

St. Mary's County Government



CITIZENS
ACADEMY

St. Mary's County Government Community Outreach Program

Citizens Academy
September 10, 2019
6-9 PM

It is the responsibility of St. Mary's County Government to preserve and enhance the quality of life by recognizing and protecting the unique character of St. Mary's County as a rural Chesapeake Bay peninsula; foster economic growth and create an atmosphere of excellence by focusing and managing growth to create vibrant, attractive communities; protecting the rural character and economy of the countryside, nurturing the shoreline and adjacent waters and preserve and capitalize on the other natural resources and historical qualities in the county.

Vision

St. Mary's County Government will:

- Be responsible and accountable to the County's citizens
- Provide high quality, cost effective and efficient services
- Preserve the County's environment, heritage, and rural character
- Foster opportunities for present and future generations

Mission

The Mission of the Commissioners of St. Mary's County



RESPONSIBLE to the County's Citizens

- Low Taxes
- Balanced Budget
- High Ethical Standards
- Citizen Engagement
- Quality Customer Service
- Transparent Operations
- Support Programs for Youth, Families & Seniors

PROVIDE EFFECTIVE and EFFICIENT Services

- Robust Capital Improvements
- Infrastructure Investments
- Eliminate Unnecessary Obstacles
- Enhance Partnerships
- Use Data Driven Priorities
- Identify Technological Opportunities
- Inspire Competent Human Resource Capabilities

FOSTER OPPORTUNITIES for FUTURE GENERATIONS

- PRIORITIZE Economic Development
- ACHIEVE EXCELLENCE in Public Education
- COMMIT to Higher Education Opportunities
- PROVIDE Quality Public Safety
- FOSTER Entrepreneurial Initiatives
- LEVERAGE Community Priorities
- MAXIMIZE Citizen Contributions

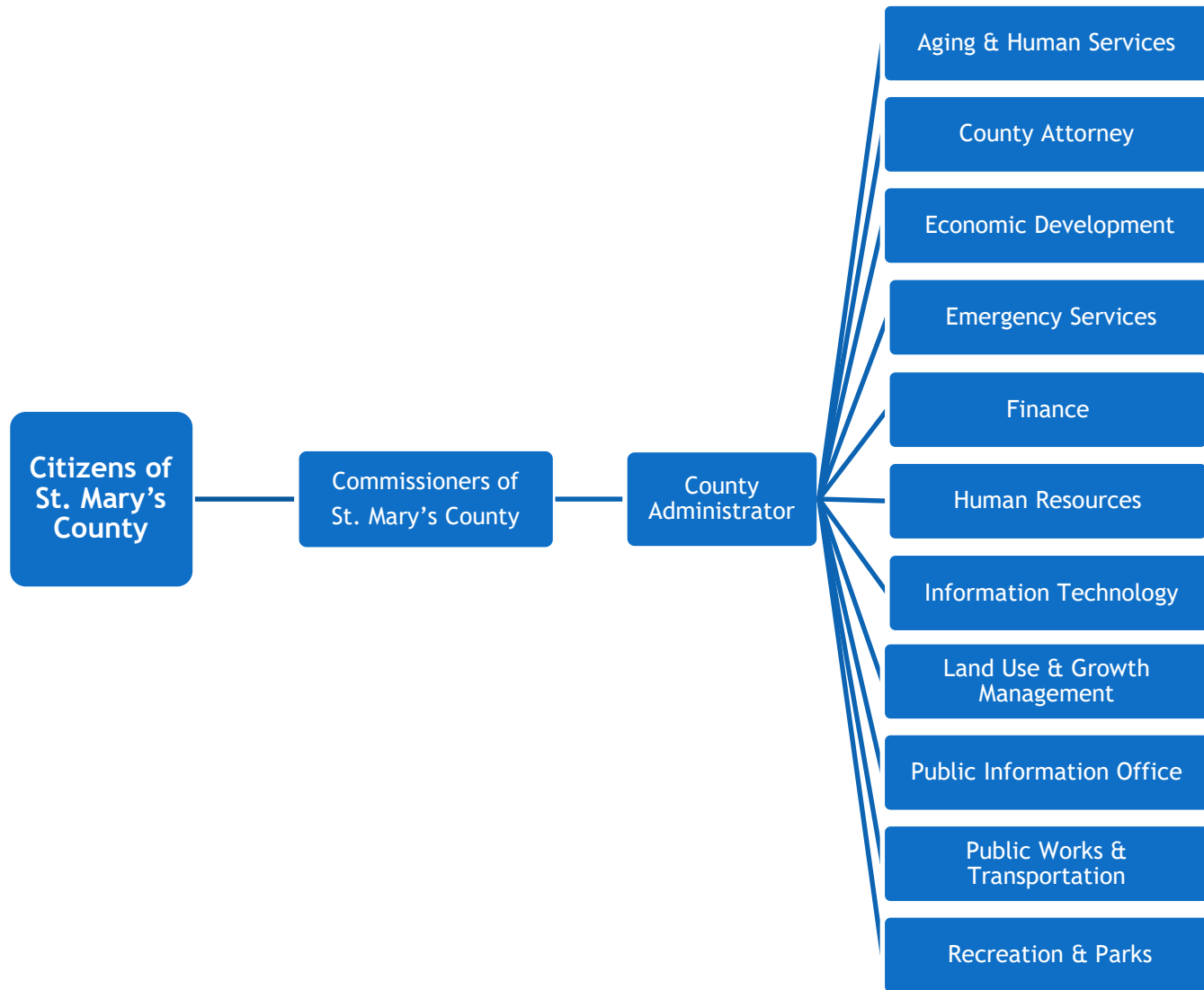
PRESERVE the County's ENVIRONMENT, HERITAGE and RURAL CHARACTER

- Follow Comprehensive Land Use Plan
- Support Land Preservation, Parks & Recreation Plan
- Conserve Agricultural Lifestyle
- Preserve Historical County Assets
- Lead Conservation Efforts
- Promote Our Heritage

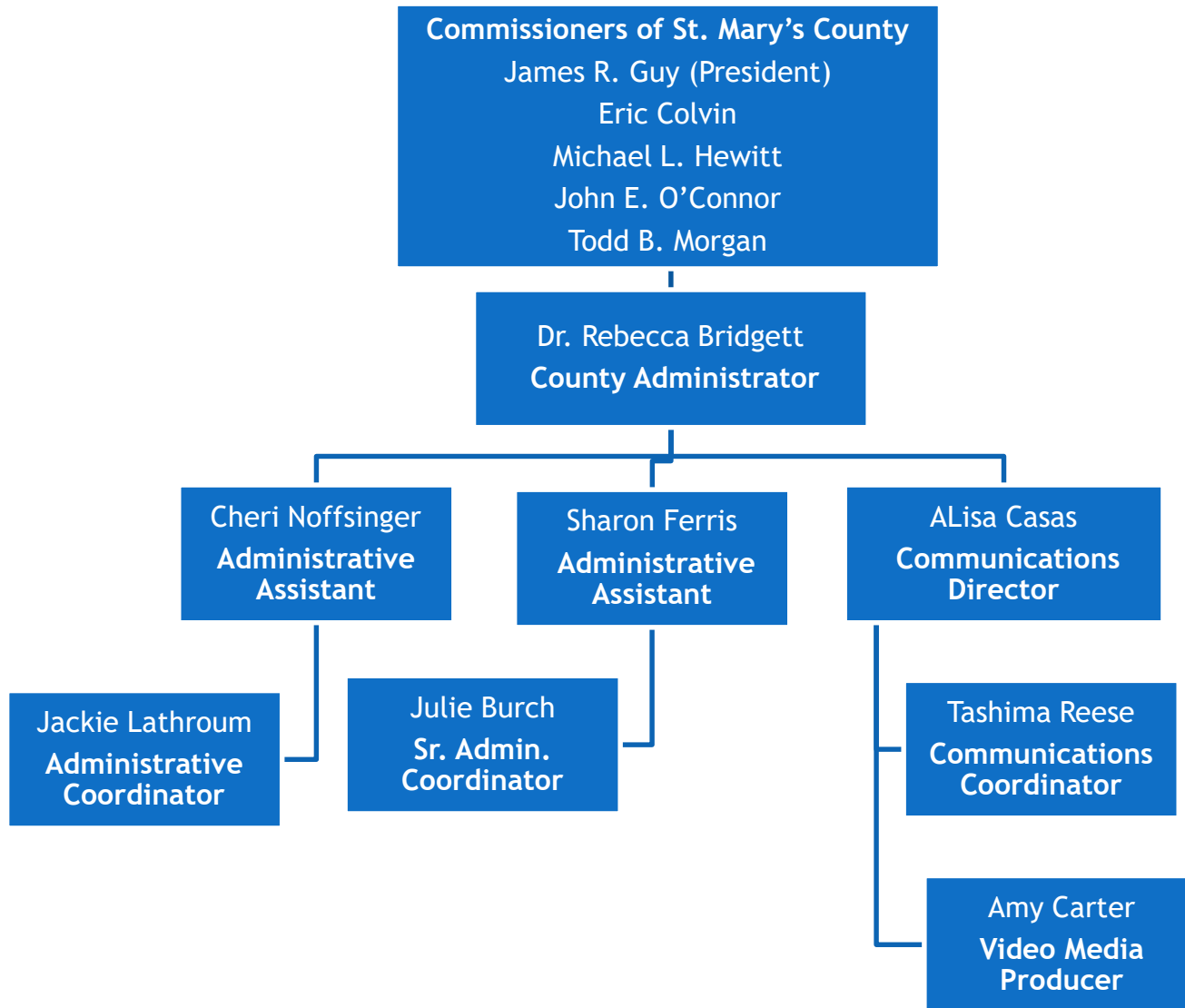
Strategic Plan

- Overview of Administrative Services:
 - County Administrator, Rebecca Bridgett, Ed.D.
 - County Attorney, David Weiskopf
 - Chief Financial Officer, Jeannett Cudmore
 - Director of Human Resources, Catherine Pratson
 - Chief Information Officer, Bob Kelly
 - Communications Director, ALisa Casas
- Volunteer Opportunities
- 2018 St. Mary's County Government's "State of the County" Video
- Navigate Website

Administrative Overview



County Organizational Chart



County Administrator's Office

- Appointed by the Commissioners
- Implement Budget & Policy Decisions of the Commissioners of St. Mary's County
- Supervision of 11 County Departments
- Oversight of Daily County Government Operations
- Liaison to State and Federal Partners
- Customer Service

<http://www.stmarysmd.com>



County Administration Overview

Citizen Engagement

- Citizens Academy
- Board Docs
- Boards, Committees and Commissions
- Public Forums, Public Hearings, Focus Groups, Surveys
- News Releases, Social Media, Channel 95
- Website (311, E-notices, CodeRed, GIS)

Customer Satisfaction

- St. Mary's County Switchboard
- Resolution-Focused

Performance Measures

- Boards, Committees and Commissions
(38 + Boards/3 Categories)
- Legal Authority Boards
 - Board of Appeals
 - Building Code Board of Appeals
 - Economic Development Commission
 - Ethics Commission
 - Metropolitan Commission
 - Planning Commission

Volunteer Opportunities

Appointed Boards

- Adult Public Guardianship Review Board
- Electrical Examiners Board
- Historic Preservation Commission
- Housing Authority
- Human Relations Commission
- Library Board of Trustees
- Local Management Board
- Property Tax Assessment Appeal Board
- Social Services Board
- Tri-County Animal Shelter Board

Volunteer Opportunities

Advisory Boards

- Agriculture Seafood and Forestry Board
- Airport Advisory Commission
- Animal Control Advisory Board
- Commission on Aging
- Commission on the Environment
- Commission for People With Disabilities
- Commission for Women
- Elms Advisory Committee
- Emergency Services Board
- Family Violence Coordinating Council
- Hazardous Mitigation Planning Board
- Plumbing Fuel and Gas Board
- Museum Division, Board of Trustees
- Recreation and Parks Board
- Transportation Advisory Committee
- Wicomico Shores Golf Course Advisory Board
- YMCA Local Exploratory Committee
- Youth Advisory Committee

Volunteer Opportunities

- Volunteer Application and Resume
- Current Vacancies
- Meeting Schedule
- Appointment Cycles
- Questions - call Diane Gleissner at
301-475-4200 ext. 71700

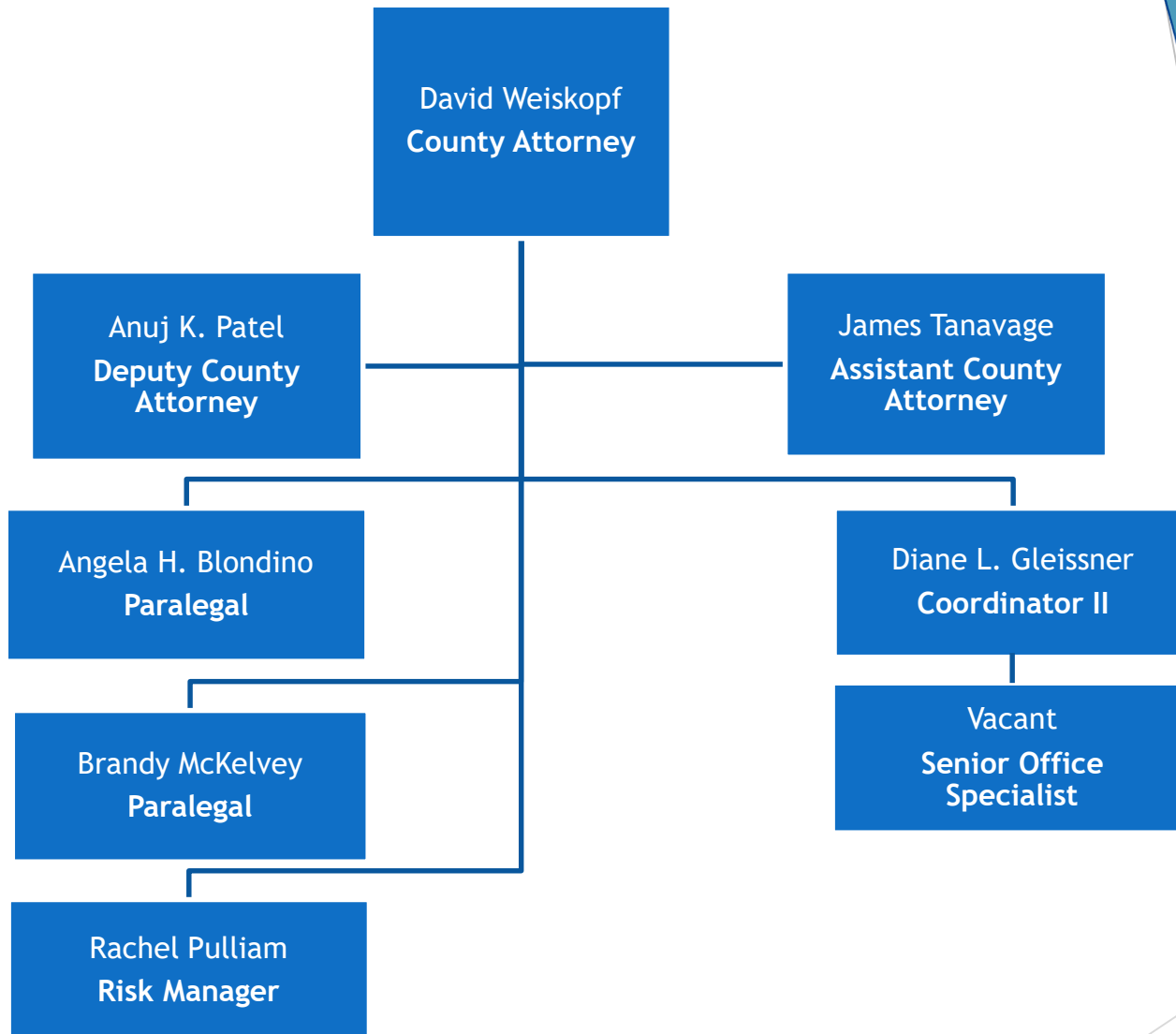
<https://www.stmarysmd.com/boards/>

Volunteer Opportunities

2018 State of the County Video

ALisa Casas
Communications Director

[2018 State of the County Video Report](#)



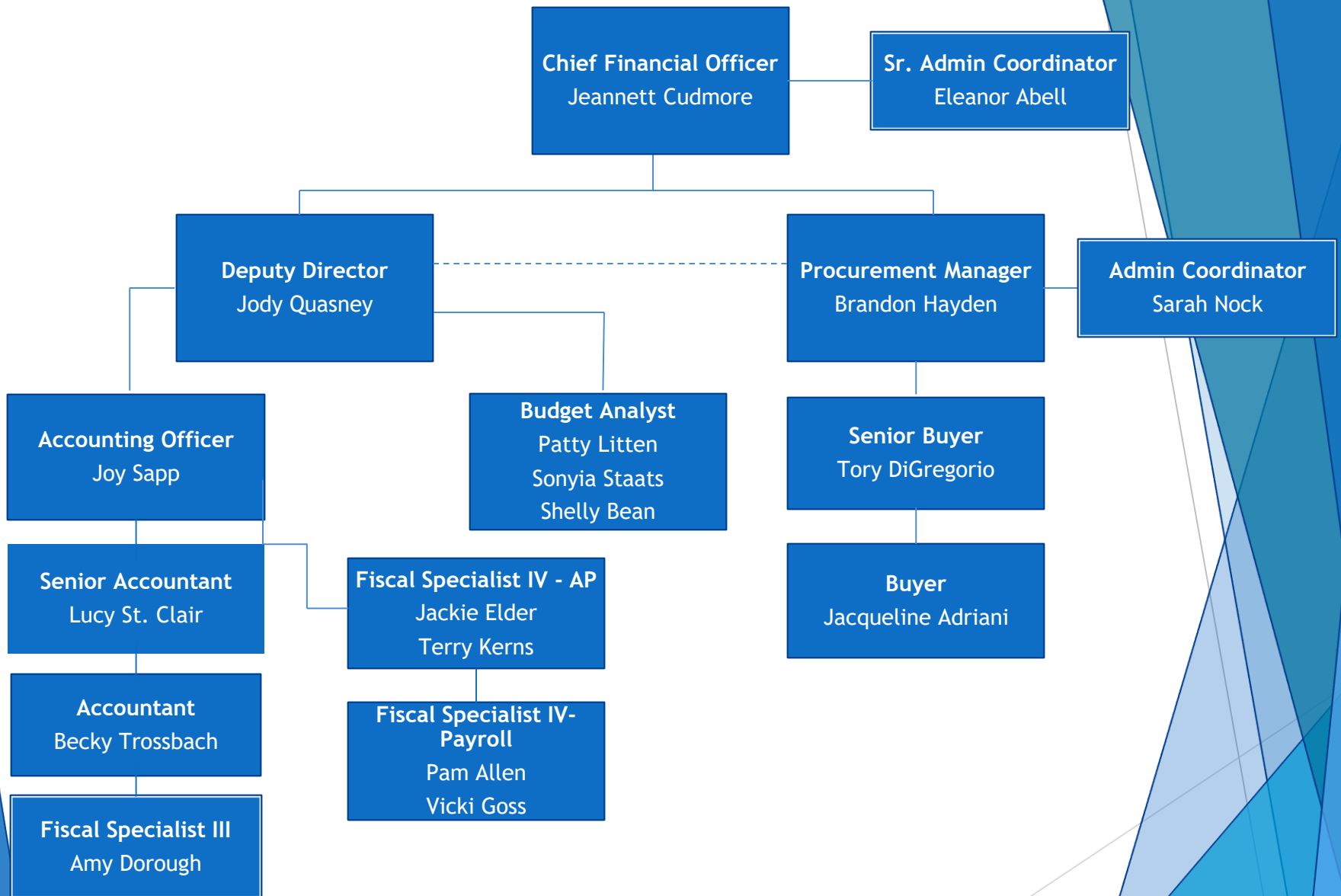
County Attorney's Office

- General Legal Counsel
- Civil Litigation
- Legislation
- Real Estate Transactions
- Public Information Act
- Civil Infractions
- Planning Commission
- Board of Appeals
- Ethics Commission



[Office of the County Attorney](#)

County Attorney's Office Overview



Department of Finance

Budget / Administration (6 Employees)

- Budget development and monitoring
 - 11 Departments/5 Elected/17 State Agencies/Boards
 - Monitor over 125 Capital Improvement Projects
 - Monitor 14 Fire and Rescue Loans
- Grants Administration (50 Awards - FY2019)
- Review CSMC financial agenda items (180 - FY2019)
- Debt service - GOB/Exempt Financing
 - Closed GOB \$30 million October 2018 - CIP Projects
 - Planned Exempt Financing Vehicles \$2,650,000 - FY2020
 - Planned Sale FY2020 Bonds - \$30,000,000 -CIP Projects
- Financial system application security and training
- Plan administration for OPEB and LOSAP trust

Finance Overview

Accounting (8 Employees)

- County-wide financial accounting and reporting
- Payroll - 29,700 “checks and direct deposit advices”
- Vendor - 13,900 “checks and electronic”
- Billing and cash receipts - except Property Taxes (Treasurer)
- Compliance and reporting - State, IRS, GASB
- Annual audit (component units - BOE, METCOM, & Library)

Procurement (4 Employees)

- All purchasing - operating and capital
- E-MD Marketplace - all formal solicitations \$25,000
- 25 formal solicitations
- 5,600 purchase orders/change orders (requisitions approved by Budget)
- User requirements/budgetary constraints/fair and open competition
- Grant compliance

Finance Overview Continued

July - September 2019

- Start the new FY2020
- Pay & Process Final FY2019 Invoices
- Process FY2020 Purchase Orders
- Work on Audit FY2019
- Develop & Distribute FY2020 Approved Budget Book
- Start FY2021 Budget - Calendar
- Collect TY2018 Income Tax

October - December 2019

- Energy Tax Refunds FY2019
- Instructions for FY2021 Budget
- Complete Audit FY2019 & Present to CSMC
- Set Parameters for FY2021 Budget
- Mosquito Billing for Summer 2019

January - March 2020

- FY2021 Budget Training
- Distribute FY2019 Audit
- Complete CY2019 W2s & 1099s
- Review FY2021 Budget Submissions
- FY2021 BWS & Recommended Budget

April - June 2020

- Develop & Distribute FY2021 Recommended Book
- FY2021 Public Hearing & Budget Approval
- Approval FY2021 METCOM CIB & BOE Budget
- Develop FY2020/FY2021 Transition Memos & Training
- Work on FY2021 Procurement Plan
- Start on FY2020 Audit

What Year Is It?

- Received the 3rd GFOA Distinguished Budget Presentation Award on FY2019 Budget Book
- Submitting the FY2020 Budget Book to GFOA
 - Mission Icons
 - Linked Mission Icons to Narratives
- Development Impact Fee is set at \$9,092 for FY2020 to be phased in over five years:
 - Second year of phase-in by dwelling is:
 - 0 to 1,199 sq. ft. \$6,372;
 - 1,200 to 2,399 sq. ft. \$6,756;
 - and \$2,400+ sq. ft. \$7,140.

Finance Activity

County

<http://www.stmarysmd.com/finance>

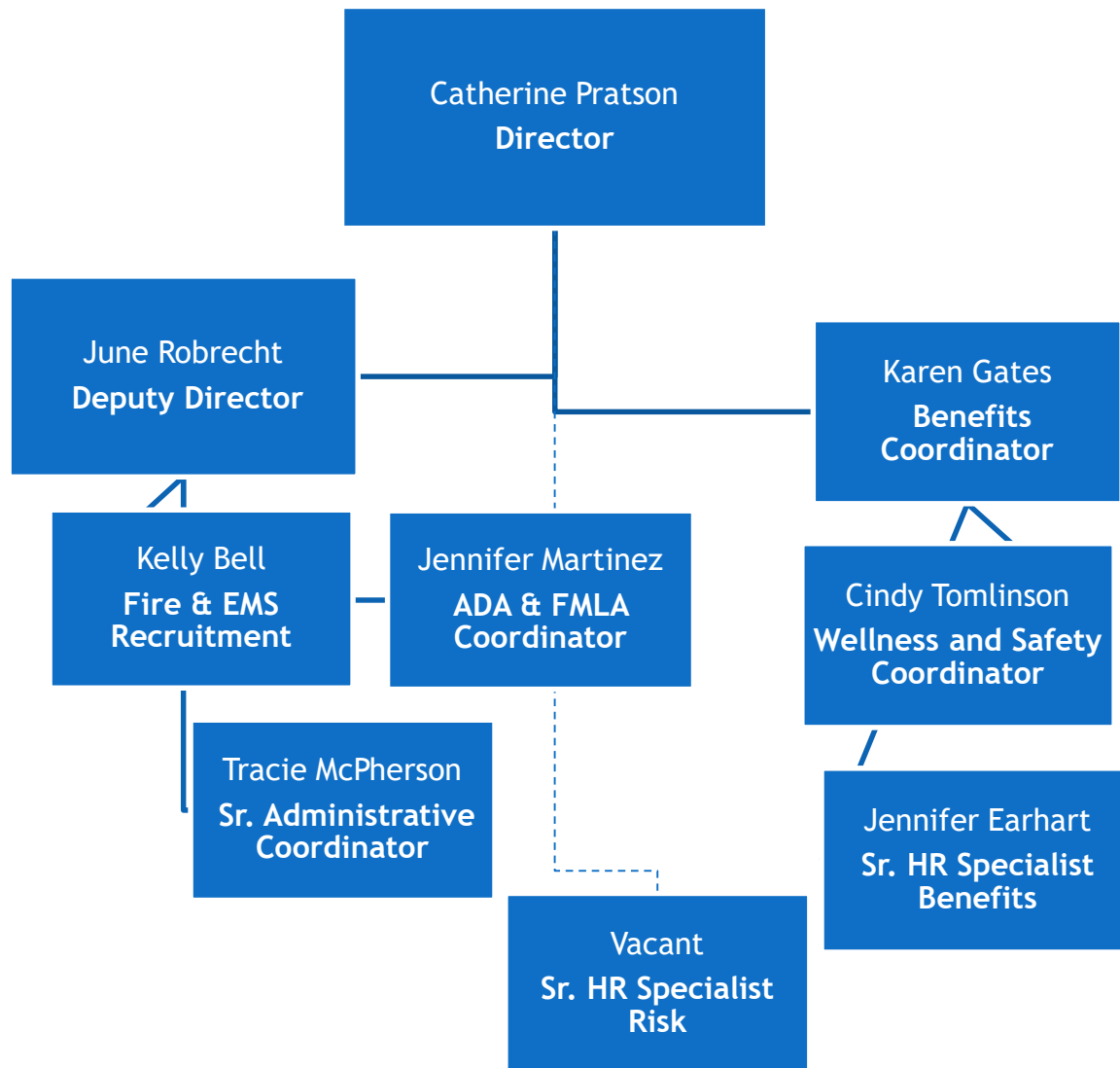
- Budget
- Finance Reports (Audits)
- General Obligation Bonds
- Rating Agency Reports
- Other related links - Non-Profit Funding Utility
- Check Open Bids

State

<http://dls.maryland.gov/publications/>

- Overview of MD Local Governments

Finance Online Resources



Human Resources Department 23

The Mission of the Human Resources Department:

- To administer the policies and procedures adopted by the Commissioners of St. Mary's County
- To provide Employees with quality services and support
- To serve 700+ full and part-time employees in a timely, accurate and trustworthy manner
- To ensure compliance the Americans with Disabilities Act
 - Accessible programming and facilities
 - Citizen and employee feedback and recognition
 - Technical expertise

Human Resources Mission

HR Department Responsibilities include:

Recruitment

- Job openings posted every 2 weeks in local print and online publications

<https://www.stmarysmd.com/hro/vacancies.asp>

- Online, in person, fax, or mailed applications accepted
- Applications reviewed and rated based on education, experience, knowledge and skills required for the position
- Applicants are notified of the status of their application

<http://www.stmarysmd.com/hro/application/HRApplication.asp>

Human Resources

Retention:

- Job training: in person and on line skills development
- Tuition reimbursement and Student loan repayment assistance
- Flexible and compressed work schedules
- Open and transparent communication
 - Satisfaction surveys; newsletters; department & division meetings
 - Exit interviews
 - Anonymous on line reporting

Recognition:

- Length of Service Awards
- People's Choice Awards
- Safety Awards

Human Resources

Wellness Programs:

- Wellness Incentives, Educational Programming and Health Coaching
- Fitness Challenges and Discounts
 - Subsidized fitness classes and gym memberships, Rec & Parks program discounts
- Health Risk Assessments
- Employee Assistance Program

Employee Safety:

- CPR & First Aid Training
- Driving and Job Related Safety Training
- Regulatory Compliance
- Employee Safety Committee

Human Resources

Benefits:

- Comprehensive Health Benefits
 - Medical & prescription, dental, vision, life & disability insurance, and retiree health
- Retirement Plans
 - MD State Pension
 - Sheriff's Office Retirement Plan
 - 457(b) Deferred Compensation Plan
- Paid leave
 - Sick and safe leave, annual leave, holiday leave, personal leave and compensatory time or overtime as applicable

Human Resources

Volunteer Fire & EMS

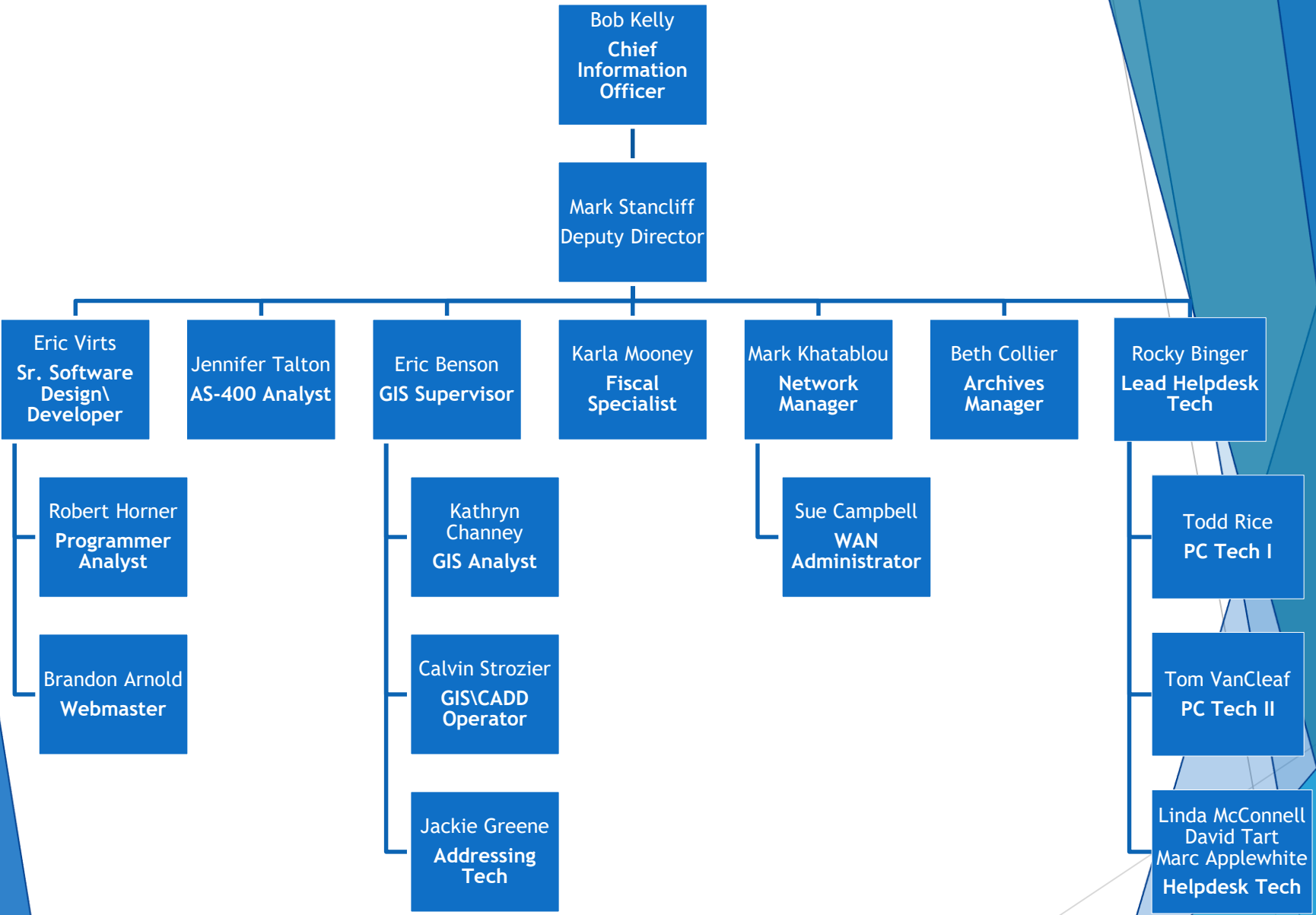
Recruitment and Retention:

- Public relations and community outreach
- Coordinate Fire and EMS Cadet Program
- Coordinate Volunteer Benefits
 - Free Training: tuition, fees and books
 - Non-competitive scholarship funds awarded

Length of Service Awards Program (LOSAP):

- Retirement benefit for 20 years of volunteer service
- Additional benefit for continued volunteer service
- Surviving spouse benefit

Human Resources



Information Technology

- 34 Locations Supported Across the County
- Support of Wide Area Network (WAN) for all County Departments, Sheriff's Office, BOE, Libraries, and several state and federal agencies (Health Dept., SAO, Circuit Court, MetCom, etc...)
- Hardware and Software for all County Government Departments and Sheriff's Office
- Staffing - 18 Full Time staff providing Helpdesk Response, Networking, Server Support, Application Development, Website, Phone, GIS and Archives Support.

Information Technology

External Functions Supported

- Web pages
- E-Notices
- E-mail
- Phones
- Meeting Video's
- Tax
- Recreation and Parks
- GIS
- Archives

Information Technology

Internal Functions Supported

- Sheriff's Office - (MDB's, AVL, NCIC, Crime Lab, Video cars, body, building)
- States Attorney's Office - Case Management
- Detention Center - OCMS, video
- County Departments
- State Agencies - Elections, State Police, Circuit and District Court
- 30 Terabytes of data and 5+ million documents stored

Information Technology

ALisa Casas
Communications Director

Tashima Reese
Communications
Coordinator

Amy Carter
Video Media Producer

Public Information Office

- Keeps citizens informed about County government activities and events
- Acts as liaison between government and media outlets/journalists
- Administers County's social media venues and websites
- Manages and produces content for County cable access channel (SMCG TV 95)
- Provides updates during weather events and other declared emergencies



PIO Overview

- **Communications Director** oversee communications within a company or organization. They also represent their employer to the public. The job typically requires a bachelor's degree in an area of business or communications as well as strong writing and public speaking skills. Work experience in communications, journalism or public relations is another common requirement.
- The role of the **Public Information Office** is to coordinate communications for governmental entities (city, county, school district, state government and police/fire departments) and **provide information to the media and public as required by law**. As it relates to St. Mary's County Government, the PIO Office is the central hub for information regarding county projects and services provided to residents.

<http://www.stmarysmd.com/pio/>



PIO Overview

Navigate Website



Bob Kelly
Chief Information Officer

ALisa Casas
Communications Director

<http://www.stmarysmd.com>

September 17 - Aging & Human Services at Northern Senior Activity Center - Charlotte Hall

September 24 - Economic Development at Agriculture Services Center - Leonardtown

October 1 - Land Use & Growth Management at CSMC Meeting Room - Leonardtown

October 15 - Recreation & Parks at Wicomico Shores Golf Course - Mechanicsville

October 22 - Emergency Services at Emergency Operations Center - Leonardtown

October 29 - Public Works and Transportation at DPW&T Office - California

Remaining Academy Schedule

Questions?
Comments?



Thank you for coming!