

# SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are state and federal grant awards that have specific requirements associated with eligible program costs.

## Trends and Assumptions for Estimates

### PROPERTY TAX RELATED FUNDS

#### **Fire & Emergency Medical Services**

The largest special revenue fund is financed by a County wide **Fire and Rescue** property tax and a State of Maryland (508) grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads as directed by the Board of Fire and Rescue. A property tax rate is levied as follows: \$0.04 for fire, \$0.02 for emergency medical services, and \$.004 for pension benefits for all Real Property assessments and \$0.10, \$0.05 and \$.01, respectively for all business related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.

#### **Agricultural Preservation**

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

### FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific federal and/or state grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the federal & state grants.

**Housing Assistance Programs,  
Local Management Board,  
Transportation Programs,  
Child Support/Judicial Programs,  
Public Safety Programs,  
Aging Programs,**

**Emergency Management Programs,  
Tourism Programs,  
Community Development Block Grant Projects,  
Community Development Administration Projects,  
Planning Programs and Studies.**

**Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program.** This grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

The Maryland Department of Housing and Community Development provides State funding to the County for a Rental Assistance Program commonly referred to as RAP. The goal of RAP is to provide fixed monthly rental allowance payments for 12 months to approximately five low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. Funding is provided to support five households per year. The County's Community Services Department also administers the Emergency Solutions Grant Program (formerly the Emergency Shelter Grant Program). This grant is awarded to local agencies as subrecipients such as New Revival Center of Renewal and Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter.

**Local Management Board (LMB)** programs are funded from both the Federal and State level. The LMB does not provide human services directly but contracts with various public and private agencies to provide publicly funded human services. The size of the contracts that are entered into annually is determined by the amount of funding made available to the LMB.

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The County manages a series of **public transportation** systems designed for the general public, senior citizens, people with physical or mental disabilities, and medical assistance. Operating revenues are primarily supported with federal and state grants with matching funds from the County. These programs also generate a fair share of program revenue from fees paid for by their ridership and advertising.

Federal and state grants are received for specific new or rehabilitation projects from the **Community Development Block Grant Program** for such things as community centers and public improvement systems. These grants are typically awarded on a project by project basis and generally considered capital grant projects.

**Child Support programs** are operated through a combined effort from the State's Attorney's Office and the Circuit Court. Child Support cases are held to establish paternity, set child support payments, and enforce said support payments. Grant funds are provided to the County from Federal sources passed through the State of MD Department of Human Resources. The Child Support Enforcement grant which is administered by the Sheriff's Office is considered part of the County's Public Safety program.

Past efforts by the Federal and State Governments to enhance public safety in local communities have added various programs to the County's **Public Safety programs**. Revenue associated with several of these grants has helped to increase the number of Sworn Officers or provided overtime for much needed programs.

Various **aging grants** support senior housing assistance, health programs, guardianship, referral services, Medicaid Waiver, and meal programs for the elderly. The major revenues supporting these programs are established with Federal and State grant awards, matched with County funding and are supported with limited program revenue.

**Emergency management** grant funds are provided to enhance the capacity of local first responders to respond to terrorism incidents involving chemical, biological, nuclear, radiological, incendiary, and explosive devices, for homeland defense, maritime security, and acts of terrorism. These grants are specific to the acquisition of safety equipment, the implementation of a Statewide Domestic Preparedness Strategy by planning and conducting exercises, training of county personnel in response to acts of terrorism and maritime security, and funding to offset labor costs for an emergency planner.

**Planning grants** consist of environmental and cultural programs for such things as the Chesapeake Bay Critical Area, Historical Preservation, Scenic Byways, and Easement Acquisition.

State grant funding provides funding in support of local government efforts in the **Tourism** industry.

## SERVICE CHARGE RELATED FUNDS

Certain programs have specific user fees, fines or penalties associated with their operation. These revenues are typically restricted to eligible costs of the associated program. The following is a list of those programs.

**Cable TV / I-Net**  
**Sheriff's Special Programs**  
**Drug Forfeitures**  
**Housing Special Loans**

**Southern MD Criminal Justice Academy**  
**Animal Shelter / Control**  
**Law Library**

The **Cable TV / I-Net Fund** is a cooperative effort between County government, the public school system, and the local college. Government access channels for Charles County are made possible through franchise agreements with local cable TV providers which generate revenue from a franchise fee assessed on monthly cable TV bills. A revenue estimate is based on the number of local subscribers in the area.

**Sheriff Special Programs** include Volunteers in Community Service (VICS) which accounts for individuals receiving a court ordered service. These individuals are referred to the VICS program from the court system as part of their rehabilitation process. The source of revenue for this program is from court fines as determined by the ruling judge and is based on recent historical trends.

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The County maintains a **Drug Forfeiture Fund** for revenues collected as a result of law enforcement efforts from drug related offenses. The revenues are difficult to predict because they are related to many variables, including the amount of cases, the success rate of the court actions, the assets involved in each case, etc. The revenue budget is based on historical trends.

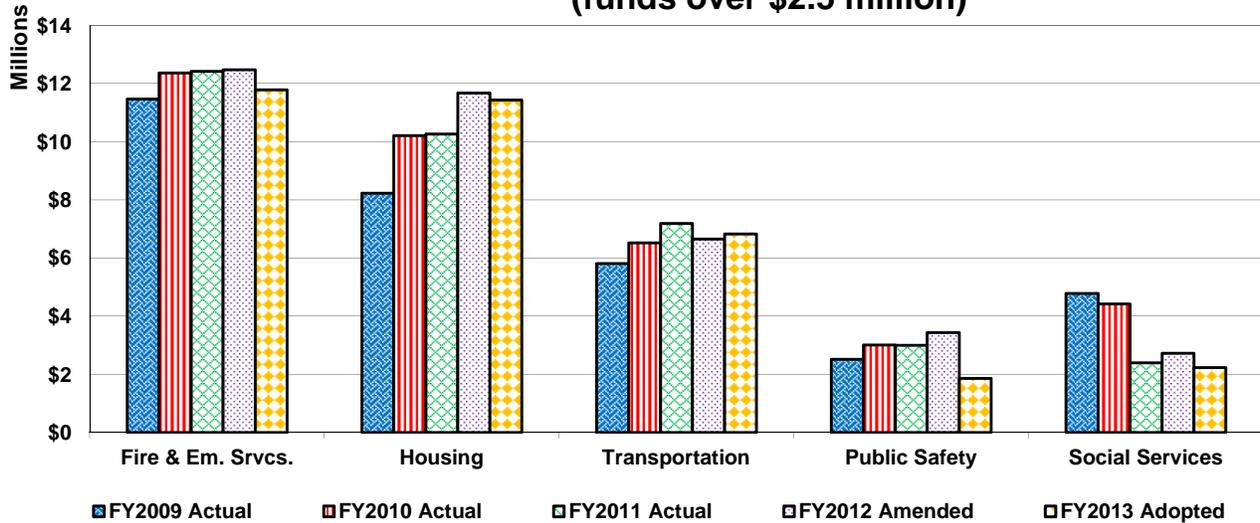
The **Southern Maryland Criminal Justice Academy** is funded equally by Charles, Calvert, and St. Mary's counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

**Animal Shelter/Control Programs** generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

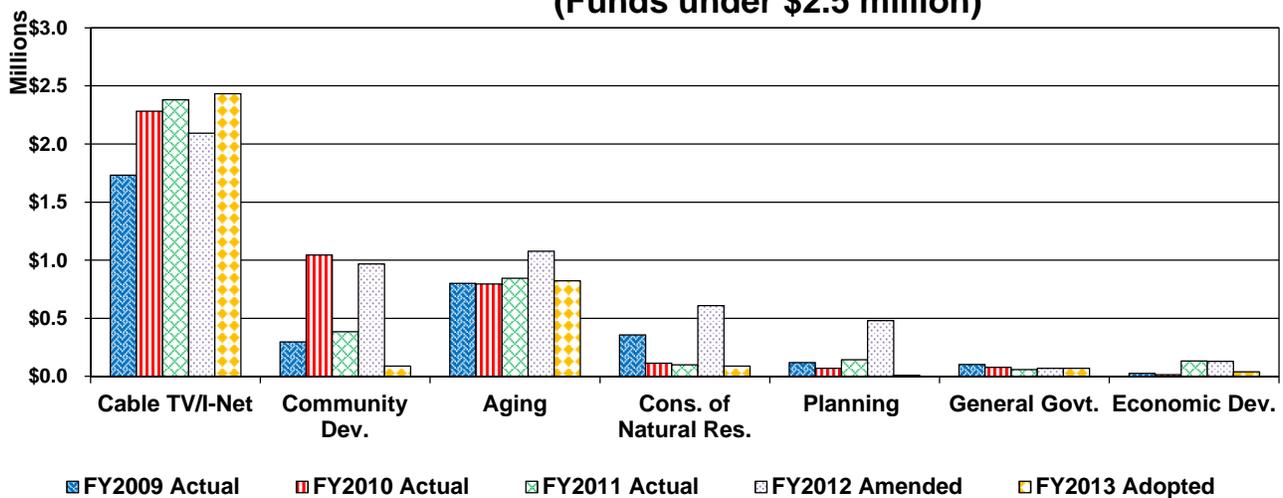
The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

## Special Revenue Funds by Account Function (funds over \$2.5 million)



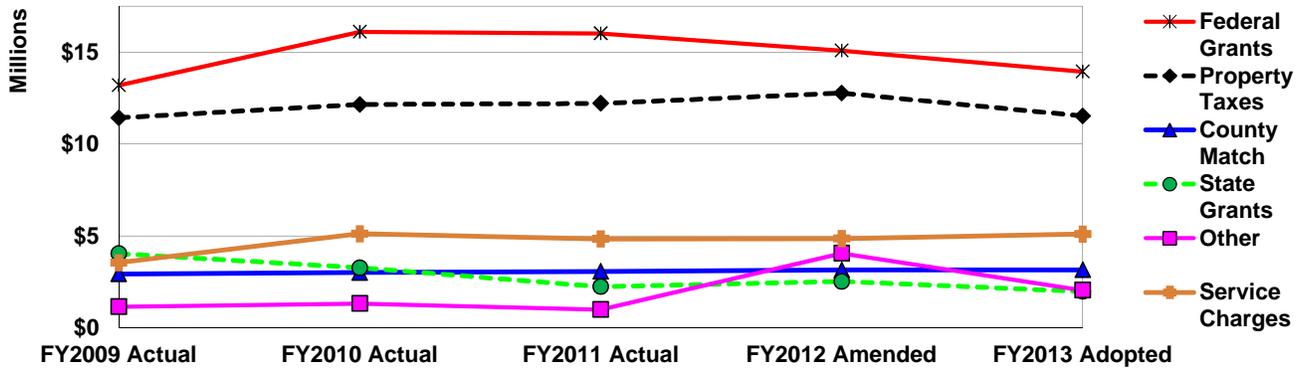
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Property Tax Revenue and will increase or decrease based on Property Tax values.
- Housing program budgets consistently increased between FY2009 and FY2012. A conservative estimate is being used for FY2013.
- Transportation revenues decreased in FY2012 because of the one-time award of American Recovery and Reinvestment Act funds for capital items in FY2011. The increase in FY2013 is due to requested capital grants for replacement of two unreliable vehicles and replacement of aged specialized vehicles that will exceed 6 years and 200,000 miles.
- Reduction in Sheriff's grants is due to grants which are one time in nature.
- Social Services include Local Management Board and Child Support/Judicial grants. The decrease in Social Services starting in FY2011 is due to the Core Service Agency move to the Health Department and the economic downturn resulting in budget cuts from the State for Local Management Board grants.

## Special Revenue Fund by Account Function (Funds under \$2.5 million)



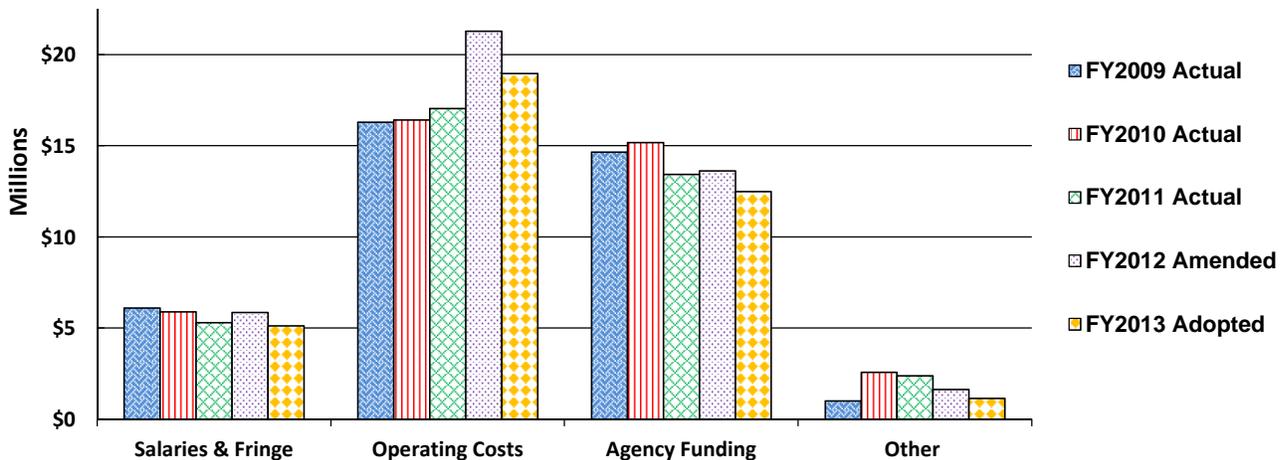
- The Cable TV/I-net fund continues to grow as collections from Franchise Fees are on an increase.
- Variations in Community Development are caused by grants which are typically one time in nature.
- The spikes in FY2009 and FY2012 for Conservation of Natural Resources is to account for land purchases made through the Agricultural Preservation Program.
- The spike in the Planning grants for FY2012 is due to the Energy Efficiency Development Block Grant.

## Special Revenue Funds by Revenue Source



- Federal grants rose in FY2010 due to increased grant funding for Public Safety and Emergency Services, a Homeless Prevention & Rapid Rehousing Program (HPRP), and the Energy Efficiency Development Block Grant. The decline in FY2013 is due to the Grants being budgeted in full for FY2012, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. The FY2013 funds may increase due to mid-year grant awards and carryover balances.
- Property Tax Revenue is reflective of flat or decreasing property assessments.
- County Match is anticipated to remain flat for FY2013.
- State grant funding remains flat for FY2013 as a result of the current economic conditions.
- Service Charges consists mainly of revenues from the Cable TV/I-Net fund and Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities.
- The spike in Other Revenue in FY2012 is attributed to the use of fund balance for the Transportation Program match and the Housing Choice Voucher Programs for rents.

## Special Revenue Funds by Expense Classification



- Operating Cost and Agency Funding consistently make up the bulk of the Special Revenue expense.
- The three largest grant programs pay out the majority of the funds as operating costs. These programs are Housing Assistance, Transportation, and Child Support/Judicial Program Grants.
- The second largest category is Agency Funding which primarily distributes the collected funds to the various volunteer fire stations and rescue squads. The Local Management Board also distributes funds to vendors as Agency Funding.

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	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>PROPERTY TAX RELATED FUNDS:</u></b>						
<b>Fire &amp; Rescue</b>						
<b>Revenues</b>						
Property Taxes	\$12,175,261	\$12,219,400	\$12,219,400	\$11,491,500	(\$727,900)	-6.0%
State Grants	243,464	243,465	243,465	244,352	887	0.4%
Interest Income	13,685	15,000	15,000	15,000	0	0.0%
<b>Total Operating Revenues</b>	<b>12,432,409</b>	<b>12,477,865</b>	<b>12,477,865</b>	<b>11,750,852</b>	<b>(727,013)</b>	<b>-5.8%</b>
Transfers	0	0	0	42,834	42,834	N/A
<b>Total Revenues</b>	<b>\$12,432,409</b>	<b>\$12,477,865</b>	<b>\$12,477,865</b>	<b>\$11,793,686</b>	<b>(\$684,179)</b>	<b>-5.5%</b>
<b>Expenses</b>						
Operating Costs	5,817	7,300	7,300	7,300	0	0.0%
Agency Funding	12,433,219	12,470,565	12,470,565	11,786,386	(684,179)	-5.5%
<b>Total</b>	<b>\$12,439,039</b>	<b>\$12,477,865</b>	<b>\$12,477,865</b>	<b>\$11,793,686</b>	<b>(\$684,179)</b>	<b>-5.5%</b>
<b>Variance</b>	<b>(\$6,630)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>84,164</b>					
<b>Ending Fund Balance</b>	<b><u>\$77,534</u></b>					

## Agricultural Preservation

<b>Revenues</b>						
Property Taxes	\$30,000	\$30,000	\$547,810	\$30,000	(\$517,810)	-94.5%
<b>Total Operating Revenues</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$547,810</b>	<b>\$30,000</b>	<b>(\$517,810)</b>	<b>-94.5%</b>
Transfers	69,822	60,700	60,700	60,200	(500)	-0.8%
<b>Total Revenues</b>	<b>\$99,822</b>	<b>\$90,700</b>	<b>\$608,510</b>	<b>\$90,200</b>	<b>(\$518,310)</b>	<b>-85.2%</b>
<b>Expenses</b>						
Personal Services	\$69,572	\$59,100	\$59,100	\$60,500	\$1,400	2.4%
Fringe Benefits	26,064	27,400	27,400	25,500	(1,900)	-6.9%
Operating Costs	4,186	4,200	522,010	4,200	(517,810)	-99.2%
<b>Total</b>	<b>\$99,822</b>	<b>\$90,700</b>	<b>\$608,510</b>	<b>\$90,200</b>	<b>(\$518,310)</b>	<b>-85.2%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$0</u></b>					

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	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>GRANT RELATED FUNDS:</u></b>						
<b>Housing Assistance</b>						
<b>Revenues</b>						
Federal Grants	\$8,989,766	\$8,932,284	\$7,766,182	\$9,127,900	\$1,361,718	17.5%
Service Charges	1,125,267	1,174,800	1,423,640	1,356,400	(67,240)	-4.7%
Interest Income	492	500	103	120	17	16.5%
Miscellaneous	26,493	28,000	11,380	10,000	(1,380)	-12.1%
<b>Total Operating Revenues</b>	<b>\$10,142,017</b>	<b>\$10,135,584</b>	<b>\$9,201,305</b>	<b>\$10,494,420</b>	<b>\$1,293,115</b>	<b>14.1%</b>
Fund Balance Appropriation	0	230,824	2,082,871	551,390	(1,531,481)	-73.5%
<b>Total Revenues</b>	<b>\$10,142,017</b>	<b>\$10,366,408</b>	<b>\$11,284,176</b>	<b>\$11,045,810</b>	<b>(\$238,366)</b>	<b>-2.1%</b>
<b>Expenses</b>						
Personal Services	\$630,450	\$709,500	\$665,000	\$670,450	\$5,450	0.8%
Fringe Benefits	219,850	253,900	237,590	221,000	(16,590)	-7.0%
Operating Costs	8,679,116	9,403,008	10,381,586	10,154,360	(227,226)	-2.2%
<b>Total</b>	<b>\$9,529,416</b>	<b>\$10,366,408</b>	<b>\$11,284,176</b>	<b>\$11,045,810</b>	<b>(\$238,366)</b>	<b>-2.1%</b>
<b>Variance</b>	<b>\$612,602</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>2,685,235</b>					
<b>Ending Fund Balance</b>	<b><u>\$3,297,837</u></b>					

## Transportation Programs

<b>Revenues</b>						
Federal Grants	\$3,458,483	\$2,289,728	\$2,325,766	\$2,655,828	\$330,062	14.2%
State Grants	452,694	413,934	389,434	459,698	70,264	18.0%
Service Charges	853,052	866,128	866,128	881,628	15,500	1.8%
Miscellaneous	184,729	205,000	206,520	215,000	8,480	4.1%
<b>Total Operating Revenues</b>	<b>\$4,948,958</b>	<b>\$3,774,790</b>	<b>\$3,787,848</b>	<b>\$4,212,154</b>	<b>\$424,306</b>	<b>11.2%</b>
County Match	2,243,480	2,160,300	2,135,800	2,437,725	301,925	14.1%
Fund Balance Appropriation	0	468,194	733,293	184,166	(549,127)	-74.9%
<b>Total Revenues</b>	<b>\$7,192,438</b>	<b>\$6,403,284</b>	<b>\$6,656,941</b>	<b>\$6,834,045</b>	<b>\$177,104</b>	<b>2.7%</b>
<b>Expenses</b>						
Personal Services	\$329,606	\$336,300	\$336,300	\$341,700	\$5,400	1.6%
Fringe Benefits	116,471	122,900	122,900	117,100	(5,800)	-4.7%
Operating Costs	5,482,644	5,834,084	6,148,504	5,624,925	(523,579)	-8.5%
Capital Outlay	1,438,131	110,000	49,237	750,320	701,083	1423.9%
<b>Total</b>	<b>\$7,366,852</b>	<b>\$6,403,284</b>	<b>\$6,656,941</b>	<b>\$6,834,045</b>	<b>\$177,104</b>	<b>2.7%</b>
<b>Variance</b>	<b>(\$174,414)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>913,703</b>					
<b>Ending Fund Balance</b>	<b><u>\$739,289</u></b>					

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<b><u>GRANT RELATED FUNDS:</u></b>						
<b>Local Management Board</b>						
<b>Revenues</b>						
Federal Grants	\$354,178	\$348,722	\$0	\$0	\$0	N/A
State Grants	665,537	661,834	1,010,556	653,826	(356,730)	-35.3%
Service Charge	214,224	176,608	176,608	78,032	(98,576)	-55.8%
Miscellaneous	49,977	0	0	0	0	N/A
<b>Total Operating Revenues</b>	<b>\$1,283,917</b>	<b>\$1,187,164</b>	<b>\$1,187,164</b>	<b>\$731,858</b>	<b>(\$455,306)</b>	<b>-38.4%</b>
Transfer In	10,670	0	0	0	0	N/A
Fund Balance Appropriation	0	0	0	35,588	35,588	N/A
<b>Total Revenues</b>	<b>\$1,294,587</b>	<b>\$1,187,164</b>	<b>\$1,187,164</b>	<b>\$767,446</b>	<b>(\$419,718)</b>	<b>-35.4%</b>
<b>Expenses</b>						
Personal Services	\$138,574	\$109,338	\$98,995	\$94,080	(\$4,915)	-5.0%
Fringe Benefits	32,410	23,619	24,242	22,561	(1,681)	-6.9%
Operating Costs	9,168	9,200	16,200	40,360	24,160	149.1%
Operating Contingency	0	36,740	36,740	5,119	(31,621)	-86.1%
Transfer Out	10,670	0	0	0	0	N/A
Agency Funding	1,011,790	1,008,267	1,010,987	605,326	(405,661)	-40.1%
<b>Total</b>	<b>\$1,202,612</b>	<b>\$1,187,164</b>	<b>\$1,187,164</b>	<b>\$767,446</b>	<b>(\$419,718)</b>	<b>-35.4%</b>
<b>Variance</b>	<b>\$91,975</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>149,902</b>					
<b>Ending Fund Balance</b>	<b><u>\$241,877</u></b>					

## Child Support/Judicial Grants

<b>Revenues</b>						
Federal Grants	\$521,196	\$757,772	\$815,729	\$795,055	(\$20,674)	-2.5%
State Grants	293,414	303,781	342,784	291,622	(51,162)	-14.9%
Interest Income	3	0	0	0	0	N/A
Miscellaneous	7,521	0	808	0	(808)	-100.0%
<b>Total Operating Revenues</b>	<b>\$822,134</b>	<b>\$1,061,553</b>	<b>\$1,159,321</b>	<b>\$1,086,677</b>	<b>(\$72,644)</b>	<b>-6.3%</b>
Transfers In	8,042	5,000	5,000	0	(5,000)	-100.0%
County Match	273,441	365,804	375,175	378,946	3,771	1.0%
<b>Total Revenues</b>	<b>\$1,103,617</b>	<b>\$1,432,357</b>	<b>\$1,539,496</b>	<b>\$1,465,623</b>	<b>(\$73,873)</b>	<b>-4.8%</b>
<b>Expenses</b>						
Personal Services	\$613,325	\$721,076	\$721,076	\$735,600	\$14,524	2.0%
Fringe Benefits	202,007	339,200	339,200	328,700	(10,500)	-3.1%
Operating Costs	288,285	372,081	477,745	401,323	(76,422)	-16.0%
Capital Outlay	0	0	1,475	0	(1,475)	-100.0%
<b>Total</b>	<b>\$1,103,617</b>	<b>\$1,432,357</b>	<b>\$1,539,496</b>	<b>\$1,465,623</b>	<b>(\$73,873)</b>	<b>-4.8%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$0</u></b>					

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	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>GRANT RELATED FUNDS:</u></b>						
<b>Public Safety Grants</b>						
<b>Revenues</b>						
Federal Grants	\$883,273	\$608,777	\$882,516	\$570,720	(\$311,796)	-35.3%
State Grants	82,434	0	78,612	0	(78,612)	-100.0%
Miscellaneous	635	0	2,000	0	(2,000)	-100.0%
<b>Total Operating Revenues</b>	<b>\$966,342</b>	<b>\$608,777</b>	<b>\$963,128</b>	<b>\$570,720</b>	<b>(\$392,408)</b>	<b>-40.7%</b>
Transfers In	\$0	\$0	\$1,374	\$0	(1,374)	-100.0%
County Match	399,444	298,823	463,323	299,759	(163,564)	-35.3%
<b>Total Revenues</b>	<b>\$1,365,787</b>	<b>\$907,600</b>	<b>\$1,427,825</b>	<b>\$870,479</b>	<b>(\$557,346)</b>	<b>-39.0%</b>
<b>Expenses</b>						
Personal Services	\$774,955	\$532,200	\$829,318	\$524,600	(\$304,718)	-36.7%
Fringe Benefits	274,270	227,000	307,524	214,300	(93,224)	-30.3%
Operating Costs	169,022	101,400	179,349	88,579	(90,770)	-50.6%
Capital Outlay	147,541	47,000	111,634	43,000	(68,634)	-61.5%
<b>Total</b>	<b>\$1,365,787</b>	<b>\$907,600</b>	<b>\$1,427,825</b>	<b>\$870,479</b>	<b>(\$557,346)</b>	<b>-39.0%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$0</u></b>					
<b>Aging Grants</b>						
<b>Revenues</b>						
Federal Grants	\$520,348	\$472,371	\$740,194	\$532,347	(\$207,847)	-28.1%
State Grants	270,438	274,983	284,546	240,426	(44,120)	-15.5%
Miscellaneous	54,060	44,580	52,580	49,580	(3,000)	-5.7%
<b>Total Revenues</b>	<b>\$844,846</b>	<b>\$791,934</b>	<b>\$1,077,320</b>	<b>\$822,353</b>	<b>(\$254,967)</b>	<b>-23.7%</b>
<b>Expenses</b>						
Personal Services	\$380,460	\$369,848	\$490,634	\$420,327	(\$70,307)	-14.3%
Fringe Benefits	34,947	36,539	47,404	34,662	(12,742)	-26.9%
Operating Costs	424,811	385,547	539,282	367,364	(171,918)	-31.9%
<b>Total</b>	<b>\$840,218</b>	<b>\$791,934</b>	<b>\$1,077,320</b>	<b>\$822,353</b>	<b>(\$254,967)</b>	<b>-23.7%</b>
<b>Variance</b>	<b>\$4,628</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$4,628</u></b>					

# SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>GRANT RELATED FUNDS:</u></b>						
<b>Emergency Management Grants</b>						
<b>Revenues</b>						
Federal Grants	\$803,908	\$142,680	\$1,137,933	\$184,630	(\$953,303)	-83.8%
State Grants	81,807	0	25,165	0	(25,165)	-100.0%
Miscellaneous	26,477	2,700	2,700	2,700	0	0.0%
Local Government	0	0	1,539	0	(1,539)	-100.0%
<b>Total Operating Revenues</b>	<b>\$912,192</b>	<b>\$145,380</b>	<b>\$1,167,337</b>	<b>\$187,330</b>	<b>(\$980,007)</b>	<b>-84.0%</b>
Transfers In	0	0	0	42,834	42,834	N/A
County Match	97,189	37,700	97,904	37,700	(60,204)	-61.5%
<b>Total Revenues</b>	<b>\$1,009,381</b>	<b>\$183,080</b>	<b>\$1,265,241</b>	<b>\$267,864</b>	<b>(\$997,377)</b>	<b>-78.8%</b>
<b>Expenses</b>						
Personal Services	\$203,783	\$149,402	\$230,033	\$150,059	(\$79,974)	-34.8%
Fringe Benefits	32,220	30,978	33,028	29,437	(3,591)	-10.9%
Operating Costs	371,798	2,700	300,409	88,368	(212,041)	-70.6%
Capital Outlay	401,580	0	701,771	0	(701,771)	-100.0%
<b>Total</b>	<b>\$1,009,381</b>	<b>\$183,080</b>	<b>\$1,265,241</b>	<b>\$267,864</b>	<b>(\$997,377)</b>	<b>-78.8%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$0</u></b>					

## Community Development Administration

<b>Revenues</b>						
Federal Grants	\$268,078	\$27,440	\$429,866	\$48,000	(\$381,866)	-88.8%
State Grants	47,318	40,000	74,450	40,000	(34,450)	-46.3%
Interest	11	0	1	0	(1)	-100.0%
<b>Total Operating Revenues</b>	<b>\$315,407</b>	<b>\$67,440</b>	<b>\$504,317</b>	<b>\$88,000</b>	<b>(\$416,317)</b>	<b>-82.6%</b>
<b>Total Revenues</b>	<b>\$315,407</b>	<b>\$67,440</b>	<b>\$504,317</b>	<b>\$88,000</b>	<b>(\$416,317)</b>	<b>-82.6%</b>
<b>Expenses</b>						
Personal Services	\$4,011	\$3,750	\$9,234	\$3,750	(\$5,484)	-59.4%
Operating Costs	311,396	63,690	495,083	84,250	(410,833)	-83.0%
<b>Total</b>	<b>\$315,407</b>	<b>\$67,440</b>	<b>\$504,317</b>	<b>\$88,000</b>	<b>(\$416,317)</b>	<b>-82.6%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$0</u></b>					

# SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b>GRANT RELATED FUNDS:</b>						
<b>Community Development Block Grants</b>						
<b>Revenues</b>						
Federal Grants	\$69,965	\$0	\$465,000	\$0	(\$465,000)	-100.0%
<b>Total Operating Revenues</b>	<b>\$69,965</b>	<b>0</b>	<b>465,000</b>	<b>0</b>	<b>(465,000)</b>	<b>-100.0%</b>
County Match	0	0	0	0	0	N/A
<b>Total Revenues</b>	<b>\$69,965</b>	<b>\$0</b>	<b>\$465,000</b>	<b>\$0</b>	<b>(\$465,000)</b>	<b>-100.0%</b>
<b>Expenses</b>						
Personal Services	\$11,184	\$0	\$15,000	\$0	(15,000)	-100.0%
Operating Costs	58,781	0	375,000	0	(375,000)	-100.0%
Agency Funding	0	0	75,000	0	(75,000)	-100.0%
<b>Total</b>	<b>\$69,965</b>	<b>\$0</b>	<b>\$465,000</b>	<b>\$0</b>	<b>(\$465,000)</b>	<b>-100.0%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>156,808</b>					
<b>Ending Fund Balance</b>	<b><u>\$156,808</u></b>					

## Planning Grants

<b>Revenues</b>						
Federal Grants	\$124,223	\$0	\$460,344	\$0	(\$460,344)	-100.0%
State Grants	13,750	10,000	16,000	10,000	(6,000)	-37.5%
Miscellaneous	100	0	0	0	0	N/A
<b>Total Operating Revenues</b>	<b>\$138,073</b>	<b>\$10,000</b>	<b>\$476,344</b>	<b>\$10,000</b>	<b>(\$466,344)</b>	<b>-97.9%</b>
Fund Balance Appropriation	0	0	4,750	0	(4,750)	-100.0%
County Match	4,750	0	0	0	0	N/A
<b>Total Revenues</b>	<b>\$142,823</b>	<b>\$10,000</b>	<b>\$481,094</b>	<b>\$10,000</b>	<b>(\$471,094)</b>	<b>-97.9%</b>
<b>Expenses</b>						
Personal Services	\$8,216	\$6,430	\$23,645	\$6,430	(\$17,215)	-72.8%
Fringe Benefits	1,784	3,570	3,570	3,570	0	0.0%
Operating Costs	127,475	0	440,594	0	(440,594)	-100.0%
Capital Outlay	5,290	0	13,285	0	(13,285)	-100.0%
<b>Total</b>	<b>\$142,765</b>	<b>\$10,000</b>	<b>\$481,094</b>	<b>\$10,000</b>	<b>(\$471,094)</b>	<b>-97.9%</b>
<b>Variance</b>	<b>\$58</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>4,692</b>					
<b>Ending Fund Balance</b>	<b><u>\$4,750</u></b>					

# SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>GRANT RELATED FUNDS:</u></b>						
<b>Tourism Grant</b>						
<b>Revenues</b>						
State Grants	\$86,600	\$89,841	\$55,670	\$40,588	(\$15,082)	-27.1%
Miscellaneous	216	0	0	0	0	N/A
<b>Total Operating Revenues</b>	<b>\$86,816</b>	<b>\$89,841</b>	<b>\$55,670</b>	<b>\$40,588</b>	<b>(\$15,082)</b>	<b>-27.1%</b>
Fund Balance Appropriation	0	0	0	0	0	N/A
County Match	46,543	50,000	75,000	0	(75,000)	-100.0%
<b>Total Revenues</b>	<b>\$133,359</b>	<b>\$139,841</b>	<b>\$130,670</b>	<b>\$40,588</b>	<b>(\$90,082)</b>	<b>-68.9%</b>
<b>Expenses:</b>						
Personal Services	\$82,299	\$81,800	\$73,000	\$0	(\$73,000)	-100.0%
Fringe Benefits	5,541	8,700	7,500	0	(7,500)	-100.0%
Operating Costs	45,519	48,741	49,270	40,588	(8,682)	-17.6%
Capital Outlay	0	600	900	0	(900)	-100.0%
<b>Total</b>	<b>\$133,359</b>	<b>\$139,841</b>	<b>\$130,670</b>	<b>\$40,588</b>	<b>(\$90,082)</b>	<b>-68.9%</b>
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>0</b>					
<b>Ending Fund Balance</b>	<b><u>\$0</u></b>					

## **SERVICE CHARGE RELATED FUNDS:**

### **Cable TV/I-Net Fund**

<b>Revenues</b>						
Service Charges	\$2,379,379	\$2,092,900	\$2,092,900	\$2,432,700	\$339,800	16.2%
Miscellaneous	2,420	0	0	0	0	N/A
<b>Total Revenues</b>	<b>\$2,381,799</b>	<b>\$2,092,900</b>	<b>\$2,092,900</b>	<b>\$2,432,700</b>	<b>\$339,800</b>	<b>16.2%</b>
<b>Expenses</b>						
Personal Services	\$633,334	\$666,200	\$666,200	\$673,300	\$7,100	1.1%
Fringe Benefits	198,706	216,500	216,500	202,200	(14,300)	-6.6%
Operating Costs	105,543	185,600	205,600	231,600	26,000	12.6%
Agency Funding	0	75,000	75,000	100,300	25,300	33.7%
Debt Service	17,031	0	0	0	0	N/A
Operating Contingency	0	249,600	229,600	875,300	645,700	281.2%
Transfer Out	331,100	700,000	700,000	350,000	(350,000)	-50.0%
<b>Total</b>	<b>\$1,285,713</b>	<b>\$2,092,900</b>	<b>\$2,092,900</b>	<b>\$2,432,700</b>	<b>\$339,800</b>	<b>16.2%</b>
<b>Variance</b>	<b>\$1,096,086</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>1,222,416</b>					
<b>Ending Fund Balance</b>	<b><u>\$2,318,502</u></b>					

# SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>SERVICE CHARGE RELATED FUNDS:</u></b>						
<b>Housing Special Loans</b>						
Revenue Service Charges	\$131,326	\$400,000	\$400,000	\$400,000	\$0	0.0%
Expense Operating Costs	\$618,527	\$400,000	\$400,000	\$400,000	\$0	0.0%
Variance	(\$487,201)	\$0	\$0	\$0	\$0	
Beginning Fund Balance	453,075					
Ending Fund Balance	<u>(\$34,126)</u>					

## Sheriff's Special Programs

### Revenues

Fines & Forfeitures	\$268,968	\$259,700	\$259,700	\$235,900	(\$23,800)	-9.2%
Miscellaneous	14,625	16,100	16,100	15,000	(1,100)	-6.8%
<b>Total Operating Revenues</b>	<b>\$283,593</b>	<b>\$275,800</b>	<b>\$275,800</b>	<b>\$250,900</b>	<b>(\$24,900)</b>	<b>-9.0%</b>
Fund Balance Appropriation	0	0	0	135,000	135,000	N/A
<b>Total Revenues</b>	<b>\$283,593</b>	<b>\$275,800</b>	<b>\$275,800</b>	<b>\$385,900</b>	<b>\$110,100</b>	<b>39.9%</b>

### Expenses

Personal Services	\$162,351	\$177,000	\$177,000	\$159,500	(\$17,500)	-9.9%
Fringe Benefits	51,611	60,800	60,800	53,200	(7,600)	-12.5%
Operating Costs	29,436	38,000	38,000	173,200	135,200	355.8%
<b>Total</b>	<b>\$243,398</b>	<b>\$275,800</b>	<b>\$275,800</b>	<b>\$385,900</b>	<b>\$110,100</b>	<b>39.9%</b>
Variance	\$40,194	\$0	\$0	\$0		
Beginning Fund Balance	374,688					
Ending Fund Balance	<u>\$414,882</u>					

## Drug Forfeitures

### Revenues

Federal Grants	\$21,646	\$55,700	\$55,700	\$14,700	(\$41,000)	-73.6%
Fines & Forfeitures	75,813	84,000	84,000	84,000	0	0.0%
Interest	130	300	300	100	(200)	-66.7%
<b>Total Operating Revenues</b>	<b>\$97,589</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$98,800</b>	<b>(\$41,200)</b>	<b>-29.4%</b>
Fund Balance Appropriation	0	0	81,100	0	(81,100)	-100.0%
<b>Total Revenues</b>	<b>\$97,589</b>	<b>\$140,000</b>	<b>\$221,100</b>	<b>\$98,800</b>	<b>(\$122,300)</b>	<b>-55.3%</b>

### Expenses

Personal Services	\$30,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	30,410	84,000	163,550	98,800	(64,750)	-39.6%
Transfer Out	8,042	5,000	6,250	0	(6,250)	-100.0%
Capital Outlay	29,347	51,000	51,300	0	(51,300)	-100.0%
<b>Total</b>	<b>\$97,799</b>	<b>\$140,000</b>	<b>\$221,100</b>	<b>\$98,800</b>	<b>(\$122,300)</b>	<b>-55.3%</b>
Variance	(\$210)	\$0	\$0	\$0		
Beginning Fund Balance	337,617					
Ending Fund Balance	<u>\$337,407</u>					

# SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>SERVICE CHARGE RELATED FUNDS:</u></b>						
<b>Southern Maryland Criminal Justice Academy</b>						
<b>Revenues</b>						
Local Government	\$80,000	\$80,000	\$80,000	\$88,000	\$8,000	10.0%
Service Charge	16,277	7,100	7,100	0	(7,100)	-100.0%
Miscellaneous	35	0	0	0	0	N/A
<b>Total Operating Revenues</b>	<b>\$96,312</b>	<b>\$87,100</b>	<b>\$87,100</b>	<b>\$88,000</b>	<b>\$900</b>	<b>1.0%</b>
Transfers In	40,000	40,000	40,000	44,000	4,000	10.0%
<b>Total Revenues</b>	<b>\$136,312</b>	<b>\$127,100</b>	<b>\$127,100</b>	<b>\$132,000</b>	<b>\$4,900</b>	<b>3.9%</b>
<b>Expenses</b>						
Operating Costs	\$115,214	\$127,100	\$127,100	\$132,000	\$4,900	3.9%
<b>Total</b>	<b>\$115,214</b>	<b>\$127,100</b>	<b>\$127,100</b>	<b>\$132,000</b>	<b>\$4,900</b>	<b>3.9%</b>
<b>Variance</b>	<b>\$21,099</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>62,816</b>					
<b>Ending Fund Balance</b>	<b><u>\$83,915</u></b>					

## Animal Shelter\ Control

<b>Revenues</b>						
Service Charges	\$77,971	\$98,300	\$98,300	\$97,700	(\$600)	-0.6%
Miscellaneous	26,697	11,000	20,800	11,000	(9,800)	-47.1%
<b>Total Revenues</b>	<b>\$104,667</b>	<b>\$109,300</b>	<b>\$119,100</b>	<b>\$108,700</b>	<b>(\$10,400)</b>	<b>-8.7%</b>
<b>Expenses</b>						
Personal Services	\$23,934	\$24,200	\$24,200	\$24,800	\$600	2.5%
Fringe Benefits	5,817	6,200	6,200	5,600	(600)	-9.7%
Operating Costs	99,222	78,900	88,700	78,300	(10,400)	-11.7%
<b>Total</b>	<b>\$128,973</b>	<b>\$109,300</b>	<b>\$119,100</b>	<b>\$108,700</b>	<b>(\$10,400)</b>	<b>-8.7%</b>
<b>Variance</b>	<b>(\$24,306)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>76,252</b>					
<b>Ending Fund Balance</b>	<b><u>\$51,946</u></b>					

# SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<b><u>SERVICE CHARGE RELATED FUNDS:</u></b>						
<b>Law Library</b>						
<b>Revenues</b>						
Service Charges	\$30,070	34,000	34,000	34,000	0	0.0%
Fines & Forfeitures	24,063	33,000	33,000	33,000	0	0.0%
Miscellaneous	1,537	1,400	1,400	1,400	0	0.0%
<b>Total Operating Revenues</b>	<b>\$55,670</b>	<b>\$68,400</b>	<b>\$68,400</b>	<b>\$68,400</b>	<b>\$0</b>	<b>0.0%</b>
Transfers In	3,000	3,000	3,000	3,000	0	0.0%
<b>Total Revenues</b>	<b>\$58,670</b>	<b>\$71,400</b>	<b>\$71,400</b>	<b>\$71,400</b>	<b>\$0</b>	<b>0.0%</b>
<b>Expense: Operating Costs</b>	<b>\$73,105</b>	<b>\$71,400</b>	<b>\$71,400</b>	<b>\$71,400</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total</b>	<b>\$73,105</b>	<b>\$71,400</b>	<b>\$71,400</b>	<b>\$71,400</b>	<b>\$0</b>	<b>0.0%</b>
<b>Variance</b>	<b>(\$14,435)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Beginning Fund Balance</b>	<b>51,384</b>					
<b>Ending Fund Balance</b>	<b><u>\$36,949</u></b>					

## TOTAL SPECIAL REVENUE FUNDS

<b>Total Revenues</b>	\$39,340,414	\$37,274,173	\$42,413,019	\$37,725,594	(\$4,612,425)	-11.1%
<b>Total Expenses</b>	\$38,180,969	\$37,274,173	\$42,413,019	\$37,725,594	(\$4,597,343)	-11.1%
<b>Variance</b>	\$1,159,446	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
<b>Beginning Fund Balance</b>	6,572,752					
<b>Total Ending Fund Balance</b>	<b><u>\$7,732,198</u></b>					

## Cable TV/I-Net

<b>Department:</b>	Cable TV/I-Net	Account: 48 Fund
<b>Division\Program:</b>	Administrative Services	Fund: Special Rev.
<b>Program Administrator:</b>	Deborah Hudson, Director of Fiscal & Admin. Services Roy Hancock, Acting County Administrator	Source: Svc. Charge

[www.charlescountymd.gov/coadmin/ccgtv/ccgtv](http://www.charlescountymd.gov/coadmin/ccgtv/ccgtv)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$633,334	\$666,200	\$666,200	\$673,300	\$7,100	1.1%
Fringe Benefits	198,706	216,500	216,500	202,200	(14,300)	-6.6%
Operating Costs	105,543	185,600	205,600	231,600	46,000	24.8%
Agency Funding	0	75,000	75,000	100,300	25,300	33.7%
Debt Service	17,031	0	0	0	0	N/A
Operating Contingency	0	249,600	229,600	875,300	625,700	250.7%
Transfers Out	331,100	700,000	700,000	350,000	(350,000)	-50.0%
<b>Total Expenditures</b>	<b>\$1,285,713</b>	<b>\$2,092,900</b>	<b>\$2,092,900</b>	<b>\$2,432,700</b>	<b>\$339,800</b>	<b>16.2%</b>
<b>Revenues</b>	<b>\$2,381,799</b>	<b>\$2,092,900</b>	<b>\$2,092,900</b>	<b>\$2,432,700</b>	<b>\$339,800</b>	<b>16.2%</b>

### Changes and Useful Information:

- Included are part time funds to provide limited help to assist with computer upgrades, replacements and to supplement help desk support.
- Operating Cost increase includes funds to cover the estimated cost of Constant Contract Subscriptions, funds for training and funds for speakers and wall mounts, a professional mixer, wireless microphones and equipment.
- Agency Funding represents funds provided to the College of Southern Maryland for public TV broadcasts.

### Description:

This is an internal wide area communications network linking over 80 county government, educational & public facilities. It provides high capacity, cost effective, voice, video & data applications including video conferencing, distance learning/ training, Internet access & security monitoring, and central & expanded communications services.

Responsible for the maintenance and operation of the I-Net.

### CHANNEL 95 SUPPORT SERVICES

#### VIDEO PRODUCTION

- Provide installation/maintenance support for Commissioner Room HD Video
- Provide installation/maintenance support for Commissioner Room HF Audio system.
- Provide installation/maintenance support for Nonlinear Real-Time Video editing
- Provide installation/maintenance support for Video Scheduling/Play Back system.
- Provide installation/maintenance support for Video Server Storage system.
- Provide installation/maintenance support for Real-Time Web Streaming Video
- Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

#### VIDEO CAPTIONING

- Create MP3 file for each Commissioner meeting.
- Coordinate Transcription Process.
- Convert Captioned Video for Web Media Format.
- Render Captioned Video for broadcast.
- Archive/Catalog Video Files.

## Cable TV/I-Net

<b>Department:</b>	County Administrator	Account:	48 Fund
<b>Division\Program:</b>	Charles County Government TV (CCG95)	Fund:	Special Rev.
<b>Program Administrator:</b>	Roy Hancock, Acting County Administrator	Source:	Srv. Charge

<b>Positions:</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
Title	FTE	FTE	FTE	FTE	FTE
Chief of Communications	0.0	1.0	0.0	0.0	0.0
Press Secretary	0.3	0.0	0.0	0.0	0.0
Public Information Officer	0.0	2.0	2.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	2.0	1.0	1.0	1.0
Media Specialist	0.0	0.0	1.0	1.0	1.0
Videographer	1.0	1.0	0.0	0.0	0.0
Media Relations Assistant	0.7	0.0	0.0	0.0	0.0
Public Information Specialist	0.0	0.0	0.0	1.0	1.0
Video Production Specialist (Contract)	1.0	1.0	1.0	0.0	0.0
Salary Allocation from General Fund	0.0	0.5	0.0	0.0	0.0
Part Time Help	2.7	5.3	0.5	0.5	1.3
Chief Information Officer	0.0	0.0	0.5	0.5	0.5
Network Manager	0.0	0.0	0.3	0.3	0.3
Network Spec. III	1.0	1.0	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	0.0	0.0	0.5	0.5	0.5
<b>Total Full Time Equivalent</b>	<b>10.7</b>	<b>15.8</b>	<b>10.6</b>	<b>9.6</b>	<b>10.5</b>

### **Objectives & Measurements:**

	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
	Actual	Actual	Actual	Projected	Estimated
<i><u>Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.</u></i>					
<b><u># of Live Broadcasts</u></b>	N/A	110	113	115	115
- Liquor Board	N/A	12	11	11	11
- Planning Commission	N/A	24	20	20	20
- Cable Advisory Commission	N/A	2	1	0	2
- Board of Appeals	N/A	24	18	18	18
- Board of Fire & Rescue	N/A	11	11	12	11
<b><u># of In-house Produced</u></b>	N/A	125	129	150	150
- Charles County Sheriff's Office Safety Beat	N/A	15	10	10	10
- County Commissioners Profiles	N/A	55	N/A	N/A	N/A
- CCSO National Nights Out	N/A	0	1	1	1
- Public Service Announcements (PSA's)	N/A	48	55	60	65
- Lackey Pool Promo & VanGO Promo	N/A	2	2	2	2
- Permits Seminars	N/A	2	3	5	5
<i><u>Tapes are aired daily every week of the year</u></i>					
Community Bulletin Board runs 24/7, which is updated three times a week					
<b># of requests for copies of broadcasts</b>	N/A	150	250	250	250
<b># of off-site Events Taped for Broadcast</b>	N/A	50	55	60	60

## General Government

**Department:** Circuit Court Account: 33.09.10  
**Division\Program:** Law Library Fund: Special Rev.  
**Program Administrator:** Honorable Amy J. Bragunier Source: Svc. Charge  
[www.charlescountylawlibrary.com](http://www.charlescountylawlibrary.com)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Operating Costs	\$73,105	\$71,400	\$71,400	\$71,400	0	0.0%
<b>Total Expenditures</b>	\$73,105	\$71,400	\$71,400	\$71,400	\$0	0.0%

### Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by and recognizance's forfeited to a circuit court shall be used to augment the court law library.

## Public Safety

**Department:** Animal Control Services Account: 21 Fund  
**Division/Program:** Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.  
 Medical Services  
**Program Administrator:** Edward Tucker, Chief Animal Control Services Source: Svc. Charge  
[www.charlescountymd.gov/es/animalcontrol/animal-control](http://www.charlescountymd.gov/es/animalcontrol/animal-control)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$23,934	\$24,200	\$24,200	\$24,800	\$600	2.5%
Fringe Benefits	5,817	6,200	6,200	5,600	(600)	-9.7%
Operating Costs	99,222	78,900	88,700	78,300	(10,400)	-11.7%
<b>Total Expenditures</b>	\$128,973	\$109,300	\$119,100	\$108,700	(\$10,400)	-8.7%

### Changes and Useful Information:

- The Snyder Foundation grant which is not budgeted until awarded and is anticipated to be \$5,000. Any unspent balance from prior fiscal year is carried over via a budget amendment.

### Description:

The Tri-County Animal Shelter receives in excess of 11,000 animals per year from Charles, Calvert, and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the sixteen participating veterinarians helping the community in this 100% percent effective spay/neuter program in which the adopted animals are taken directly to the veterinarian by shelter staff.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$100 per dog. This fee to the shelter includes the cost of spay/neuter surgery, a rabies shot, a first distemper vaccine, microchip, and physical exam by a veterinarian, puppies and kittens are wormed for roundworms, heartworm screening for dogs, and feline leukemia/FIV screening for cats.

This fund also covers the cost of the van and the driver that takes the animals to the veterinarian. Since October of 1999 the shelter has a program where reclaimed animals from the shelter can be microchipped for identification purposes at a greatly reduced fee.

### **Snyder Foundation Grant**

For the past six years, the Tri-County Animal Shelter has received a Snyder Foundation grant to be used solely and specifically for the veterinary care for animals "hanging in the balance" between adoption and euthanasia. This grant has helped hundreds of animals.

## Public Safety

**Department:** Animal Control Services Account: 21 Fund  
**Division/Program:** Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.  
 Medical Services  
**Program Administrator:** Edward Tucker, Chief Animal Control Services Source: Srvc. Charge

<b>Positions:</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
Title	FTE	FTE	FTE	FTE	FTE
Animal Shelter Van Driver	0.7	0.7	0.7	0.7	0.7
<b>Total Full Time Equivalent</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>

**Objectives & Measurements:**

	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
	Actual	Actual	Actual	Projected	Estimated

*Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program*  
 # of animals adopted 919 957 1081 951 1,000  
 -% of total received (ARRA's) 10.7% 12.0% 13.6% 11.7% 12.0%

**Department:** Sheriff's Office Account: 12 Fund  
**Division/Program:** Public Safety Grants Fund: Special Rev.  
**Program Administrator:** Rex W. Coffey, Sheriff Source: Grant  
[www.ccsso.us](http://www.ccsso.us)

<b>Expenditure Category</b>	<b>FY2011 Actual</b>	<b>FY2012 Adopted</b>	<b>FY2012 Amended</b>	<b>FY2013 Adopted</b>	<b>\$ Change FY2012 Amended</b>	<b>% Chg.</b>
Personal Services	\$774,955	\$532,200	\$829,318	\$524,600	(\$304,718)	-36.7%
Fringe Benefits	274,270	227,000	307,524	214,300	(93,224)	-30.3%
Operating Costs	169,022	101,400	179,349	88,579	(90,770)	-50.6%
Capital Outlay	147,541	47,000	111,634	43,000	(68,634)	-61.5%
<b>Total Expenditures</b>	<b>\$1,365,787</b>	<b>\$907,600</b>	<b>\$1,427,825</b>	<b>\$870,479</b>	<b>(\$557,346)</b>	<b>-39.0%</b>

**Changes and Useful Information:**

- The FY2013 budget is for the Child Support Program, the Byrne Justice Assistance Grant (BJAG) Local Solicitation - CCSO Equipment Upgrade and Drug Court Support Program, and the American Recovery and Reinvestment Act (ARRA) Byrne Justice Assistance Grant for an Intelligence Specialist. All other grants are budgeted upon award or carried over as appropriate.

**Description:**

In a cooperative effort, the Sheriff and the County Commissioners are constantly vigilant in their search for State and Federally funded programs. These programs, when funded, enhance the law enforcement effort at a much reduced cost to the citizens of Charles County.

**Auto Theft**

Maryland Vehicle Theft Prevention – Receive partial funding for two Officers to curtail the rising crimes of auto theft and car jacking.

**Child Support and Child Support Incentives**

The Charles County Sheriff's Office (CCSO) provides services pertaining to the relocation of absent parents/obligators in child support cases which includes the processing and serving of summonses, warrants and writs of attachment received from the courts. Procedures are implemented whereby the program personnel of the Sheriff's Office interacted with officials of the State's Attorney's Office, Social Services, and Child Support Enforcement Administration, the Courts, and the Department of Human Resources.

Federal incentive payment funding is used to supplement, improve the effectiveness or efficiency, of the Child Support Enforcement Program. The County submits a plan for IV-D or non IV-D activities. Incentives funds are multi-year in nature and budgeted as carryover funds and/or upon award.

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## Public Safety

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<b>Department:</b>	Sheriff's Office	Account:	12 Fund
<b>Division\Program:</b>	Public Safety Grants	Fund:	Special Rev.
<b>Program Administrator:</b>	Rex W. Coffey, Sheriff	Source:	Grant

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### **Domestic Violence Data Entry**

This grant provides overtime funds for data entry to meet the court's mandate of entering protective orders into the MILES/NCIC database within a 24 hour period as well as the service of orders.

### **Tobacco Initiative**

The Charles County Department of Health (CCDH) awards the Sheriff's office Cigarette Restitution Funds for tobacco use prevention and education. The goal of this collaborative agreement is to reduce the impact of youth tobacco use in Charles County. Together with CCDH, CCSO will conduct Tobacco Diversion Panels, educate tobacco merchants on your access law, and educate youth about tobacco through community events.

### **Comprehensive Traffic Safety Program**

This transportation safety program is a Maryland Department of Transportation grant to support aggressive driving prevention, bicycle safety, impaired driving prevention, inattentive driving prevention, motorcycle safety, occupant protection, older driver safety, pedestrian safety, and young driver safety.

### **School Bus Safety Enforcement Program**

The CCSO Overtime Patrols program targets drivers who fail to stop for school buses that are loading or unloading students while displaying flashing red lights. The program supports proactive measures by focusing on school bus driver's routes and targeting violators of any Maryland motor vehicle laws for school bus safety zones as well as reckless traffic violations. The second component of the grant is to inform the public of school bus safety laws through a public information campaign which would be implemented for 6 weeks at a local movie theater. Program funds provide officer overtime for enforcement efforts and contracted services for the campaign.

### **Sex Offender and Compliance Enforcement In Maryland (SOCEM)**

The CCSO's Monitoring Support Program tracks the compliance of local sex offenders who are required to register/re-register with the Maryland Sex Offender Registry. This program will continue strict enforcement of sex offenders in the area by focusing on registering offenders, performing compliance checks and ensuring employees are knowledgeable on offenders in order to make rapid location of violators possible. Grant funds provide overtime for officers performing compliance checks and the Warrant/Fugitive Squad to locate violators, a civilian CID-technical Assistant processing re-registrations and attending sex offender related meetings, as well as travel associated with training.

### **Washington Baltimore High Intensity Drug Trafficking Areas (HIDTA)**

The Anti-Drug Abuse Act of 1988 and The Office of National Drug Control Policy (ONDCP) Reauthorization Act of 1998 authorized the Director of ONDCP to designate areas within the United States which exhibit serious drug trafficking problems and harmfully impact other areas of the country as High Intensity Drug Trafficking Areas.

The HIDTA Program provides additional federal resources to those areas to help eliminate or reduce drug trafficking and its harmful consequences. Law enforcement organizations within HIDTA assess drug trafficking problems and design specific initiatives to reduce or eliminate the production, manufacture, transportation, distribution and chronic use of illegal drugs and money laundering. This program ended 12/31/10.

### **The Edward J. Byrne Memorial Justice Assistance Grants (BJAG)**

#### Enhancing Training Capabilities & Serving Extraditions

The purpose of this grant is to purchase a portable Firearms Training Simulator (FATS). FATS is a simulated training system used to provide judgmental use of force, tactical and marksmanship training. Grant funds will also compensate for costs associated with serving extraditions such as airfare, lodging and per diem.

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## Public Safety

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<b>Department:</b>	Sheriff's Office	Account:	12 Fund
<b>Division\Program:</b>	Public Safety Grants	Fund:	Special Rev.
<b>Program Administrator:</b>	Rex W. Coffey, Sheriff	Source:	Grant

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### CCSO Equipment Upgrade and Drug Court Support Program

This grant will be utilized for the following:

1. Equip the Crime Lab with a generator in order to keep systems running and DNA cold during emergencies.
2. Equip the Traffic Operations Section with a Tag Reader in order to make more arrests.
3. Provide support to the Charles County Juvenile Drug Court Program to cover one quarter of the Drug Court Coordinator's Position's salary and benefits. State funds that currently cover this are being reduced and this grant would make up for it. The costs associated with the salary and benefits will be used for three months of the grant from July 1 – September 30, 2012.

### Law Enforcement Training(LETS) Grants

In FY12, the CCSO received several Law Enforcement Training Grants for the following training events:

- International Association for Identification Forensics Training Seminar
- Homicide and Crime Scene Management Conference
- Governor's Criminal Justice Training Conference
- Global Youth Training Conference
- Child First Training Seminar

### American Recovery and Reinvestment Act (ARRA) – Domestic Violence Coordinator Program

The purpose of this grant is to hire a full-time Domestic Violence Specialist to provide assistance to victims of domestic violence in Charles County, not through counseling, but by providing information and assistance to the general public with inquiries pertaining to domestic violence matters. The employee will act as a liaison between the court and investigative and counseling service providers and will inform the court of the status of court ordered treatment and/or services.

### American Recovery and Reinvestment Act (ARRA) - Reducing Open Warrants Initiative

This warrant overtime support program provides officer overtime for the purpose of extraditions, instant response, and warrant service for VPI cases and violent offender cases. The program supports the service of warrants for violent crimes and service of any warrant issued to violent offenders under the supervision of the Department of Parole and Probation. Grant funds provided overtime for officers serving warrants. This multi-year grant closed out in FY2012 as of September 30, 2011.

### American Recovery and Reinvestment Act (ARRA) – Intelligence Specialist

The purpose of this grant is to hire a full-time Intelligence Specialist for a four year period with the aim to break the Spanish language and cultural barrier as well as to combat crime in our community. The Intelligence Specialist is fluent in Spanish and works in a full time capacity. This is a multi-year grant with a grant period of 03/01/09-02/28/13.

### Badges for Baseball Grant - Cal Ripken Sr. Foundation

The purpose of this grant is to provide a positive program taught by Law Enforcement officers to at-risk youth in order to help them make better choices and have a better relationship with law enforcement. This grant will contribute to the goals of the County to provide a safe place for it's citizens to live and services to the youth who are at risk of making poor choices which cause them to end up on the wrong side of the criminal justice system. Grant funds will be used for teaching aids to add the Healthy Choices/Healthy Children and baseball fundamentals to the CCSO Summer Youth Achievement Program. It will also provide fun activities to enhance the program. The initial award was for 04/01/11-11/30/11. The CCSO applied for an additional year and are awaiting award.

### Local Solicitation - Installation of Recording Capabilities in Interrogation Rooms

Funds awarded under the BJAG Local Solicitation are for the installation of Recording Capabilities in Interrogation Rooms at the Sheriff's office. This equipment will be used to accurately record suspect statements, confessions, and demeanor for submission in the courtroom during trial especially for cases involving serious felonies. This multi-year grant ended 09/30/11.

## Public Safety

<b>Department:</b>	Sheriff's Office	Account: 12 Fund
<b>Division\Program:</b>	Public Safety Grants	Fund: Special Rev.
<b>Program Administrator:</b>	Rex W. Coffey, Sheriff	Source: Grant

### Local Solicitation - Video Conferencing Equipment & Drug Court

The purpose of this grant was for the purchase of video conferencing equipment for the Detention Center to provide defendants with an initial appearance via video conferencing between the Detention Center and the District Court. The second function of the grant was in support of the Juvenile Drug Court Program. Grant funds were utilized for drug testing equipment, pay for drug testing with the CC Dept. of Health, and pay officer overtime for home visits, random curfew checks, and community service projects and incentives. This multi-year grant closed out in FY2012 as of September 30, 2011.

### **Enforcing Underage Drinking Laws Program**

The Charles County Sheriff's Office's Underage Drinking Enforcement Initiative targets the enforcement of underage drinking laws in Maryland. The program supports special operations involving plain clothed and undercover officers working in alcohol retail establishments, party complaint follow-ups, and an annual event co-hosted by the CCSO. The annual event provides an alcohol and tobacco free night for high school graduates. The program also supports educational programs for parents as well as middle school students and a PSA campaign. Program funds provide for officers overtime, contractual services, and educational materials.

### **Chaney Foundation Grant**

Grant funds will be used to cover supplies and annual Awards Banquet costs for Teen Court.

### **Juvenile Accountability Block Grants - Juvenile Drug Court and Teen Court Programs**

Funding has been provided for the enhancement of the Charles County Juvenile Drug Court by supplying drug testing supplies and contracted services. The grant also provides for transportation services for Teen Court clients to educational field trips.

### **Maryland State Bar Association (MSBA) Teen Court**

The Maryland Bar Foundations awarded the agency \$1,000 for the Teen Court Coordinator to attend trainings throughout the year.

### **License Plate Readers Program (LPRE)**

This grant was awarded from the Governor's Office of Crime Control and Prevention (GOCCP) to the Maryland State Police who acted as the central procurement agency in order to purchase License Plate Readers for approved agencies throughout the state. The CCSO was selected to receive one LPR unit with a cost of \$17,000.

<b><u>Positions:</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Sworn Officers	5.2	6.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Community Traffic Safety Coordinator	0.9	0.9	0.9	0.2	0.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	0.0	1.0	1.0	1.0	1.0
Part Time Positions	0.0	0.0	1.2	1.2	1.2
<b>Total Full Time Equivalent</b>	<b>8.0</b>	<b>9.9</b>	<b>9.1</b>	<b>8.5</b>	<b>8.2</b>

<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>

### **Child Support Grant**

Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.

# of summonses/show cause/subpoenas	1,078	1,309	1,579	1,416	1,466
# of writs/warrant/body attachment to be executed	390	425	523	442	452

## Public Safety

**Department:** Emergency Services Account: 49 Fund  
**Division\Program:** Emergency Management Fund: Special Rev.  
**Program Administrator:** Michelle Lilly, Chief of Emergency Management Source: Grant  
[www.charlescountymd.gov/es/em/emergency-management](http://www.charlescountymd.gov/es/em/emergency-management)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$203,783	\$149,402	\$230,033	\$150,059	(\$79,974)	-34.8%
Fringe Benefits	32,220	30,978	33,028	29,437	(3,591)	-10.9%
Operating Costs	371,798	2,700	300,409	88,368	(212,041)	-70.6%
Capital Outlay	401,580	0	701,771	0	(701,771)	-100.0%
<b>Total Expenditures</b>	<b>\$1,009,381</b>	<b>\$183,080</b>	<b>\$1,265,241</b>	<b>\$267,864</b>	<b>(\$997,377)</b>	<b>-78.8%</b>

### Changes and Useful Information:

- The balance of Federal grants which have an ending date after 06/30/12 will be carried over to FY2013.

### Description:

#### **Homeland Security Grant Programs (HSGP)**

This special fund provides for planning, equipment, training, exercise, and management & administrative funding to emergency prevention, preparedness, and response. The Office of Domestic Preparedness (ODP) HSGP integrates the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI), the Metropolitan Medical Response System (MMRS), and the Citizen Corps Program (CCP).

These programs further provide the opportunity to enhance regional preparedness efforts. State and local government are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the State's Strategy.

For FY 2013 grant awards, the HSGP are being consolidated into a single grant that has been re-named National Preparedness Grant Program (NPGP). This does not include the Emergency Management Performance Grant which will continue as funded through FY 2013. The FY 2013 NPGP will:

- Focus on the development and sustainment of the core capabilities identified in the National Preparedness Goal.
- Utilize the capability estimation process employed by applicants and verified by Department of Homeland Security (DHS) to determine capability and resource deficiencies to inform the competitive process.
- Build a robust national preparedness capacity based on cross-jurisdictional and readily deployable state and local assets.

#### State Homeland Security Program (SHSP)

SHSP is a core homeland security assistance program that provides funds to build capabilities at the State and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in Homeland Security Strategies. SHSP funding also supports the four mission areas of homeland security - prevent, protect, respond, and recover - and addresses all the National Priorities and the 37 Target Capabilities, as they relate to terrorism.

The allowable scope of SHSP activities include catastrophic events, provided that these activities also build capabilities that relate to terrorism. As part of the SHSP, funding is provided to pay for an Emergency Planner Position. Law Enforcement Terrorism Prevention Program (LETPP) as part of the SHSP is a required 34% for FFY 2011 and 28% of FFY 2010.

#### Citizen Corps Program (CCP)

Corps Program funds will be used to support Citizen Corps Councils with efforts to engage citizens in all-hazards prevention, protection, response, and recovery. The CCP provides the resources necessary for States and local communities such as Charles County to:

- 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council;
- 2) develop and implement a plan or amend existing plans to achieve widespread citizen preparedness & participation;
- 3) conduct public education and outreach;
- 4) ensure clear emergency communications with the public;
- 5) develop training programs for the public;
- 6) facilitate citizen participation in exercises;
- 7) implement volunteer programs and activities to support emergency responders;
- 8) involve citizens in surge capacity roles and responsibilities; and
- 9) conduct evaluations of programs and activities.

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## Public Safety

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<b>Department:</b>	Emergency Services	Account:	49 Fund
<b>Division\Program:</b>	Emergency Management	Fund:	Special Rev.
<b>Program Administrator:</b>	Michelle Lilly, Chief of Emergency Management	Source:	Grant

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### FFY2009 Interoperable Emergency Communications Grant Program

Funds were awarded to Charles County for the Tri-County Region to reimburse Calvert, Charles, and St. Mary's Counties for overtime costs and other expenses related to the interoperable communications drill held on March 23rd 2011. The grant also funded equipment under the guidance of the Southern Maryland Interoperable Executive Committee (SMIEC).

### **Port Security Grant Program (PSGP)**

The purpose of the PSGP is to create a sustainable, risk-based effort to protect critical port infrastructure from terrorism, particularly attacks using explosives and non-conventional threats that could cause major disruption to commerce. The county has received several Port Security Grants as follows:

FFY2007 PSGP - Charles County Sheriff's Office has expanded operations to include Maritime Security Initiatives and this grant will promote Maritime Security on the waterways that surround Charles County. This grant funding was used to purchase a Fast Response Watercraft Vessel (FRWV) and standardized maritime tactical equipment and support training. The MD Natural Resources Police is the lead agency on this joint application. In FY12, the County received an additional \$7,500 in funding to purchase a navigation system and another \$4,500 to add a light bar, winch/power lift, ropes, tow straps, bumper guards, and life preservers to a Parker brand boat, DES Boat#16B.

FFY2009 PSGP - Funds from this grant provide for the purchase of a Tactical Emergency Medical Services SUV to support Maryland Tactical Operations Group (MTOG) operations and Charles County Sheriff's Office EST Operations. Through this grant CCG will also purchase a Maritime Tow Vehicle to support the FY2007 PSGP award for a FRWV.

FFY2010 PSGP - Project 1 of this grant, is for the purchase of a light duty rescue vehicle, mobile radio, two portable radios, and a mobile data terminal. Project 2 is for the purchase of a Maritime Tactical Response Vessel, training, and overtime and backfill for associated training events.

### **Emergency Management Performance Grant (EMPG) Program**

EMPG funds are provided to structure emergency management programs based on identified needs and priorities to strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities and Target Capabilities List of the National Preparedness Goal. The EMPG program is designed to assist States and urban areas to enhance and strengthen emergency management capabilities. The building of working partnerships between government, business, volunteer, and community organizations is key to program success and highly encouraged.

### **Interagency Hazardous Materials Public Sector Training and Planning Grants**

Funding has been awarded to send the Tactical Response Team members to training in Baltimore, MD for the International Hazardous Materials Response Team conference sponsored by the International Association of Fire Chiefs. The conference will provide multiple trainings to include the "Save Your Own" course that will train and practice "officer down" and "rapid intervention crew" exercise skills.

### **FY2008 Legislative Pre-Disaster Mitigation Grant Program**

This grant is for contract services to update the Charles County Hazard Mitigation Plan, 2005. Without a plan update Charles County would not be eligible for pre and post-disaster grant funds after 2010. The plan update will include the latest information based on events and land development within the last five years. The plan update will also include other new requirements from the new local planning guidance such as repetitive loss structures information; continue compliance with National Flood Insurance Program (NFIP), and methods to conduct annual plan reviews. As part of the scope of work, the contractor will develop a detailed risk/vulnerability study for CIVISTA hospital and all repetitive flood zone areas in Charles County.

### **Southern MD Hospital – LifeNet**

Funding provided for telemetry capabilities to all of the Lifepaks in the County through the purchase of 31 modems. The County has 26 in service and an additional 5 that can be used as spares if and when one is out of service. Funding has also been provided for a Wireless data plan for a 5-year period through FY2015.

## Public Safety

<b>Department:</b>	Emergency Services	Account: 49 Fund
<b>Division\Program:</b>	Emergency Management	Fund: Special Rev.
<b>Program Administrator:</b>	Michelle Lilly, Chief of Emergency Management	Source: Grant

### Community Right-To-Know (CRTK) Fund Grant Program

In 2001, the Maryland General Assembly enacted Title 7, Subtitle 6 of the Maryland Environment Article requiring the Maryland Department of the Environment to establish a Community Right-To-Know Fund (CRTK) to help cover costs to the State and local governments of fulfilling the duties and responsibilities of the Federal Emergency Planning and Community Right to Know Act. These funds are dispersed to the Local Emergency Planning Committees (LEPC) in the state.

Funds currently support part time personnel to perform facility site surveys in reference to Sara Title II reporting on threshold quantities of hazardous materials at businesses in Charles County and to purchase equipment.

### Maryland Institute for Emergency Medical Services Systems (MIEMSS) 50/50 Matching Grant

This grant funding purchased one monophasic LP-15 defibrillator to replace an LP-12 which had been in service for 10 years. The objective of the grant is to provide essential life support equipment for field operations. This equipment will be used to provide the standard early defibrillation interventions to cardiac arrest patients as recommended by the American Heart Association.

### State and Community Highway Safety Grant Program

These Federal pass through funds were utilized to establish a CAD interface for Charles County's computer aided dispatch to MIEMSS' electronic Maryland EMS patient care record and data collection system, eMEDS. It will result in providing greater understanding of contributing factors and develop improved strategies in our battle against motor vehicle related incidents. The County contracted with the State's vendor Image Trend, Inc. to develop an interface that exports the data from our CAD to the eMEDS system.

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Emergency Management	1.0	1.0	1.0	1.0	1.0
Allocation from General Fund	0.2	0.8	0.8	0.8	0.8
<b>Total Full Time Equivalent</b>	<b>1.2</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>

<b>Department:</b>	Volunteer Fire Protection & Emergency Medical Services	Account: 26 Fund
<b>Division\Program:</b>	Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Fund: Spec. Rev Source: Prop. Tax
<b>Program Administrator:</b>	Thomas Edwards, CCVFA President / Vernon Monday, CCAEMS President	

[www.charlescountymd.gov/maps/volunteer-fire-and-ems](http://www.charlescountymd.gov/maps/volunteer-fire-and-ems)

<b>Expenditure Category</b>	<b>FY2011 Actual</b>	<b>FY2012 Adopted</b>	<b>FY2012 Amended</b>	<b>FY2013 Adopted</b>	<b>\$ Change FY2012 Amended</b>	<b>% Chg.</b>
Fringe Benefits	\$3	\$0	\$0	\$0	\$0	N/A
Operating Costs	5,817	7,300	7,300	7,300	0	0.0%
Agency Funding	12,433,219	12,470,565	12,470,565	11,786,386	(684,179)	-5.5%
<b>Total Expenditures</b>	<b>\$12,439,039</b>	<b>\$12,477,865</b>	<b>\$12,477,865</b>	<b>\$11,793,686</b>	<b>(\$684,179)</b>	<b>-5.5%</b>

### Changes and Useful Information:

- Decrease is due to reduced property tax revenue resulting in reduced agency funding.

### Description:

The Charles County Fire & Emergency Medical Services (EMS) Associations represent 11 volunteer joint Fire/EMS organizations, 2 independent fire companies, and 4 independent volunteer EMS companies. There is also one volunteer independent dive/rescue company to provide service for water related emergencies. These organizations are located in La Plata, Hughesville, Waldorf, Nanjemoy, Benedict, Cobb Island, Potomac Heights, the 10th district, Indian Head, Bel Alton, Bryan's Road, Westlake (Waldorf), Newburg, Ironsides, White Plains, and Dentsville.

## Public Safety

**Department:** Volunteer Fire Protection & Emergency Medical Services Account: 26 Fund  
**Division\Program:** Charles County Volunteer Fireman's Association (CCVFA) & Fund: Spec. Rev  
 Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS) Source: Prop. Tax  
**Program Administrator:** Thomas Edwards, CCVFA President / Vernon Monday, CCAEMS President

The funding Source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland (508) grant. The Fire and Rescue Tax is based on \$.064 per assessed value of real property and \$.16 per assessed value of business property. The tax is broken down as follows: 62.50% for fire, 31.25% for EMS and 6.25% for the Length of Service Awards Program (LOSAP). Donations, fundraising and other sources of revenue are reported separately within each organizations financial statements.

The Volunteer Fire and Rescue (EMS) organizations are independent companies, each operated under an elected body of operational and administrative officers. The business affairs of each organization are managed by the Board of Directors and membership vote. The goals of these Associations include outstanding performance in the following areas: fire protection, fire prevention, volunteer retention and emergency medical services (basic and advanced life support).

The annual budgets are development within the Executive Committees of each Association. A seven member body, the Board of Fire & Rescue, Commissioners has final tax and grant appropriation authority over both Associations.

### Positions:

There are nearly 2,500 volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points, with the average volunteer having approximately six years of service.

**Department:** State's Attorney Office\Sheriff\Commissioners Account: 22 Fund  
**Division\Program:** Drug Forfeitures Fund: Special Rev.  
**Program Administrator:** State's Attorney Office\Sheriff\Commissioners Source: Svc. Charge

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$30,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	30,410	84,000	163,550	98,800	(64,750)	-39.6%
Transfers Out	8,042	5,000	6,250	0	(6,250)	-100.0%
Capital Outlay	29,347	51,000	51,300	0	(51,300)	-100.0%
<b>Total Expenditures</b>	<b>\$97,799</b>	<b>\$140,000</b>	<b>\$221,100</b>	<b>\$98,800</b>	<b>(\$122,300)</b>	<b>-55.3%</b>

### Changes and Useful Information:

- No capital or equipment purchases anticipated for the Sheriff's Office drug forfeitures accounts.
- No matching funds to be provided by State Attorney's Office drug forfeitures in FY2013.

### Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

### Federal Asset Forfeiture Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations. Funds must be expended within two years or returned.

### Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

## Public Safety

**Department:** Sheriff's Office Account: 18 Fund  
**Division\Program:** Sheriff's Special Programs Fund: Special Rev.  
**Program Administrator:** Rex W. Coffey, Sheriff [www.ccsso.us](http://www.ccsso.us) Source: Srvc. Charge

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$162,351	\$177,000	\$177,000	\$159,500	(\$17,500)	-9.9%
Fringe Benefits	51,611	60,800	60,800	53,200	(7,600)	-12.5%
Operating Costs	29,436	38,000	38,000	173,200	135,200	355.8%
<b>Total Expenditures</b>	<b>\$243,398</b>	<b>\$275,800</b>	<b>\$275,800</b>	<b>\$385,900</b>	<b>\$110,100</b>	<b>39.9%</b>

### Changes and Useful Information:

- The decrease in personal services and fringe benefits is due to a change in personnel.
- The increase in operating costs is for urinalysis testing.

### Description:

#### Volunteers in Community Service (VICS)

VICS is a court ordered alternative to incarceration in which individuals perform court-ordered community services in lieu of fines, points, or incarceration. Currently, VICS has over 100 participating agencies. These participating agencies consist of State, County, Federal jurisdictions as well as nonprofit organizations.

#### Criminal Justice Program/Urinalysis

Urinalysis is a test done at the Charles County Correctional facility. Participants on work release, juveniles, court orders, social services, parole and probation and random in house workers can be tested for the use of drugs and alcohol. The goal of the testing is to ensure that staff safety, facility security and contraband control are not compromised by the use of drugs or alcohol.

### Personnel Summary:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Correctional Officer	0.4	0.4	0.4	0.4	0.4
Part-time positions	0.6	0.6	0.6	0.6	0.6
<b>Total Full Time Equivalent</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>

**Department:** Sheriff's Office Account: 44 Fund  
**Division\Program:** Southern Maryland Criminal Justice Academy Fund: Special Rev.  
**Program Administrator:** Rex W. Coffey, Sheriff [www.ccsso.us](http://www.ccsso.us) Source: Reimburse

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Operating Costs	\$115,214	\$127,100	\$127,100	\$132,000	\$4,900	3.9%
<b>Total Expenditures</b>	<b>\$115,214</b>	<b>\$127,100</b>	<b>\$127,100</b>	<b>\$132,000</b>	<b>\$4,900</b>	<b>3.9%</b>

### Changes and Useful Information:

- Increase in operating costs for utilities.

### Description:

The Southern Maryland Criminal Justice Academy is a cooperative effort between the Sheriff's Offices in Charles, Calvert, & St. Mary's Counties, and its mission is to provide highly-trained and qualified sworn & corrections officers to Southern Maryland. Through skill scenarios, academic testing, physical training, and firearm training, the Academy successfully carries out its mission.

The Academy provides entry-level, in-service and specialized training for employees from each of the Southern Maryland Sheriff's offices. In 2011, the Academy provided 288 hours of in-service training to 363 police officers of which 115 are from Charles County. The Academy also provided 1,820 hours of entry-level training to 70 new police and corrections officers, of which 26 are from Charles County.

The Academy scored 100 percent on a biennial audit conducted by the Maryland Police and Correctional Training Commission (MPCTC) in September 2011; this is the sixth consecutive perfect score the Academy has earned from the MPCTC.

## Community Services

<b>Department:</b>	Community Services	Account: 40 fund
<b>Division/Program:</b>	Aging Services: Federal Grants	Fund: Spec. Rev.
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	Source: Grant

[www.charlescountymd.gov/cs/aging/aging-and-senior-programs](http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$144,794	\$136,737	\$261,125	\$240,530	(\$20,595)	-7.9%
Fringe Benefits	1,679	850	13,072	17,152	4,080	31.2%
Operating Costs	286,237	244,528	373,863	255,965	(117,898)	-31.5%
<b>Total Expenditures</b>	<b>\$432,709</b>	<b>\$382,115</b>	<b>\$648,060</b>	<b>\$513,647</b>	<b>(\$134,413)</b>	<b>-20.7%</b>

### Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/12 or later will be carried over to FY2013.

### Description:

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration of Aging. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

### **Title III, Part B - Grants for Supportive Services and Senior Centers**

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives.

The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys.

Access Services include the full scope of services in areas such as Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

### **Title III, Part C - Nutrition Services**

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

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## Community Services

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<b>Department:</b>	Community Services	Account:	40 fund
<b>Division/Program:</b>	Aging Services: Federal Grants	Fund:	Spec. Rev.
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	Source:	Grant

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### **Title III, Part D - Health Promotion and Disease Prevention**

Health Promotion and Disease Prevention services are provided through a contract with the Charles County Department of Health's Visit the Nurse program, and many community partners who provide in-kind services for seniors. Physical Fitness activities provided at Senior Centers, as well as Health Screening, Mental Health Screening, Medication Management programs, and Wellness Education seminars are key components of this successful program. A specified percentage of funds must be designated to support medication management activities in accordance with State policy.

### **Title III, Part E - National Family Caregiver Support Programs (NFCSP)**

Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers.

### **Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation**

Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

### **Money Follows the Person (MFP) Rebalancing Demonstration**

MFP in Maryland will help people transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. New efforts under MFP include peer mentoring, enhanced transition assistance, improved information technology, housing assistance, flexible transition funds, and the addition of waiver services.

### **Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)**

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance and receive options counseling and benefits coordination through a single point of entry. This expansion grant will be utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. Funds support training and certification fees for AIRS Certification of 4 personnel, SMCIL personnel to conduct regularly scheduled on-site services at designated locations, the purchase of computer hardware and handicapped accessible furniture for up to 3 self-serve benefit screening kiosks, the creation of a professional TV/Internet ad and air time charges to run the ad as well as print media materials. The County also received grant funds to support a designated position titled "Home and Community Based Service Manager" to serve as the Charles County MAP Coordinator.

### **Centers for Medicare and Medicaid Services Programs (CMS): Senior Health Insurance Program (SHIP)**

SHIP is a federal grant supported program which utilizes staff and trained volunteers to provide information and assistance for the elderly in areas such as: preparing and filing health insurance claims; understanding medical bills; and understanding Medigap and long-term care insurance policies. Individual and community education regarding access to health insurance, Medicare and Medicaid policies, options counseling, and enrollment services are ongoing services provided by both paid staff and volunteers.

Volunteers are also trained to identify other needs and to make appropriate referrals. The volume of SHIP services continues to increase steadily with the continuation of Health Care Reform & Medicare Reform at the Federal level and the changes to Medicare Drug Benefit Programs. Recent changes in SHIP policy at the State level have greatly expanded the target population to include persons of any age who are entitled to Medicare as a result of disability or chronic illness.

## Community Services

<b>Department:</b>	Community Services	Account: 40 fund
<b>Division\Program:</b>	Aging Services: Federal Grants	Fund: Spec. Rev.
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	Source: Grant

<b><u>Personnel Summary:</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Senior Programs	0.0	0.0	0.1	0.1	0.1
Home & Comm. Based Services Mgr	0.0	0.0	0.0	1.0	1.0
Centers Administrator	0.0	0.0	0.2	0.2	0.2
Sr. Info. & Assist. Coordinator	0.0	0.0	0.0	0.0	0.3
Media Specialist	0.2	0.2	0.0	0.0	0.0
Senior Center Coordinator	0.6	0.6	0.0	0.0	0.0
Long Term Care Coordinator	0.3	0.3	0.4	0.4	0.4
Nutritionist	0.0	0.0	0.3	0.3	0.3
Program Specialist	0.4	0.4	0.0	0.3	0.3
Part-time positions	1.8	1.8	2.3	2.3	3.1
<b>Total Full Time Equivalent</b>	<b>3.3</b>	<b>3.3</b>	<b>3.2</b>	<b>4.5</b>	<b>5.6</b>

### **Objectives & Measurements:**

See General Fund - Community Services: Aging & Senior Programs (pg.# 150) for listing of all Objectives & Measurements regardless of funding source.

<b>Department:</b>	Community Services	Account: 43 fund
<b>Division\Program:</b>	Aging Services: State Grants	Fund: Spec. Rev.
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	Source: Grant
	<a href="http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs">www.charlescountymd.gov/cs/aging/aging-and-senior-programs</a>	

<b>Expenditure Category</b>	<b>FY2011 Actual</b>	<b>FY2012 Adopted</b>	<b>FY2012 Amended</b>	<b>FY2013 Adopted</b>	<b>\$ Change FY2012 Amended</b>	<b>% Chg.</b>
Personal Services	\$235,666	\$233,111	\$229,509	\$179,797	(\$49,712)	-21.7%
Fringe Benefits	33,269	35,689	34,332	17,510	(16,822)	-49.0%
Operating Costs	138,574	141,019	165,419	111,399	(54,020)	-32.7%
<b>Total Expenditures</b>	<b>\$407,509</b>	<b>\$409,819</b>	<b>\$429,260</b>	<b>\$308,706</b>	<b>(\$120,554)</b>	<b>-28.1%</b>

### **Changes and Useful Information:**

- Reduction in Senior Care Program. Turnover in Medicaid Waiver program. No anticipated award for Medicare Improvements for Patients and Providers Act (MIPPA) Program and Senior Medicare Patrol (SMP) Program at time of budget cycle.

### **Description:**

The following programs receive state funds through the Maryland Department of Aging:

#### **Senior Information and Assistance (I&A)**

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly.

The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

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## Community Services

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<b>Department:</b>	Community Services	Account:	43 fund
<b>Division/Program:</b>	Aging Services: State Grants	Fund:	Spec. Rev.
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	Source:	Grant

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### **Centers for Medicare and Medicaid Services Programs (CMS)**

Medicare Improvements for Patients and Providers Act (MIPPA) Program/Affordable Care Act - As outlined in the Affordable Care Act, MIPPA enables existing "SHIP" personnel to continue and expand their services to adults who have lost Medicare benefits and restore their entitlements when possible. It also provides funds to conduct educational forums for Medicare beneficiaries, as well as the provision of outreach services and benefits access to underserved areas. The purpose of MIPPA is to assure enrollment and re-enrollment for Medicare benefits to identified customers in target areas, and to assure that beneficiaries are aware of expanded Federal Medicare benefits under the Affordable Care Act. The initial multi-year grant had a grant period of 06/01/09 to 05/31/11. A second award has been received with a grant period of 10/1/10-09/30/12.

Senior Medicare Patrol (SMP) - Maryland SMP is an anti-health care fraud project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Aging. The mission of Maryland SMP is to prevent the escalation of health care costs at the national level by developing programs that enlist senior volunteers under the direction of paid personnel to teach Medicare and Medicaid beneficiaries how to recognize and report health care fraud, waste, abuse, or error.

Charles County Department of Community Services, Aging and Senior Programs Division utilize these funds for existing I&A and SHIP staff to expand awareness about the Senior Medicare Patrol project to older adults residing in rural and geographically isolated areas and to under-served populations within Charles County. Do not anticipate funding in FY2013.

### **Senior Assisted Living Group Home Subsidy (SALGS)**

The SALGS provides a fixed-rate monthly home fee for eligible persons who reside in small, group-home style assisted living facilities. The subsidy program is also utilized to offset the room and board costs of care for indigent persons who are enrolled in the Medicaid Waiver for Older Adults. Due to significant reductions to this program at the State level, subsidies available to residents in Charles County are extremely limited.

### **Senior Care**

Senior care is a statewide long-term care service delivery system which coordinates home and community-based care (HCBC) for individuals age 65+ according to their needs. Senior Care is provided through a Joint Care Planning team comprised of staff from Charles County Department of Community Services and the Charles County Department of Health. The purpose of Senior Care is to prevent premature institutionalization of frail elderly who are at risk of nursing home placement.

All Senior Care clients receive a comprehensive, in-home assessment completed by a registered nurse from the Charles County Department of Health's Adult Evaluation and Review Services (AERS) team. Following the AERS assessment, the Joint Care Planning team develops a plan of care for the client which is designed to link individuals with all suitable and available resources and services. Senior Care funds are utilized as a "last resort" and are distributed to eligible clients based on a priority of need. Persons determined eligible who are not able to be served due to limited grant funds are placed on a priority-ranked wait list. Wait listed persons shall be re-assessed at least annually for both functional and financial eligibility as well as re-ranking.

### **Guardianship**

In lieu of a suitable private guardian of person, the Chief of Aging & Senior Programs, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care. In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

## Community Services

<b>Department:</b>	Community Services	Account: 43 fund
<b>Division/Program:</b>	Aging Services: State Grants	Fund: Spec. Rev.
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	Source: Grant

### State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs. This program utilizes trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

### Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion.

### Senior Center Operating Funds

These funds were awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the state. This funding resulted in two licensed Master Trainers for the Matter of Balance (MOB) Program. The Master Trainers are able to train lay leaders and coaches to continue offering the program. MOB is designed to reduce fear of falling and increase activity levels among older adults who manifest this concern. The program utilizes a variety of activities to address physical, social and cognitive factors affecting fear of falling and to learn fall prevention strategies.

### Medicaid Waiver for Older Adults

The purpose of the Medicaid Waiver for Older Adults is to enable individuals who are aged 50 and over who require long-term care services to remain in a community setting even though their advanced age or disability would warrant placement in a skilled nursing facility. The Waiver allows services that are typically covered by Medicaid only in a nursing facility to be provided to eligible persons in their own homes or in assisted living facilities.

Eligible persons must meet both financial and medical criteria to participate and are periodically reevaluated to determine ongoing eligibility. Administration of the Medicaid Waiver requires comprehensive case management and individualized coordination of community-based care services.

<b><u>Personnel Summary:</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Sr. Info. & Assist. Coordinator	0.3	0.4	0.3	0.2	0.0
Long Term Care Coordinator	1.4	1.4	1.8	0.2	0.2
Home & Community Based Srvcs Coord	0.0	0.0	0.0	1.0	1.0
Care Coordinator	1.0	1.0	1.0	0.0	0.0
Senior Center Coordinator	0.1	0.1	0.0	0.0	0.0
Long Term Care Program Specialist	0.0	0.0	0.0	0.7	0.7
Program Specialist	0.7	0.6	0.6	0.1	0.0
Part-time positions	0.6	0.7	0.9	2.5	2.2
<b>Total Full Time Equivalent</b>	<b>4.1</b>	<b>4.1</b>	<b>4.6</b>	<b>4.7</b>	<b>4.1</b>

### **Objectives & Measurements:**

See General Fund - Community Services: Aging & Senior Programs (pg.# 150) for listing of all Objectives & Measurements regardless of funding source.

## Community Services

**Department:** Community Services Account: 6 Fund  
**Division/Program:** Transportation Fund: Spec. Rev.  
**Program Administrator:** Jeffrey Barnett, Chief of Transportation & Community Program Source: Grant  
[www.charlescountymd.gov/cs/vango/vango](http://www.charlescountymd.gov/cs/vango/vango)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$329,606	\$336,300	\$336,300	\$341,700	\$5,400	1.6%
Fringe Benefits	116,471	122,900	122,900	117,100	(5,800)	-4.7%
Operating Costs	5,482,644	5,834,084	6,148,504	5,624,925	(523,579)	-8.5%
Capital Outlay	1,438,131	110,000	49,237	750,320	701,083	1423.9%
<b>Total Expenditures</b>	<b>\$7,366,852</b>	<b>\$6,403,284</b>	<b>\$6,656,941</b>	<b>\$6,834,045</b>	<b>\$177,104</b>	<b>2.7%</b>

### **Changes and Useful Information:**

- Fringe benefits decrease due to pension contribution reduction.
- Operating outlay reduction relative to reclassification of preventative maintenance to capital outlay for FY2013.
- Capital outlay is for replacement of two unreliable vehicles due to design flaws resulting in significant and unacceptable out of services status and replacement of aged specialized vehicles that will exceed 6 years and

### **Description:**

All services defined below are coordinated and combine to form VanGO Transportation.

#### **Public Transportation: VanGO or Rural Public Transportation Program (RPTP)**

The Urban program provides the fixed-route services in La Plata and Waldorf. The Rural program provides deviated-fixed route services in Nanjemoy and Newburg, which connect with the other fixed-route services in the county.

#### **Statewide Special Transportation Assistance Program (SSTAP)**

Specialized transportation is offered through SSTAP funding to senior citizens and disabled individuals who cannot access the general public transportation. SSTAP services are demand-response and supplement other VanGO services.

#### **Job Access and Department of Social Services (DSS) Transportation**

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 13 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Community Services (DCS) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

#### **Medical Assistance Transportation**

The DCS has administered the Medical Assistance Transportation Grant and services for Charles County Health Department for several years. In FY98, DCS became the subrecipient for Medical Assistance grant funds and not only administers the grant, but consolidated service with other VanGO efforts. In recent years the arrangement has become a contract for services that includes transportation to medical appointments via fixed route and/or door to door demand response service and brokerage of all non emergency ambulance and aerial transports for eligible Medical Assistance recipients.

#### **American Disabilities Act (ADA) Program**

Complementary paratransit service is provided through the ADA program for individuals with disabilities who live in fixed-route areas but are unable to access these routes.

#### **Dialysis/Senior Center Plus (SC+) Subscriptions**

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the two (2) dialysis centers in Charles County and to the SC+ location.

#### **Transportation - VanGO Capital Grant**

The purpose of this grant is to provide funds for the undertaking of public transportation capital improvement/acquisition projects. For FY2012, capital grant funds were awarded for bus stop signs, a maintenance facility feasibility study and preventive maintenance. For FY2013, the capital grant budget is for replacement of two unreliable vehicles and replacement of aged specialized vehicles.

## Community Services

<b>Department:</b>	Community Services	Account: 6 Fund
<b>Division/Program:</b>	Transportation	Fund: Spec. Rev.
<b>Program Administrator:</b>	Jeffry Barnett, Chief of Transportation & Community Program	Source: Grant

### American Recovery and Reinvestment Act (ARRA) - VanGO Capital Grant

The purpose of this grant is to provide funds for the undertaking of public transportation capital improvement/acquisition projects. Funding will provide a portable lift, purchase/install passenger amenities, electronic fare boxes, preventative maintenance, and seven 30' replacement buses. This is a multiyear grant with a grant period of 04/01/09 to 06/30/12.

### Personnel Summary:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Chief of Transp. & Comm. Programs	1.0	1.0	1.0	0.9	0.9
Trans. Developer Administrator	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	1.0	1.0	0.0	0.0
Fiscal Specialist	0.0	0.0	0.0	0.2	0.2
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.1</b>	<b>4.1</b>

### Objectives & Measurements:

See General Fund - Community Services: Transportation and Community Programs (pg.# 149) for listing of all Objectives & Measurements regardless of funding source.

<b>Department:</b>	Community Services	Account: 13 Fund
<b>Division/Program:</b>	Housing & Community Development: Community Development Block Grant (CDBG)	Fund: Spec. Rev.
<b>Program Administrator:</b>	Rita Wood, Chief of Housing Authority	Source: Grant

[www.charlescountymd.gov/cs/housing/housing-authority](http://www.charlescountymd.gov/cs/housing/housing-authority)

<b>Expenditure Category</b>	<b>FY2011 Actual</b>	<b>FY2012 Adopted</b>	<b>FY2012 Amended</b>	<b>FY2013 Adopted</b>	<b>\$ Change FY2012 Amended</b>	<b>% Chg.</b>
Personal Services	\$11,184	\$0	\$15,000	\$0	(\$15,000)	-100.0%
Operating Costs	58,781	0	375,000	0	(375,000)	-100.0%
Agency Funding	0	0	75,000	0	(75,000)	-100.0%
<b>Total Expenditures</b>	<b>\$69,965</b>	<b>\$0</b>	<b>\$465,000</b>	<b>\$0</b>	<b>(\$465,000)</b>	<b>-100.0%</b>

### Changes and Useful Information:

- At the end of each fiscal year, the balance of Capital Grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.

### Description:

#### Community Development Block Grant (CDBG)

The Community Development Block Grant program, designed to assist units of local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities, is authorized under Title I of the Housing and Community Development Act of 1974 and administered by the Maryland Department of Housing & Community Development.

#### Foreclosure Counseling

Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC), as the subrecipient, used \$75,000 of these CDBG funds for counseling of families threatened with foreclosure. Activities include: foreclosure prevention assistance, mediation assistance, post mitigation and foreclosure counseling, credit repair, financial literacy, and outreach to distressed and vulnerable home owners. The County utilized \$15,000 for project administration. This grant ended 02/29/2012.

#### Downpayment Assistance Waldorf, Charles County, 20602

This grant will fund down payment assistance to an estimated 25 low and moderate income home buyers to purchase foreclosed and vacant homes in the Waldorf Zip Code area of 20602. The assistance is estimated at \$15,000 per house and will be secured by a lien. This grant ends 06/30/13.

## Community Services

**Department:** Community Services Account: 14 Fund  
**Division/Program:** Housing Authority: Housing Assistance Fund: Spec. Rev.  
**Program Administrator:** Rita Wood, Chief of Housing Authority Source: Grant  
[www.charlescountymd.gov/cs/housing/housing-choice-voucher-program](http://www.charlescountymd.gov/cs/housing/housing-choice-voucher-program)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$630,450	\$709,500	\$665,000	\$670,450	\$5,450	0.8%
Fringe Benefits	219,850	253,900	237,590	221,000	(16,590)	-7.0%
Operating Costs	8,679,116	9,403,008	10,381,586	10,154,360	(227,226)	-2.2%
<b>Total Expenditures</b>	<b>\$9,529,416</b>	<b>\$10,366,408</b>	<b>\$11,284,176</b>	<b>\$11,045,810</b>	<b>(\$238,366)</b>	<b>-2.1%</b>

### Changes and Useful Information:

- Fringe benefits decrease due to vacant position and pension contribution reduction.
- The County administers 860 Housing Choice Vouchers which accounts for increased operating costs.

### Description:

#### **Housing Choice Vouchers**

HUD's Housing Choice Voucher Program allows very-low income persons to choose and lease safe, decent, and affordable rental housing. Some participants may qualify for home purchase through the program as well. Charles County Government serves as the local Housing Authority for this program and approves rental vouchers for low-income county residents.

A rental voucher represents the difference between 30% of the family's adjusted income and the applicable payment standard. The minimum total tenant payment is 10% of the gross monthly income. During initial lease-up, a family may pay no more than 40% of adjusted income toward housing costs. Any approved rents must be determined reasonable by the Housing Authority. Seventy-five percent of all new admissions to the program must be very-low income (having a household income less than 30% of median).

#### **Reciprocal Agreement**

The Reciprocal Agreement allows families to move from jurisdiction to jurisdiction and maintain their housing assistance. Charles County bills the original Housing Authority for payments made on behalf of participants.

#### **Personnel Summary:**

<u>Title</u>	<u>FY09</u> FTE	<u>FY10</u> FTE	<u>FY11</u> FTE	<u>FY12</u> FTE	<u>FY13</u> FTE
Director of Community Service	0.3	0.3	0.1	0.3	0.3
Chief of Housing Authority	0.9	0.9	0.9	0.9	0.9
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Insp. Supervisor	1.0	1.0	1.0	1.0	1.0
Home Ownership Coordinator	0.0	0.0	0.0	0.0	0.0
Housing Inspector	2.0	2.0	2.0	2.0	2.0
Occupancy Specialist	4.0	4.0	4.0	4.0	4.0
Administrative Associate	0.3	0.3	1.3	1.3	1.3
Housing Program Specialist	0.2	1.0	1.0	1.0	1.0
Housing Program Assistant	1.0	1.0	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>10.7</b>	<b>11.5</b>	<b>11.4</b>	<b>11.5</b>	<b>11.5</b>

### **Objectives & Measurements:**

See General Fund - Community Services: Housing Authority (pg.# 153) for listing of all Objectives & Measurements regardless of funding source.

## Community Services

**Department:** Community Services Account: 15 Fund  
**Division/Program:** Housing Authority: Housing Special Loans Fund: Spec. Rev.  
**Program Administrator:** Rita Wood, Chief of Housing Authority Source: Srv. Charge  
[www.charlescountymd.gov/cs/housing/special-loans](http://www.charlescountymd.gov/cs/housing/special-loans)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Operating Costs	\$618,527	\$400,000	\$400,000	\$400,000	0	0.0%
<b>Total Expenditures</b>	<b>\$618,527</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>0.0%</b>

### Changes and Useful Information:

- The Housing Special Loan fund had a deficit fund balance at the end of FY2011. This balance and any subsequent surplus or deficit balances are the temporary result of the loan administration process as it crosses over to the subsequent fiscal year.

### Description:

State Special Loans improve owner-occupied homes and small rental properties for low and moderate-income families and individuals and promote community redevelopment. They provide comprehensive rehabilitation to improve the basic livability of properties, increase energy conservation, and meet special housing needs such as lead paint abatement and installation of indoor water and sewer facilities. In extreme cases, complete home replacements may be financed through the State Special Loans Program.

### Objectives & Measurements:

See General Fund - Community Services: Housing Authority (pg.# 153) for listing of all Objectives & Measurements regardless of funding source.

**Department:** Community Services Account: 19 Fund  
**Division/Program:** Housing & Community Development: Community Fund: Spec. Rev.  
 Development Administration Source: Grant  
**Program Administrator:** Rita Wood, Chief of Housing Authority

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$4,011	\$3,750	\$9,234	\$3,750	(\$5,484)	-59.4%
Operating Costs	311,396	63,690	495,083	84,250	(410,833)	-83.0%
<b>Total Expenditures</b>	<b>\$315,407</b>	<b>\$67,440</b>	<b>\$504,317</b>	<b>\$88,000</b>	<b>(\$416,317)</b>	<b>-82.6%</b>

### Changes and Useful Information:

- At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.

### Description:

**Rental Allowance Program** - provides fixed monthly rental allowance payments for 12 months to approximately five low-income households currently residing in a County homeless shelter.

### **Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program**

The ESG program provides funding for emergency and transitional homeless shelters that supply supportive services to their clients. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. In FY2011, the local recipients were New Revival Center of Renewal and Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter.

### **American Recovery and Reinvestment Act (ARRA) – Homeless Prevention & Rapid Rehousing Program**

The purpose of this grant was to provide homeless prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are currently homeless. A portion of the funding was distributed to non-profit organizations, New Revival Center of Renewal, Inc., Tri-County Community Action Committee, Inc., and Lifestyles of MD Foundation, to provide assistance to the homeless of Charles County. The Charles County Housing Authority retained the remainder of the funds to be used for housing relocation and stabilization in partnership with Charles County Public Schools. This multi-year grant was fully expensed in FY2012.

### **Economic Development Initiative (EDI) – Indoor Plumbing**

The EDI grant will assist Charles County households without indoor plumbing and/or potable water. The project will provide funding for the planning, design, and installation/rehabilitation of subject homes so that citizens can have these basic amenities. This is a multi-year grant ending 09/30/2017. Unspent funds will be carried over to FY2013.

## Social Services

<b>Department:</b>	State's Attorney, and Circuit Court	Account: 5 Fund
<b>Division\Program:</b>	Child Support/Judicial Grants	Fund: Special Rev.
<b>Program Administrator:</b>	Anthony B. Covington, State's Attorney Amy J. Bragunier, Circuit Court	Source: Grant

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$613,325	\$721,076	\$721,076	\$735,600	\$14,524	2.0%
Fringe Benefits	202,007	339,200	339,200	328,700	(10,500)	-3.1%
Operating Costs	288,285	372,081	477,745	401,323	(76,422)	-16.0%
Capital Outlay	0	0	1,475	0	(1,475)	-100.0%
<b>Total Expenditures</b>	<b>\$1,103,617</b>	<b>\$1,432,357</b>	<b>\$1,539,496</b>	<b>\$1,465,623</b>	<b>(\$73,873)</b>	<b>-4.8%</b>

### **Changes and Useful Information:**

- Increase in Personal Services due to a new Part-Time position for Circuit Court's Child Support Program.
- Fringe benefits decrease due to pension contribution reduction.
- Reduction in operating costs is due to one time grants awarded in FY2012 that are not budgeted in FY2013.

### **Description:**

#### **Child Support - State's Attorney's Office and Circuit Court**

Special Masters are appointed by the Judges of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Masters conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, as well as, the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

The Child Support Division of the State's Attorney's Office (SAO) operates pursuant to a cooperative agreement with the DSS to provide legal services to establish paternity and child support for the County residents. The handling of the cases also includes the modification of child support, enforcement of other statutory support-related issues, establishment and enforcement of interstate support cases, and appearing before Judges in the cases of civil contempt where the child support arrears exceed \$10,000, as well as, in the cases where the State of Maryland has filed a criminal contempt case against the child support obligor.

In addition, pursuant to the cooperative agreement, the SAO presents cases before the Master for Domestic Relations for civil enforcement of payments under the support orders. Federal incentive payment funding is used to supplement and improve the effectiveness or efficiency of the Child Support Enforcement Program. The County submits a plan for IV-D or non IV-D activities. Incentives funds are multi-year in nature and budgeted as carryover funds and/or upon award.

#### **Family Support Services Program (FSSP) - Circuit Court**

In 1998 the Maryland Judiciary with generous support from the Maryland General Assembly, provided funding for a Family Support Services Coordinator and a budget for services to families involved in the judicial system. Thereafter, Family Support Services programs have been funded by the State, as approved by the General Assembly, on an annual basis. This grant funding can only be expended for legislatively and judicially approved purposes. The funding is intended to assist the court establish a variety of services and refocus its case management to ensure the thorough and holistic treatment of families. Services to which families are referred include home studies, counseling, parenting classes, substance abuse & mental health evaluations, mediation, co-parenting education, and visitation services.

The goal of the FSSP within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation.

Families are given every opportunity through orders for participation in co-parenting educational programs and alternative dispute resolution programs to make ultimate parenting decisions for themselves. The Masters for Domestic Relations and the FSSP Coordinator are trained to understand child development, the needs of the individual within the family unit, and the importance of family issues. Several staff members are also trained in Domestic Mediation and Conflict Resolution.

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## Social Services

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<b>Department:</b>	State's Attorney, and Circuit Court	Account:	5 Fund
<b>Division\Program:</b>	Child Support/Judicial Grants	Fund:	Special Rev.
<b>Program Administrator:</b>	Anthony B. Covington, State's Attorney Amy J. Bragunier, Circuit Court	Source:	Grant

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In FY2010, the Department of Family Administration awarded funding to sustain the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement for children who have been removed from their home due to neglect and abuse. Child dependency mediation is a dispute resolution process in which specially trained mediators assist disputing parties in reaching a mutually acceptable solution to the issues surrounding care and placement of children in the care and custody of the Department of Social Services.

The main goal of the Child Dependency Mediation Program is to assist children in finding a permanent solution to their home situation within twelve months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

### **Drug Court Discretionary Grant Program - Family Recovery Court (FRC)**

Planning for the Charles County Family Recovery Court (FRC) began in March 2008 with a meeting of County stakeholders and representatives from the Maryland Judiciary's Office of Problem-Solving Courts. Parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody case are eligible for the program. The mission of the Charles County FRC is to build strong and healthy families by offering timely, intensive treatment and support for parents with substance abuse problems that prevent them from providing safe and appropriate care for their children. The FRC utilizes a holistic approach to support parents and families, with consistent monitoring, intensive treatment, ancillary services, and collaborative community efforts.

The program was awarded a federal grant through the Department of Justice, Office of Juvenile Justice and Delinquency Prevention, in October 2010. This grant provides for a full-time Family Resource Specialist, staff training, family treatment providers, parenting classes, educational and vocational instruction, transportation, child care, and law enforcement officer overtime. This multi-year grant is for the period of 10/01/10-09/30/13. Implementation of the program took place on January 7, 2011. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year.

### **Juvenile Drug Court (JDC) - Circuit Court**

The Juvenile Drug Court (JDC) is a post-adjudication program offering alternative sentencing for youth involved with the juvenile justice system who are identified with alcohol and/or other drug use. It is a unique, community-based approach that builds strong community partnerships, promotes accountability of the youth, develops life skills, and enhances the capacity of the partner-providers to assist in the rehabilitation of substance-abusing youth. The program is designed to promote youth and family wellness, sobriety, and community safety while providing a more effective use of public resources. A healthier and safer lifestyle for youths and their families is the overall program objective. In 2012, the Charles County Juvenile Drug Court celebrated its sixth year of operation. Since its inception, forty-three juveniles have successfully completed and graduated from the program.

The JDC is primarily funded by a grant from the Maryland Judiciary, Office of Problem-Solving Courts. Grant funds are designated for a full-time Drug Court Coordinator who oversees both the Juvenile Drug and Family Recovery Courts. The JDC expands from a daily census of 15 clients to a maximum daily census of 25 clients. In FY2013, this grant will continue to support the same program elements.

The JDC program provides intensive judicial intervention and supervision of juveniles and families involved in substance abuse (a level of intervention not generally available through the traditional juvenile court process). The program has four individualized phases. Depending on the progress of each youth, graduation from the program could take 10 to 20 months.

## Social Services

<b>Department:</b>	State's Attorney, and Circuit Court	Account: 5 Fund
<b>Division\Program:</b>	Child Support/Judicial Grants	Fund: Special Rev.
<b>Program Administrator:</b>	Anthony B. Covington, State's Attorney Amy J. Bragunier, Circuit Court	Source: Grant

### Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to States and Territories - Juvenile Drug Court

This federal ARRA grant passed through the Governor's Office of Crime Control and Prevention (GOCCP) was awarded to the Circuit Court for Charles County for the enhancement of the Charles County JDC Program. Grant funds provide for overtime for local law enforcement for home visits and contractual transportation services. This grant ended on 12/31/10.

### Juvenile Accountability Block Grants - Juvenile Drug Court (JDC)

Charles County received two separate Juvenile Accountability Block Grants for the enhancement of the JDC. Both grants had a funding period of January - August 2010. One grant provided transportation services to transport clients to treatment. The second grant provided for overtime hours for the Charles County Sheriff's Office to perform community supervision of drug court events.

### State Court Improvement Program - Foster Care Court Improvement Project - Parents of Child In Need of Assistance Support Group

This grant funds a much needed support group for parents who have lost access to their child(ren) in a Child in Need of Assistance (CINA) case. The court believes that by providing intensive support services to parents, it will lead to an earlier achievement of reunification and assist in the permanency of their children. The Parents of the CINA Support Group is intended to decrease the negativity associated with a child's removal, focus on positive changes needed, motivate parents to work effectively with the Department of Social Services and other professionals, and assist parents to meet the requirements of court orders and service agreements.

### Criminal and Juvenile Justice and Mental Health Collaboration Program (CJMMHC)

Charles County is a sub-recipient of this U.S. Department of Justice CJMMHC grant awarded to St. Mary's County. The Charles County Sheriff's Office will perform the following community supervision activities for JDC participants: home checks, supervision for group events, and feedback regarding observations and encounters to the Drug Court Coordinator. Grant funds will pay for officer overtime and officers will participate in crisis intervention training provided by the grant. This is a multi-year grant for the period of 10/01/10-09/20/12.

### FY2012 Conflict Resolution Grants - Permanency Planning Mediation Training

Grant funds were utilized to expand the Permanency Planning Mediation Program by providing an intensive 40-hour training that resulted in current court-approved mediators expanding their skill base and an increased roster of mediators qualified to mediate Child in Need of Assistance (CINA) and Termination of Parental Rights (TPR) cases. Training was contracted out to a qualified organization and covered the course preparation time, actual facilitation of the course, and the associated travel time.

<b><u>Personnel Summary:</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
<b>STATE'S ATTORNEY OFFICE</b>					
Assistant State's Attorney	1.7	1.8	1.8	1.8	1.8
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Secretary	5.0	5.0	5.0	5.0	5.0
Computer Technician	0.8	0.8	0.8	0.8	0.8
<b>Total State's Attorney</b>	<b>8.5</b>	<b>8.6</b>	<b>8.6</b>	<b>8.6</b>	<b>8.6</b>
<b>CIRCUIT COURT</b>					
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	0.0	0.0	0.0
Family Support Services Coordinator	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	0.0	0.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	2.0	2.0	2.0	2.0	2.0
Part Time	0.0	0.0	0.0	0.0	0.5
<b>Total Circuit Court</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.5</b>
<b>Total Full time Equivalent</b>	<b>15.5</b>	<b>15.6</b>	<b>15.6</b>	<b>15.6</b>	<b>16.1</b>

## Social Services

<b>Department:</b>	State's Attorney, and Circuit Court	Account: 5 Fund
<b>Division\Program:</b>	Child Support/Judicial Grants	Fund: Special Rev.
<b>Program Administrator:</b>	Anthony B. Covington, State's Attorney Amy J. Bragunier, Circuit Court	Source: Grant

<b>Objectives &amp; Measurements:</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Projected</b>	<b>FY13 Estimated</b>
<b>Child Support</b>					
State's Attorney's Office					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
# of children / paternity will be established	299	352	457	290	313
# of cases in which support obligations will be established	433	519	594	470	495
# of cases in which child support and medical support obligations will be enforced	1,864	2,525	2,206	1,950	2,110
# of cases in which child support and medical support obligations will be modified	384	677	744	333	345
<b>Master's Office</b>					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
# of hearing to be held to establish paternity	297	352	370	319	323
# of hearings to be held to establish child and medical support obligations	439	518	454	452	470
# of hearings to be held to enforce child and medical support obligations	1,959	2,528	1,785	1,866	1,933
# of hearings to be held to modify child support orders	401	680	572	350	376

<b>Department:</b>	Community Services	Account: 46.06
<b>Division\Program:</b>	Local Management Board	Fund: Special Rev.
<b>Program Administrator:</b>	Jeffry Barnett, Chief of Transportation & Community Program	Source: Grant
<a href="http://www.charlescountymd.gov/cs/transportation/local-management-board">www.charlescountymd.gov/cs/transportation/local-management-board</a>		

<b>Expenditure Category</b>	<b>FY2011 Actual</b>	<b>FY2012 Adopted</b>	<b>FY2012 Amended</b>	<b>FY2013 Adopted</b>	<b>\$ Change FY2012 Amended</b>	<b>% Chg.</b>
Personal Services	\$138,574	\$109,338	\$98,995	\$94,080	(\$4,915)	-5.0%
Fringe Benefits	32,410	23,619	24,242	22,561	(1,681)	-6.9%
Operating Costs	9,168	9,200	16,200	40,360	24,160	149.1%
Operating Contingency	0	36,740	36,740	5,119	(31,621)	-86.1%
Transfers Out	10,670	0	0	0	0	N/A
Agency Funding	1,011,790	1,008,267	1,010,987	605,326	(405,661)	-40.1%
<b>Total Expenditures</b>	<b>\$1,202,612</b>	<b>\$1,187,164</b>	<b>\$1,187,164</b>	<b>\$767,446</b>	<b>(\$419,718)</b>	<b>-35.4%</b>

### **Changes and Useful Information:**

- At time of budget cycle, do not anticipate renewal of Promoting Safe & Stable Families Healthy Families and Temporary Assistance for Needy Families Programs resulting in reduction in agency funding and corresponding transfer from personnel services to program administration.

### **Description:**

The Local Management Board (LMB) plans, manages, and evaluates services to families and children. The LMB is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

Except for advocacy and information & referral services, the LMB does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the LMB has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

## Social Services

<b>Department:</b>	Community Services	Account:	46.06
<b>Division\Program:</b>	Local Management Board	Fund:	Special Rev.
<b>Program Administrator:</b>	Jeffry Barnett, Chief of Transportation & Community Program	Source:	Grant

<b>Positions:</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Transp. & Comm. Programs	0.0	0.0	0.0	0.1	0.1
Core Services Agency Manager	1.0	1.0	0.0	0.0	0.0
Local Management Board Coordinator	1.0	1.0	1.0	1.0	1.0
Program Evaluation Specialist	0.8	0.8	0.0	0.0	0.0
Human Services Specialist I	2.8	2.8	1.0	0.0	0.0
Fiscal Specialist	0.8	0.8	0.0	0.3	0.3
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
Part Time	0.4	0.4	0.6	0.8	0.8
<b>Total Full Time Equivalent</b>	<b>8.8</b>	<b>8.8</b>	<b>2.6</b>	<b>2.1</b>	<b>2.1</b>

<b>Objectives &amp; Measurements:</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Estimated</b>

*Objective: In accordance with the Charles County LMB Strategic Plan, continually monitor progress in implementing developed programs. Note: FY08 and FY09 actuals include Core Service Agency.*

Grant/funding applications submitted	15	5	4	4	2
Grant/funding applications approved	15	5	4	4	2
Vendor contracts executed	21	10	8	7	6
Program improvement plans reviewed	7	0	*NA	2	2

*\*No programs required an improvement plan*

## Planning and Growth Management

<b>Department:</b>	Planning and Growth Management	Account:	23.07.19
<b>Division\Program:</b>	Agricultural Preservation	Fund:	Special Rev.
<b>Program Administrator:</b>	Charles Rice, Environmental Review Program Manager	Source:	Prop. Tax
	<a href="http://www.charlescountymd.gov/pgm/planning/planning">www.charlescountymd.gov/pgm/planning/planning</a>		

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$69,572	\$59,100	\$59,100	\$60,500	\$1,400	2.4%
Fringe Benefits	26,064	27,400	27,400	25,500	(1,900)	-6.9%
Operating Costs	4,186	4,200	522,010	4,200	(517,810)	-99.2%
<b>Total Expenditures</b>	<b>\$99,822</b>	<b>\$90,700</b>	<b>\$608,510</b>	<b>\$90,200</b>	<b>(\$518,310)</b>	<b>-85.2%</b>

### **Changes and Useful Information:**

- Fringe benefits decrease due to pension contribution reduction.
- Land purchase in FY2012.

### **Description:**

The Maryland Agricultural Land Preservation Foundation (MALPF) was established by the Maryland General Assembly in 1977 and is part of the Maryland Department of Agriculture. The Foundation works with local governments to purchase agricultural preservation easements that forever restrict development on prime farmland and woodland.

Funds to purchase easements are derived from an agricultural transfer tax paid when agricultural land is sold for nonagricultural use. Additional funds are provided by local governments and are used to leverage funding from the State. Funding for this Program helps to preserve the agriculture economy, rural character and other associated natural resources, which is a major goal of Charles County's Comprehensive Plan.

<b>Positions:</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Agricultural Planner IV	1.0	1.0	1.0	0.8	0.8
<b>Total Full Time Equivalent</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.8</b>	<b>0.8</b>

# Planning and Growth Management

**Department:** Planning and Growth Management Accounts: 4 Fund  
**Division\Program:** Planning Grants Fund: Special Rev.  
**Program Administrator:** Steven Ball, Planning Director Source: Grant  
[www.charlescountymd.gov/pgm/planning/planning](http://www.charlescountymd.gov/pgm/planning/planning)

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$8,216	\$6,430	\$23,645	\$6,430	(\$17,215)	-72.8%
Fringe Benefits	1,784	3,570	3,570	3,570	0	0.0%
Operating Costs	127,475	0	440,594	0	(440,594)	-100.0%
Capital Outlay	5,290	0	13,285	0	(13,285)	-100.0%
<b>Total Expenditures</b>	<b>\$142,765</b>	<b>\$10,000</b>	<b>\$481,094</b>	<b>\$10,000</b>	<b>(\$471,094)</b>	<b>-97.9%</b>

**Changes and Useful Information:**

- The Energy Efficiency Development Block Grant is a multi-year grant and unspent grant funds will be carried over at FY2012 year end.

**Description:**

**Charles County Critical Area Program** [www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program](http://www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program)

This State mandated program is partially funded by the Chesapeake Bay Critical Area Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program. Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

**Maryland Heritage Areas Authority (MHAA) Project Grant**

The purpose of this grant is to develop interpretive materials for visitors to the historic community of Benedict in preparation for the visitation anticipated by the upcoming War of 1812 200th anniversary commemorative activities. The grant funds the design and printing of a historical walking tour brochure of Benedict. Five thousand to 10,000 copies of the brochure will be printed for distribution and the brochure will be made available on-line at the County's tourism website. MHAA funds were also be used to hire a consultant to develop an interpretive plan for the County owned National Register listed property of Maxwell Hall.

**Energy Efficiency and Conservation Block Grants (EECBG)**

The purpose of the EECBG is planning for local government and community energy efficiencies to meet the Nation's long term goals for energy independence and leadership on climate change. Grant work is being managed by the Department of Planning and Growth Management and the Department of Public Facilities. Charles County has the following 7 projects that it is undertaking as part of this multi-year grant program:

- Energy Element in 2012 Comprehensive Plan
- Targeted Education & Promotional Programs
- Community Geothermal Initiative - Feasibility & Standards
- Transportation Project - Codes & Standards Review
- Codes & Standards Review
- Energy Distribution Projects - Feasibility & Planning
- Energy Efficiency Retrofits - Feasibility & Planning

<b><u>Positions:</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
Title	FTE	FTE	FTE	FTE	FTE
Planners Hours	0.3	0.3	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>0.3</b>	<b>0.3</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>

## Economic Development

<b>Department:</b>	Administrative Services	Account: 39 Fund
<b>Division\Program:</b>	Tourism	Fund: Special Rev.
<b>Program Administrator:</b>	Catherine Carroll, Tourism Marketing Coordinator	Source: Grant
	<a href="http://www.charlescountymd.gov/coadmin/tourism/tourism-office">www.charlescountymd.gov/coadmin/tourism/tourism-office</a>	

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$82,299	\$81,800	\$73,000	\$0	(\$73,000)	-100.0%
Fringe Benefits	5,541	8,700	7,500	0	(7,500)	-100.0%
Operating Costs	45,519	48,741	49,270	40,588	(8,682)	-17.6%
Operating Contingency	0	600	900	0	(900)	-100.0%
<b>Total Expenditures</b>	<b>\$133,359</b>	<b>\$139,841</b>	<b>\$130,670</b>	<b>\$40,588</b>	<b>(\$90,082)</b>	<b>-68.9%</b>

### Changes and Useful Information:

- Reduction is due to the Welcome Center budget was moved to the General Fund for FY2013 forward.

### Description:

#### **MD Office of Tourism Development - County Cooperative Grants Program**

The purpose of this grant is to develop and promote the State's tourism and travel industries and encourage, assist, and coordinate the tourism activities of local and regional promotional organizations. Money is spent on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and developmental and promotional activities. The grant amount is determined based upon the County's prior year allowable expenditures, prior year Comptroller-determined tourism tax revenues generated in their jurisdiction and on prior year growth of Comptroller-determined tourism tax revenues over same tax revenues collected two years prior. (These revenues reflect both the tax codes determined by the Comptroller and the formula utilized by the Comptroller.) Grant funds may only be used in the manner set forth in the County's FY2012 Destination Marketing Organization Grant Marketing Plan. Grant funds of \$1,200 shall be spent in support of tourism economic impact study.

#### **Welcome Center**

The State of Maryland provided local governments the opportunity to operate State-owned Welcome Centers that were located within their jurisdictions in lieu of closing them down due to State budget cuts. In FY2011, the County opted to keep the Welcome Center open and entered into a Memorandum of Understanding which outlined the areas of responsibilities, as well as, a 50/50 cost share between the State and County for the related operating costs. This cost share ended in the first quarter of FY2012 and starting in FY2013 is fully funded by the County and is now part of the General Fund.

### Positions:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Part Time	0.0	0.0	3.2	3.2	0.0
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>0.0</b>	<b>3.2</b>	<b>3.2</b>	<b>0.0</b>