Point to expand and enhance the Piney Point Lighthouse Museum and Park.



## The Lexington Park Plan

**A** Powerful Vision, A Solid Plan and A Positive Future for Lexington Park - a motto that characterizes the high standard of excellence for the many noteworthy accomplishments of the Commissioners' effort to initiate the Lexington Park Plan, the adopted master plan for the revitalization of the Park. Significant capital projects are either completed or well underway, that will distinguish Lexington Park as an attractive and inviting place to live, work and play.

The Office of the Lexington Park Plan is working in close cooperation with the St. Mary's County Community Development Corporation, the Lexington Park HotSpots Community Program, and the Maryland Departments of Transportation, Business and Economic Development, and Housing and Community Development toward the long-term and sustainable commercial and community revitalization of Lexington Park.

The Plan outlines an aggressive 5-year capital and infrastructure campaign focused on the physical and economic improvement of the approximately 5,700-acre commercial area that borders the Patuxent River Naval Air Station.

### MAJOR ACCOMPLISHMENTS

- In the fall of 2001, the John G. Lancaster Park at Willows Road was opened to the public. This 37 + acre public park is one of three significant recreational areas targeted for improvement within the boundaries of the Lexington Park Revitalization District.
- A GroundBreaking was held, and construction began at Nicolet Park on the first phase of the Park's expansion plan including a skate park, rest rooms, outdoor play area, road network, parking and an improved entrance.
- Concept planning on roadway improvements to Great Mills Road between MD Route 235 and the entrance to St. Mary's Square was completed in 2001.
- Phase three of the road reconstruction of MD Route 235 from Pegg Road to Lei Drive.



major  
accomplishments

- Design and engineering has been completed on Tulagi Place Extended planned to connect to S. Shangri-La Drive and Willows Road. The extension of Tulagi Place is one of two new road connections that will be constructed to achieve a traditional grid road network significantly improving the pedestrian orientation of the Lexington Park Town Center.
- The construction of the new Lexington Park Library and renovation and expansion of Lexington Park Elementary School -- two key projects designed to use public facilities to create destination points in the Town Center -- began in earnest in the fall of 2001. Both projects will be completed in the fall-winter time frame of 2002.
- Design and engineering of the Patuxent River Naval Air Station continues to progress on schedule and the construction of the JTD Conference Center and Marriott-Fairfield Hotel project was underway by December of 2001. The Conference Center and hotel are but a few of the private development projects that combined to tally over \$4.5 million of new investment to real and personal property within Lexington Park.



## The Marcey Halfway House

The Marcey Halfway House has been operational and providing residential treatment services for recovering substance abusers since 1989. The program strives toward rehabilitation for the substance abuser upon a multi-dimensional treatment modality. The program focus is aimed at interrupting substance use and incorporating new strategies toward the development of a drug-free lifestyle.

Recovery is maintained with the guidance of a pool of community resources such as psychiatrists, psychologists, physicians, nurses, vocational trainers, counselors and other experts. Marcey House is a fifteen bed coed facility with the capacity to treat six (6) females and nine (9) males. Several significant accomplishments and activities occurred in fiscal year 2001 to reflect the goals and mission of the organization.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

- Created and secured annualized funding for additional House Management staff.
- Maintained certification requirements through the Office of Health Care Quality (DHMH) meeting all regulatory standards.
- Acquired new title sponsor for 8th Annual Benefit Golf Tournament Fundraiser (Eagan, McAllister & Associates Inc.) and maintained partnerships with other corporate sponsors such as Verizon, Constellation Energy Group and Washington Gas. This allowed Marcey House to reach its financial goal.
- Featured celebrity guest, Orlandor (Tubby) Smith, University of Kentucky (Wildcats) Men's Head Basketball Coach in support of the Marcey House 8th Annual Benefit Fundraiser event.
- Featured in the Alcohol and Drug Abuse Administration monthly newsletter, The Compass Bulletin in recognition of corporate level partnerships in support of publicly funded substance abuse treatment programs.
- Received 407 intakes and referrals from persons in need of substance abuse treatment:
  - Served 24 participants of which 67% completed essential phases of the program with (11), 46% graduating successfully.
  - Maintained an average utilization rate of 14 participants.
  - Sustained an average length of stay until successful program completion of 9 months.
  - Rate of employment combined with transition to independent living reached 94% among program graduates.



MA  
ACCOMPLISHMENTS

## Office of Community Services

The Office of Community Services (OCS) is the department of county government directed to address volunteerism, social needs and community concerns. This is achieved by coordinating volunteer activities, administering guidance and support to county-appointed advisory boards, and aggressively organizing local communities through education and empowerment efforts. Substance abuse prevention, juvenile delinquency, illiteracy, HIV prevention, community safety, disability awareness and human rights are all issues under the OCS umbrella. Additionally, the Alliance for Alcohol and Drug Abuse Prevention, underage drinking prevention, drunk and drugged driving prevention and the Summer of Safety, Arts and Reading Camps, all are coordinated by the Office of Community Services. To summarize in one sentence: the function of the OCS is to identify community needs and work with citizens and agencies to find successful solutions.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

- Coordinated the HotSpot Initiative – a multi-agency, comprehensive, anti-crime effort bringing together county government agencies, law enforcement, parole and probation, counseling, treatment and public schools. The goal to reduce Part 1 crimes in the HotSpot by 35% was met and the Lt. Governor came to St. Mary's County to acknowledge the HotSpot success.
- Provided administrative support to the Commission for People with Disabilities, and assisted the Commission with coordinating the High Hopes for Everyone event. This event acknowledged Disabilities Awareness Month in March, and brought together people of various abilities to interact, socialize and learn about one another and local resources.
- Supported the Human Relations Commission with its informal mediation of discrimination complaints and assisted with the planning of the annual HRC Breakfast and Awards Presentation. Additionally, assisted with the establishment of the Community Mediation Center to resolve disputes without resorting to litigation.
- Organized Freedom Fest, the county's Fourth of July celebration at the Fairgrounds, culminating with a fireworks display. Freedom Fest 2001 drew approximately 15,000 citizens.
- Assisted over 1,500 children in need of assistance during the Christmas holidays with donated gifts of food, toys and clothing through the Christmas Caring program.



major  
accomplishments

- Awarded a grant in the amount of \$70,760 from the Corporation for National Service to cover the cost of twenty-four Summer Associate VISTAs to serve as Assistant Camp Directors in the summer camps.
- Formation of the private/government partnership in the Maryland Youth Leadership Team, a group of young men and women who reach out to their peers and adults to educate them on the issues affecting youth in St. Mary's County. The youth in the program run, develop, and manage the program, receiving guidance and training from the adults involved in the program.
- Worked with the St. Mary's County Licensed Beverage Board and Licensed Beverage Association in support of underage drinking prevention and impaired driving prevention/enforcement. TAM (Techniques in Alcohol Management) training has become routine.
- Formed partnerships with local counties. A Tri-County Child Safety Seat Team was formed, allowing each county to interact and assist at events to increase participation and effectiveness. Child safety seats were distributed to needy families and to not-for-profit organizations who transport and/or care for children. Over 90 were distributed in 2001.
- Bike rodeos increased, partnering with law enforcement and 4-H. More than 200 helmets were distributed during 2001.
- Worked with Maryland KISS (Kids in Safety Seats), providing special needs seats at no cost for special needs families. One seat provided last year cost approximately \$800. Eight other special needs seats were sent free of charge to be used as needed. Seats were approximately \$125 each.
- Through sponsorship at Wildewood Senior Center provided three workshops on senior driving and pedestrian safety issues. Wildewood provided the location and meals. Local area pharmacists gave their time free of charge to speak at these events.



# AC MAJOR APPLISHMENTS

## Office of the County Attorney

The Office of the County Attorney provides legal services to the Board of County Commissioners, County Administrator and other departments, offices, agencies, boards and commissions, and interaction with the St. Mary's County Ethics Commission. Specific legal representation includes litigation, real estate, zoning and related land use, employment and personnel, contract, construction and municipal law, and constitutional issues, drafting legal documents, and day-to-day legal advice on matters affecting the governance of the County.



There were 126 matters pending from prior years. During 2001, another 1,026 new requests were received for a total workload of 1,152 requests for legal services. This does not include verbal requests for legal advice which are not logged. Of this amount, 1,122 have been completed with 30 cases in progress at the end of 2001.

From January 1, 2002 – April 30, 2002, 376 new requests were received for a total workload of 406 requests for legal services. Of these requests, 346 have been completed, and 60 remain open.

For calendar year 2001, the County Attorney's Office had two attorney positions, two paralegal positions, one senior administrative coordinator position, and one Real Property Manager position.

major  
accomplishments

### MAJOR ACCOMPLISHMENTS

The following constitute highlights of the activities of the County Attorney's Office for calendar year 2001; due to confidentiality and attorney-client privilege, this list is not exhaustive or particularly detailed:

- Not including appeals of other Departments' decisions to the Board of Appeals, the Office, in 2001, concluded 16 lawsuits or Administrative Law actions with 6 wins, 2 losses, and 8 settlements or dismissals, including negotiated settlements in pending litigation cases.
- In addition to judgments being processed for collection, the Office collected \$70,525.21 due the County. Continuing collection efforts have and will continue to occur on behalf of the Department of Public Works, Detention Center, Treasurer, Emergency Management Agency, Office on Aging, Permits and Inspections, and the Board of County Commissioners.
- The Office has been and will continue the prosecution of violations of local ordinances, seeking compliance and penalties that have a deterring effect.

- In 2001, the Office drafted or assisted in drafting numerous County ordinances and resolutions that implement the policies to achieve the goals of the Board of County Commissioners, including the Zoning, Road, Subdivision and Stormwater Management Ordinances, adopting roads, establishing stop intersections and speed limits in designated residential subdivisions, establishing special taxing districts, budget ordinances, zoning ordinance amendments, and the Solid Waste Comprehensive Plan. The Office further assisted with the drafting and negotiating of memorandums of understanding that protect the County's interest.
- Assisted DPWT in resolution of airport lease issues as well as negotiating and drafting new tenant leases.
- Performed analysis of real estate issues, negotiated leases, contracts of sale and drafted deeds, and concluded real estate transactions on behalf of the County in 2001.
- Reviewed and approved security instruments, including those for Grading Permits and Public Works Agreements.
- Provided legal support and advice and reviewed and approved Orders and Minutes for various County boards and commissions, including the Planning Commission, the Board of Zoning Appeals, the Development Review Forum, the Human Relations Commission, and the BOCA Appeals Board.
- Provided legal advice and monitoring regarding post-construction issues on County contracted facilities.
- Participated in negotiations of the Cable Franchise audit and renewal.
- Concluded the transition of legal services for the St. Mary's County Nursing Center, Inc. to their designated contract counsel.

# MAJOR ACCOMPLISHMENTS



## Office of the Sheriff

In the fall of FY 2001, the Board of Commissioners approved a salary increase for the Sheriff's Office Sworn Personnel as recommended by the Sheriff's Office and the SMCG Department of Human Resources. The salary adjustment brought the salaries of the Sheriff's Office Sworn Personnel in line with the Maryland State Police and Calvert and Charles Counties, effective January 1, 2001. Funding for the adjustment was included in the FY 2001.

In addition, the Board of Commissioners also approved the implementation of new pay scales for the Sheriff's Office Sworn Personnel, along with all county employees, effective October 1, 2000.

These salary improvements, together with Retirement Plan benefit enhancements adopted earlier, improved the ability of the Sheriff's Office to better recruit and retain high quality officers.

The unanimous approval of the salary adjustment implemented the commitment of the Board of Commissioners to improve law enforcement in the County.

County Staff and the Sheriff's Office Staff were tasked to perform a market analysis and report their findings to the Board of Commissioners with an implementation plan. The market study compared organization charts and job responsibilities, identified comparable positions, tracked placement of Calvert and Charles positions to the Maryland State Police Schedule, and placed St. Mary's Sheriff's Office Deputies based on comparability to Charles and Calvert Counties.

### SHERIFF'S OFFICE RETIREMENT PLAN

The Board of Commissioners for St. Mary's County approved changes to the Sheriff's Office Retirement Plan as recommended by the Sheriff's Office Board of Trustees. The changes provided comparable and competitive benefits for sheriff's deputies as compared to benefits in Charles and Calvert County. In addition, the enhanced benefits enable the Sheriff's Office to recruit and retain more experienced personnel.

After a three-year study, the Board of Trustees voted unanimously to present the recommendations to the Board of Commissioners.



major  
accomplishments

### MAJOR CHANGES TO THE PLAN WERE

- The elimination of the 20 0/0 Social Security offset at age 62.
- Restore credit for prior military service.
- Implement a 2-tier disability benefit for line of duty injuries reflective of the severity of the impairment.
- Align benefits and/or revise assumptions.
- Update language to current requirements and to match practice.

The Plan provides for changes in benefits for newly hired deputies, those injured in the line of duty and those who retire at age 62 at no additional cost to the employees. Increased costs will be picked up by the county and offset by the retention of trained personnel who ordinarily would go to other jurisdictions in search of better benefits.



## Office On Aging

The Office On Aging is responsible for providing program services to the county's older adults. It consists of two major components (1) the Area Agency On Aging (AAA) and (2) the Medical Adult Day Services Program (MADS). Each of its two major components has within it several units that are generally tasked with the provision of related services. Additionally, the department houses the Retired and Senior Volunteer Program (RSVP), which is sponsored and partly funded by the Corporation for National & Community Service.

The department also has an administrative staff that provides management support and community outreach and a fiscal staff that manages the nearly 30 Federal and State grants and separate funding sources that help meet the costs of services provided by the department.

The Director of OOA is supported by a Deputy Director who directs the Area Agency On Aging and assumes overall responsibility for delivery of programs and services to the community's older adult residents. The Medical Adult Day Services Program is a state licensed daytime health care program. It is managed by the MADS Program Director. The program operates two medical adult service centers, each of which is managed by a licensed registered nurse and supported by a licensed or certified professional staff.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

- Implemented supportive health care services under the new Home and Community Based Service Waiver for older adults under the Medicaid Program.
- Provided services under the newly enacted Federal National Family Caregiver Support Program.
- Received a capital assistance grant from the Maryland Department of Aging to build a new Northern Senior Center.
- Participated in a demonstration program to enroll special categories of Medicare beneficiaries.
- In partnership with the St. Mary's County Senior Coalition, held the first Senior Summit to discuss issues of concern to the senior community and lay the groundwork for strategic planning for senior services.
- In cooperation with the St. Mary's County TRIAD, held the first annual Law Enforcement Appreciation Day.
- Expanded and unified the planning and delivery of Home Delivered Meals to the county's senior citizens.

## St. Mary's County Emergency Management Agency

**E**mergency Management has four program areas. Emergency Management, Animal Control, Advanced Life Support, and Emergency Services. Emergency Management is mandated by Federal and Maryland Law and operates under guidelines and policies established by the County, the Maryland Emergency Management Agency, and the Federal Emergency Management Agency. The Department is charged with mitigation and planning, preparedness, response and management activities, and recovery from the effects of all hazards that could impact St. Mary's County to include natural, man-made, technological, and nuclear disasters. Animal Control executes and enforces the provisions of the State and County Code dealing with animal regulations. This includes, but is not limited to, the apprehension of unlicensed animals, picking up unwanted animals, picking up injured or stray animals, securing veterinary care if appropriate, cruelty/bite investigations, enforcing rabies shots and county licenses, issuing municipal infractions, and transporting animals to the Tri-County Animal Shelter. The Advanced Life Support Unit provides an advanced level of emergency pre-hospital life support care for the sick and injured in addition to the basic life support program. The Emergency Services Committee enhances the efforts of the Emergency Services through coordination and partnering with the 15 Emergency Service Provider Units (Fire and Rescue). The Emergency Services Committee also acts as a business conduit between the county government and the Emergency Services Provider Units.



major  
accomplishments

### MAJOR ACCOMPLISHMENTS

- Had 51 full or partial activations of the EOC for natural, man-made (terrorist/hazardous materials), and technological activities.
- Received 45 hazardous material/bomb/terrorist threats.
- Revising/updating the Emergency Operations Plan for St. Mary's County.
- Animal Control captured 2,855 animals, responded to 5,820 calls, investigated 265 cruelty complaints, conducted 291 bite investigations, and sold 2,000 county licenses.
- The Advanced Life Support Unit responded to 3,224 calls for service.
- The Advanced Life Support Unit has held an Emergency Medical Technician-Paramedic Course, a Basic Trauma Life Support Course, an IV-Technician Course and a Pediatric Emergency for Pre-hospital Providers Course.
- Emergency Services Committee reviewed the revolving loan fund request from the local Volunteer Fire and Ambulance Companies. Current allocations are being provided to Mechanicsville VFD, Lexington Park VRS, Bay District VFD, and 7th District VRS.

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## FY 2002 Budget

The Board of Commissioners for St. Mary's County unanimously approved the proposed budget for Fiscal Year 2002, effective July 1, 2001. The recommended budget, which was reviewed at public hearings was based upon estimates of available resources for FY2002 which were about \$7.2 million higher than FY2001, or a 6% growth. These resources reflect both increased revenues of 4.6% and the judicious use of the FY2000 fund balance of \$4.9 million. The recommended budget, sought to adequately balance the available resources to the needs and expectations of the community. The recommended budget was based upon no change in the tax rates.



### BUDGET PROCEDURE

St. Mary's County's fiscal year begins on July 1 and ends June 30. The annual budget cycle begins in August of each year. At the same time, the Director of the Department of Economic and Community Development provides economic data for the county and community.

The two presentations are provided to the County Commissioners and staff as an "economic outlook" for the next fiscal year. This provides a basis for planning expenses and expected available revenues to provide necessary services to county citizens.

In September, capital project budget instructions are given to all agencies. Examples of capital projects are school buildings, new administrative facilities, landfills, etc. Capital projects are submitted to both the Director of Finance and the Planning Commission. The Planning Commission evaluates and prioritizes projects in accordance with adequate facilities laws. By January 30, the Commissioners set the target for the Capital Budget and the Director of Finance establishes the debt service or interest and principal payment to be considered in the General Fund Budget.

The General Fund Budget can be considered as the financial plan for the county for the following year.

in mid-October, and by January 1, the requests from all county-funded organizations are provided to the Director of Finance. Requests are consolidated by mid-January.

By the end of February, each requesting agency has reviewed their requests with the County Administrator and the Director of Finance. The County Commissioners participate in these reviews to the degree time permits. Early in March, the County Administrator and the Director of Finance complete a tentative Recommended Budget for the county. By the end of March, the Commissioners have reviewed and finalized a recommended budget, and in mid-April, public hearings are conducted to provide for citizen comments on the budget. The Commissioners then develop a final budget, which they must approve by law by May 31. On July 1, the county begins to operate under the approved financial plan.

## EDUCATION

As a County, the capital program focused on public schools, required the Board of Commissioners to set aside the first \$1.6 million to pay the increase in debt service on general obligation bonds associated with those projects. Recognizing the need to provide adequate and appropriate public facilities, including schools, parks, and highways, the Board committed \$2,000,000 to the immediate payment of capital project costs. This "pay-go" allowed the County to address the needs and expectations of St. Mary's County citizens while avoiding the interest of \$1.5 million that would be incurred if borrowed. After these considerations, approximately \$3.6 million in increased resources was available to meet the many requests for funding.

The approved 2002 budget provided \$52,438,589 in general fund resources to operate the public schools. This represented a 13.2% increase in county funding for operations of the schools in 2 years. The enrollment for FY2002 was projected by the school system to be 14,725 or 17 more students than the 14,708 upon which the FY2001 budget was based. Though the budgeted increase in student population was small, the Board of Commissioners received a request for 59.6 new positions. The schools identified a fund balance of approximately \$1.3 million that could be used for the FY2002 budget and at the same time requested \$5.6 million in "new dollars". At the same time, the state-mandated maintenance of effort required no new funding from the county.

The recommended county appropriation to the public schools of \$52,438,589, when combined with state, federal, and other local resources, provided 99 to 100% of the total request budgeted. By comparison, the balance of the county's budget funds averaged 83.8% of the requested level. Public schools received the lion's share of all available funding.

Increases to the operating allocation were not the only financial commitment made by the Board of County Commissioners to public schools. Debt service and pay-go funding for capital projects such as Banneker and Lexington Park Elementary Schools renovations accounted for another \$2,697,000. Given the overall increase in county funds of \$7,245,060, the commitment of \$5,697,402, or 78.6%, was a clear indication of the priority the Board of Commissioners place on public schools. The Board of Commissioner's commitment to education was further evidenced by a capital budget with \$21.6 million in school construction including renovations of the Tech Center, Banneker Elementary, Lexington Park Elementary, and Margaret Brent Middle Schools. The combined costs require a commitment of county funds totaling \$9.1 million, including the pay-go funds.

## OFFICE OF THE SHERIFF

The Office of the Sheriff was second only to the public schools in level of increased funding for operations. The 2002 budget included a \$1 million increase in compensation for the staffing level. In addition, the budget corresponded to the continued commitment to pay parity started in FY2001; included 9 positions, which accounted for almost half of the 18.6 positions recommended for the county in total; provided \$550,000 for overtime; funded the replacement of 11 vehicles; and phased in the purchase of other equipment requested by the Office of the Sheriff, such as gas masks and riot helmets.

The Commissioners, at all times, sought to balance available resources with the many competing needs in the St. Mary's County community such as Law Enforcement, Solid Waste, General Government, Recreation & Parks, Office on Aging, and Economic Development, the Library system, the College of Southern Maryland, as well as public schools.

## Revenues

Revenue Source	FY 2002 Approved Budget	FY 2003 Recommended Budget	Increase (Decrease)	% Change
Property taxes	\$ 50,778,088	\$ 53,256,712	\$ 2,478,624	4.9%
Local Income tax	43,500,000	44,800,000	1,300,000	3.0%
Other Local Taxes	7,541,000	8,565,000	1, 24,000	13.6%
Highway User Revenues	5,404,905	5,435,507	30,602	.6%
Licenses and Permits	660,122	641,070	(19,052)	-2.9%
Charges for Services	3,186,645	3,828,333	641,688	20.1%
Fines and Forfeitures	271,475	255,500	(15,975)	-5.9%
State/Federal Grants	4,603,740	5,932,985	1,329,245	28.9%
Other Revenues	3,479,676	2,837,091	(642,585)	-18.5%
<b>Total General Fund Revenues</b>	<b>\$ 119,425,651</b>	<b>\$ 125,552,198</b>	<b>\$ 6,126,547</b>	<b>5.1%</b>
Other Financing Sources				
Fund Balance - for Operations	2,957,000	600,000	(2,357,000)	34.5%
CIP to General Fund Transfer	0	679,583	679,583	100%
Fund Balance - for Pay-Go	2,000,000		(2,000,000)	-100%
Rainy Day Fund- for Operations		250,000	250,000	100%
<b>Total Other Financing Resources</b>	<b>4,957,000</b>	<b>1,529,583</b>	<b>(3,427,417)</b>	<b>-69.1%</b>
<b>Total General Fund</b>	<b>\$ 124,382,651</b>	<b>\$ 127,081,781</b>	<b>\$ 2,699,130</b>	<b>2.2%</b>





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ST. MARY'S COUNTY  
2001-2002 IN REVIEW