

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. 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,
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,
Charles County Advocacy Council for Children,
Youth, and Families.**

Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program. This Federal 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. 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.

Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) (formerly the Local Management Board) programs are funded from both the Federal and State level. The CCACCYF 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 CCACCYF by the Governor's Office for Children, the Maryland State Department of Education, the Maryland Department of Juvenile Services, and the Maryland Department of Human Resources.

SPECIAL REVENUE FUNDS

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 for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

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, and training of County personnel in response to acts of terrorism and maritime security.

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 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
Nuisance Abatement

The **Cable TV / I-Net Fund** is a cooperative effort between County Government, the public school system, the local college, and the library system. 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.

SPECIAL REVENUE FUNDS

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.

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.

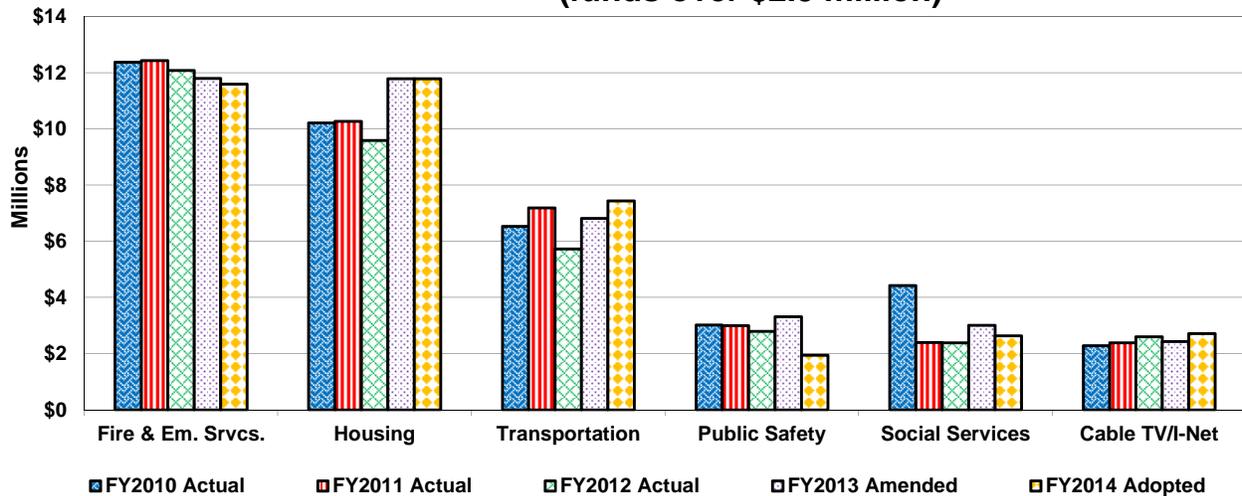
The **Southern Maryland Criminal Justice Academy** is funded equally by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

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.

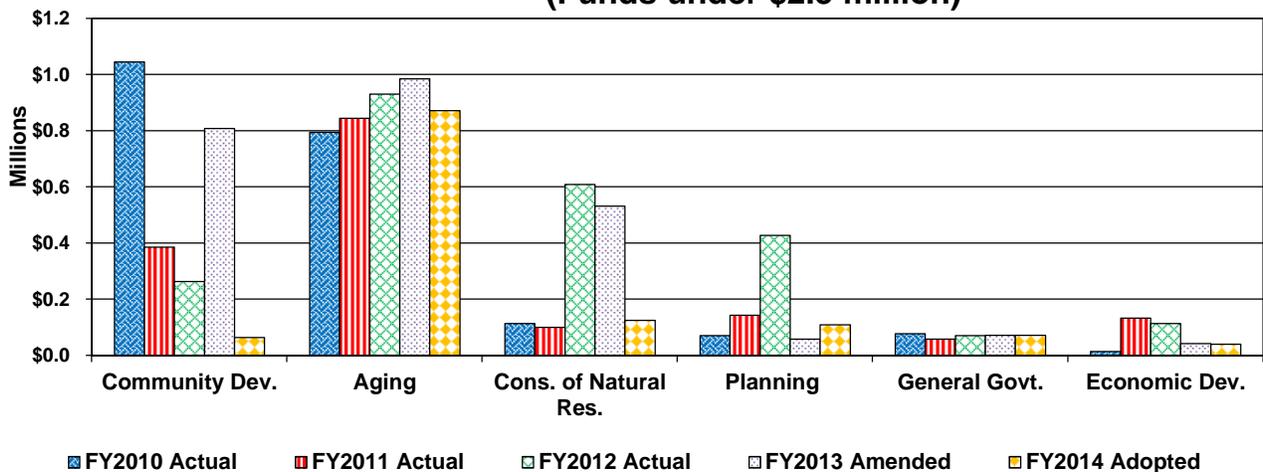
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner.

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



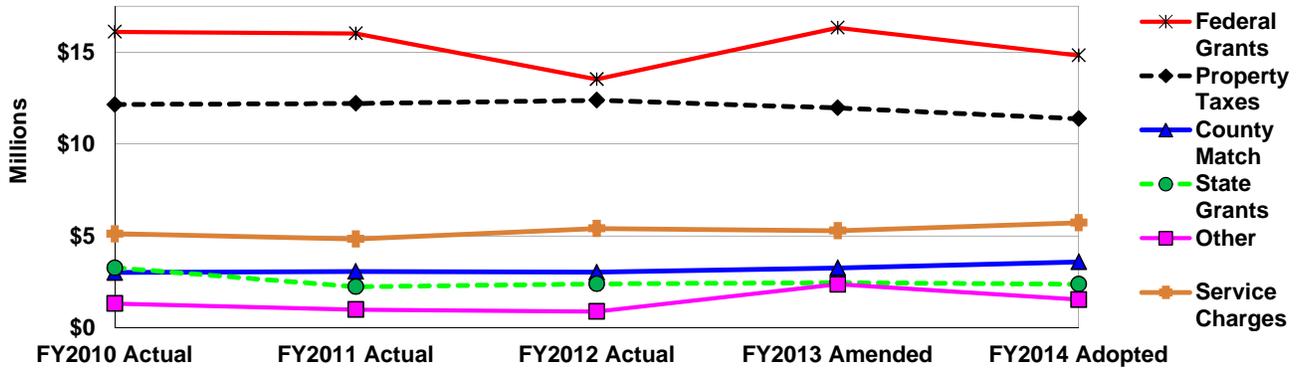
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Property Tax Revenue and will increase or decrease based on property assessments.
- Housing program budgets increased from prior year budgets due to lease up rates and portable vouchers paid through reciprocal agreements with other Housing Authorities which allows families to move from jurisdiction to jurisdiction and maintain their housing assistance.
- Transportation revenues decreased in FY2012 because of the one-time award of American Recovery and Reinvestment Act funds for capital items in FY2011. The increases in FY2014 is due to requested capital grants and to an added subscription service six days per week in the Waldorf/St. Charles urban area to support the opening of a new dialysis center and to relieve the backlog/waiting list of seniors wanting to ride to the senior center at the Jaycees Hall.
- Reduction in Public Safety grants is due to grants which are one time in nature.
- Social Services include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) 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 CCACCYF grants. The increase in FY2013 is due to the award of grants in support of the drug courts, some of which are one-time in nature.
- The Cable TV/I-net fund continues to grow as collections from Franchise Fees are on an increase.

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



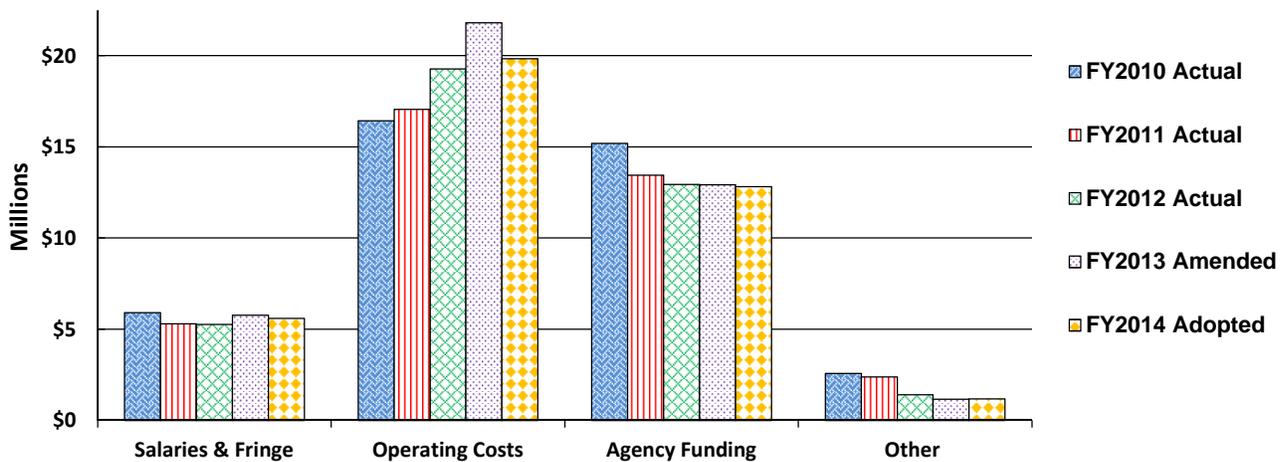
- Variations in Community Development are caused by grants which are typically one time in nature.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/13 for which unspent balances will be carried over to FY2014.
- The spikes in FY2012 and FY2013 for Conservation 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 decreased in FY2012 due one-time American Recovery and Reinvestment Grants, Public Safety and Emergency Services grants, a Homeless Prevention & Rapid Rehousing Program (HPRP), and the Energy Efficiency Conservation Block Grant (EECBG). All but the EECBG were fully expensed by FY2012. The decline in FY2014 is due to the Grants being budgeted in full for FY2013, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. The FY2014 funds may increase due to mid-year grant awards and carryover balances.
- Property Tax Revenue is reflective of flat or declining property assessments.
- 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 slight increase in County Match for FY2014 is due to required match on Transportation grants and a first time match on the Housing Choice Voucher Program due to reduced administrative funding.
- State grant funding remains flat for FY2014 as a result of the current economic conditions.
- The spike in Other Revenue in FY2013 is attributed to the use of fund balance for the Housing Choice Voucher Programs for rents and administrative expenses as appropriate.

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 (Housing Assistance, Transportation, and Child Support/Judicial Programs) pay out the majority of the funds as operating costs.
- The second largest category is Agency Funding which primarily distributes the collected funds to the various volunteer fire stations and rescue squads. The Charles County Advocacy Council for Children, Youth, and Families also distributes funds to vendors as Agency Funding.

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>PROPERTY TAX RELATED FUNDS:</u>						
Fire & Rescue						
Revenues						
Property Taxes	\$11,829,698	\$11,491,500	\$11,491,500	\$11,344,300	(\$147,200)	-1.3%
State Grants	244,352	244,352	244,352	245,820	1,468	0.6%
Interest Income	6,784	15,000	15,000	7,000	(8,000)	-53.3%
Total Operating Revenues	12,080,834	11,750,852	11,750,852	11,597,120	(153,732)	-1.3%
Transfers	0	42,834	42,834	0	(42,834)	-100.0%
Total Revenues	\$12,080,834	\$11,793,686	\$11,793,686	\$11,597,120	(\$196,566)	-1.7%
Expenses						
Personal Services	\$15,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	5,185	7,300	7,300	54,300	47,000	643.8%
Agency Funding	11,795,836	11,786,386	11,786,386	11,542,820	(243,566)	-2.1%
Total	\$11,816,021	\$11,793,686	\$11,793,686	\$11,597,120	(\$196,566)	-1.7%
Variance	\$264,813	\$0	\$0	\$0		
Beginning Fund Balance	77,534					
Ending Fund Balance	<u>\$342,347</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$547,809	\$30,000	\$471,850	\$30,000	(\$441,850)	-93.6%
Total Operating Revenues	\$547,809	\$30,000	\$471,850	\$30,000	(\$441,850)	-93.6%
Transfers	61,120	60,200	60,200	95,600	35,400	58.8%
Total Revenues	\$608,929	\$90,200	\$532,050	\$125,600	(\$406,450)	-76.4%
Expenses						
Personal Services	\$59,608	\$60,500	\$60,500	\$94,900	\$34,400	56.9%
Fringe Benefits	27,113	25,500	25,500	26,500	1,000	3.9%
Operating Costs	522,209	4,200	446,050	4,200	(441,850)	-99.1%
Total	\$608,929	\$90,200	\$532,050	\$125,600	(\$406,450)	-76.4%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Housing Assistance						
Revenues						
Federal Grants	\$7,878,912	\$9,127,900	\$9,127,900	\$9,471,168	\$343,268	3.8%
Service Charges	1,428,559	1,356,400	1,699,200	1,698,150	(1,050)	-0.1%
Interest Income	103	120	120	100	(20)	-16.7%
Miscellaneous	10,447	10,000	10,000	2,000	(8,000)	-80.0%
Total Operating Revenues	\$9,318,022	\$10,494,420	\$10,837,220	\$11,171,418	\$334,198	3.1%
County Match	0	0	0	46,000	46,000	N/A
Fund Balance Appropriation	0	551,390	551,390	170,392	(380,998)	-69.1%
Total Revenues	\$9,318,022	\$11,045,810	\$11,388,610	\$11,387,810	(\$800)	0.0%
Expenses						
Personal Services	\$661,891	\$670,450	\$675,250	\$677,000	\$1,750	0.3%
Fringe Benefits	237,372	221,000	221,000	222,450	1,450	0.7%
Operating Costs	10,347,319	10,154,360	10,492,360	10,488,360	(4,000)	0.0%
Total	\$11,246,582	\$11,045,810	\$11,388,610	\$11,387,810	(\$800)	0.0%
Variance	(\$1,928,561)	\$0	\$0	\$0		
Beginning Fund Balance	3,297,837					
Ending Fund Balance	<u>\$1,369,276</u>					

Transportation Programs

Revenues						
Federal Grants	\$2,111,188	\$2,655,828	\$2,890,739	\$3,299,445	\$408,706	14.1%
State Grants	368,464	459,698	445,001	468,923	23,922	5.4%
Service Charges	894,210	881,628	881,628	929,983	48,355	5.5%
Miscellaneous	205,382	215,000	206,920	215,000	8,080	3.9%
Total Operating Revenues	\$3,579,244	\$4,212,154	\$4,424,288	\$4,913,351	\$489,063	11.1%
County Match	2,142,700	2,437,725	2,347,392	2,529,701	182,309	7.8%
Fund Balance Appropriation	0	184,166	43,175	0	(43,175)	-100.0%
Total Revenues	\$5,721,944	\$6,834,045	\$6,814,855	\$7,443,052	\$628,197	9.2%
Expenses						
Personal Services	\$342,245	\$341,700	\$341,700	\$356,700	\$15,000	4.4%
Fringe Benefits	121,798	117,100	117,100	118,100	1,000	0.9%
Operating Costs	5,940,428	5,624,925	5,945,461	6,722,580	777,119	13.1%
Agency Funding	0	0	0	135,672	135,672	N/A
Capital Outlay	13,588	750,320	410,594	110,000	(300,594)	-73.2%
Total	\$6,418,059	\$6,834,045	\$6,814,855	\$7,443,052	\$628,197	9.2%
Variance	(\$696,115)	\$0	\$0	\$0		
Beginning Fund Balance	739,289					
Ending Fund Balance	<u>\$43,174</u>					

SPECIAL REVENUE FUNDS

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<u>GRANT RELATED FUNDS:</u>						
Charles County Advocacy Council for Children, Youth, and Families						
Revenues						
Federal Grants	\$98,576	\$0	\$101,576	\$98,576	(\$3,000)	-3.0%
State Grants	988,350	653,826	1,002,548	1,002,548	0	0.0%
Service Charge	71,876	78,032	39,500	39,500	0	0.0%
Interest Income	40	0	0	0	0	N/A
Total Operating Revenues	\$1,158,842	\$731,858	\$1,143,624	\$1,140,624	(\$3,000)	-0.3%
Transfer In	0	0	0	0	0	N/A
Fund Balance Appropriation	0	35,588	75,532	43,205	(32,327)	-42.8%
Total Revenues	\$1,158,842	\$767,446	\$1,219,156	\$1,183,829	(\$35,327)	-2.9%
Expenses						
Personal Services	\$87,183	\$94,080	\$108,917	\$116,569	\$7,652	7.0%
Fringe Benefits	21,698	22,561	22,513	23,401	888	3.9%
Operating Costs	16,941	40,360	52,348	13,600	(38,748)	-74.0%
Operating Contingency	0	5,119	5,119	0	(5,119)	-100.0%
Agency Funding	989,345	605,326	1,030,259	1,030,259	0	0.0%
Total	\$1,115,167	\$767,446	\$1,219,156	\$1,183,829	(\$35,327)	-2.9%
Variance	\$43,675	\$0	\$0	\$0		
Beginning Fund Balance	241,877					
Ending Fund Balance	<u>\$285,552</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$615,226	\$795,055	\$1,076,738	\$721,976	(\$354,762)	-32.9%
State Grants	311,202	291,622	315,622	324,622	9,000	2.9%
Interest Income	1	0	0	0	0	N/A
Miscellaneous	590	0	1,038	0	(1,038)	-100.0%
Total Operating Revenues	\$927,019	\$1,086,677	\$1,393,398	\$1,046,598	(\$346,800)	-24.9%
Transfers In	6,074	0	0	0	0	N/A
County Match	297,797	378,946	390,576	398,452	7,876	2.0%
Total Revenues	\$1,230,891	\$1,465,623	\$1,783,974	\$1,445,050	(\$338,924)	-19.0%
Expenses						
Personal Services	\$646,688	\$735,600	\$740,230	\$775,340	\$35,110	4.7%
Fringe Benefits	226,429	328,700	324,205	354,110	29,905	9.2%
Operating Costs	357,773	401,323	695,539	315,600	(379,939)	-54.6%
Capital Outlay	0	0	24,000	0	(24,000)	-100.0%
Total	\$1,230,891	\$1,465,623	\$1,783,974	\$1,445,050	(\$338,924)	-19.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

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<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$760,471	\$570,720	\$1,037,999	\$558,037	(\$479,962)	-46.2%
State Grants	73,418	0	91,000	40,000	(51,000)	-56.0%
Miscellaneous	858	0	4,642	0	(4,642)	-100.0%
Total Operating Revenues	\$834,746	\$570,720	\$1,133,641	\$598,037	(\$535,604)	-47.2%
Transfers In	\$1,021	\$0	\$353	\$0	(353)	-100.0%
County Match	413,552	299,759	474,059	516,500	42,441	9.0%
Total Revenues	\$1,249,319	\$870,479	\$1,608,053	\$1,114,537	(\$493,516)	-30.7%
Expenses						
Personal Services	\$751,685	\$524,600	\$938,081	\$673,510	(\$264,571)	-28.2%
Fringe Benefits	277,524	214,300	312,837	298,960	(13,877)	-4.4%
Operating Costs	142,023	88,579	314,135	94,067	(220,068)	-70.1%
Capital Outlay	78,086	43,000	43,000	48,000	5,000	11.6%
Total	\$1,249,319	\$870,479	\$1,608,053	\$1,114,537	(\$493,516)	-30.7%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Aging Grants

Revenues						
Federal Grants	\$589,746	\$532,347	\$602,216	\$502,373	(\$99,843)	-16.6%
State Grants	285,733	240,426	206,413	200,913	(5,500)	-2.7%
Service Charge	5,078	0	109,550	113,590	4,040	3.7%
Miscellaneous	49,974	49,580	67,020	54,637	(12,383)	-18.5%
Total Revenues	\$930,532	\$822,353	\$985,199	\$871,513	(\$113,686)	-11.5%
Expenses						
Personal Services	\$421,460	\$420,327	\$444,626	\$414,627	(\$29,999)	-6.7%
Fringe Benefits	34,008	34,662	35,818	36,414	596	1.7%
Operating Costs	467,713	367,364	504,755	420,472	(84,283)	-16.7%
Total	\$923,182	\$822,353	\$985,199	\$871,513	(\$113,686)	-11.5%
Variance	\$7,350	\$0	\$0	\$0		
Beginning Fund Balance	4,628					
Ending Fund Balance	<u>\$11,978</u>					

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<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$749,004	\$184,630	\$702,446	\$96,000	(\$606,446)	-86.3%
State Grants	24,522	0	16,827	0	(16,827)	-100.0%
Miscellaneous	1,074	2,700	2,700	2,810	110	4.1%
Local Government	1,540	0	0	0	0	N/A
Total Operating Revenues	\$776,140	\$187,330	\$721,973	\$98,810	(\$623,163)	-86.3%
Transfers In	0	42,834	42,834	0	(42,834)	-100.0%
County Match	97,997	37,700	43,536	96,000	52,464	120.5%
Total Revenues	\$874,137	\$267,864	\$808,343	\$194,810	(\$613,533)	-75.9%
Expenses						
Personal Services	\$177,759	\$150,059	\$174,988	\$192,000	\$17,012	9.7%
Fringe Benefits	29,538	29,437	38,079	0	(38,079)	-100.0%
Operating Costs	271,152	88,368	274,643	2,810	(271,833)	-99.0%
Capital Outlay	395,688	0	320,633	0	(320,633)	-100.0%
Total	\$874,137	\$267,864	\$808,343	\$194,810	(\$613,533)	-75.9%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	\$0					

Community Development Administration

Revenues						
Federal Grants	\$137,666	\$48,000	\$354,393	\$24,000	(\$330,393)	-93.2%
State Grants	35,100	40,000	79,350	40,000	(39,350)	-49.6%
Interest	23	0	0	0	0	N/A
Total Revenues	\$172,789	\$88,000	\$433,743	\$64,000	(\$369,743)	-85.2%
Expenses						
Personal Services	\$5,506	\$3,750	\$7,750	\$3,750	(\$4,000)	-51.6%
Operating Costs	167,283	84,250	425,993	60,250	(365,743)	-85.9%
Total	\$172,789	\$88,000	\$433,743	\$64,000	(\$369,743)	-85.2%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	\$0					

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Community Development Block Grants						
Revenues						
Federal Grants	\$90,000	\$0	\$375,000	\$0	(\$375,000)	-100.0%
Total Revenues	\$90,000	\$0	\$375,000	\$0	(\$375,000)	-100.0%
Expenses						
Personal Services	\$15,000	\$0	\$0	\$0	0	N/A
Operating Costs	0	0	375,000	0	(375,000)	-100.0%
Agency Funding	75,000	0	0	0	0	N/A
Transfer Out	156,808	0	0	0	0	N/A
Total	\$246,808	\$0	\$375,000	\$0	(\$375,000)	-100.0%
Variance	(\$156,808)	\$0	\$0	\$0		
Beginning Fund Balance	156,808					
Ending Fund Balance	<u>\$0</u>					

Planning Grants

Revenues						
Federal Grants	\$412,188	\$0	\$48,156	\$0	(\$48,156)	-100.0%
State Grants	16,000	10,000	10,000	9,000	(1,000)	-10.0%
Interest	0	0	295	0	(295)	-100.0%
Total Revenues	\$428,188	\$10,000	\$58,451	\$9,000	(\$49,451)	-84.6%
Expenses						
Personal Services	\$21,597	\$6,430	\$41,795	\$5,430	(\$36,365)	-87.0%
Fringe Benefits	1,932	3,570	12,290	3,570	(8,720)	-71.0%
Operating Costs	409,409	0	(5,262)	0	5,262	-100.0%
Capital Outlay	0	0	9,628	0	(9,628)	-100.0%
Total	\$432,938	\$10,000	\$58,451	\$9,000	(\$49,451)	-84.6%
Variance	(\$4,750)	\$0	\$0	\$0		
Beginning Fund Balance	4,750					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Tourism Grant						
Revenues						
State Grants	\$43,829	\$40,588	\$41,898	\$40,588	(\$1,310)	-3.1%
Miscellaneous	523	0	0	0	0	N/A
Total Operating Revenues	\$44,352	\$40,588	\$41,898	\$40,588	(\$1,310)	-3.1%
County Match	69,262	0	0	0	0	N/A
Total Revenues	\$113,614	\$40,588	\$41,898	\$40,588	(\$1,310)	-3.1%
Expenses:						
Personal Services	\$63,322	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	6,438	0	0	0	0	N/A
Operating Costs	43,854	40,588	41,898	40,588	(1,310)	-3.1%
Total	\$113,614	\$40,588	\$41,898	\$40,588	(\$1,310)	-3.1%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SERVICE CHARGE RELATED FUNDS:

Cable TV/I-Net Fund

Revenues						
Service Charges	\$2,600,741	\$2,432,700	\$2,432,700	\$2,717,000	\$284,300	11.7%
Total Revenues	\$2,600,741	\$2,432,700	\$2,432,700	\$2,717,000	\$284,300	11.7%
Expenses						
Personal Services	\$596,432	\$673,300	\$673,300	\$721,000	\$47,700	7.1%
Fringe Benefits	186,810	202,200	202,200	213,400	11,200	5.5%
Operating Costs	138,358	231,600	249,600	272,300	22,700	9.1%
Agency Funding	73,012	100,300	100,300	100,300	0	0.0%
Operating Contingency	0	875,300	857,300	410,000	(447,300)	-52.2%
Transfer Out	700,000	350,000	350,000	1,000,000	650,000	185.7%
Total	\$1,694,612	\$2,432,700	\$2,432,700	\$2,717,000	\$284,300	11.7%
Variance	\$906,129	\$0	\$0	\$0		
Beginning Fund Balance	2,318,502					
Ending Fund Balance	<u>\$3,224,631</u>					

Nuisance Abatement Fund

Revenue Service Charges	\$0	\$0	\$0	\$100,000	\$100,000	N/A
Expense Operating Costs	\$0	\$0	\$0	\$100,000	\$100,000	N/A
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
Revenue Service Charges	\$272,798	\$400,000	\$400,000	\$400,000	\$0	0.0%
Expense Operating Costs	\$65,414	\$400,000	\$400,000	\$400,000	\$0	0.0%
Variance	\$207,384	\$0	\$0	\$0	\$0	
Beginning Fund Balance	(34,126)					
Ending Fund Balance	<u>\$173,258</u>					

Sheriff's Special Programs

Revenues

Fines & Forfeitures	\$226,533	\$235,900	\$235,900	\$238,900	\$3,000	1.3%
Miscellaneous	17,025	15,000	15,000	17,700	2,700	18.0%
Total Operating Revenues	\$243,558	\$250,900	\$250,900	\$256,600	\$5,700	2.3%
Fund Balance Appropriation	0	135,000	135,000	8,000	(127,000)	-94.1%
Total Revenues	\$243,558	\$385,900	\$385,900	\$264,600	(\$121,300)	-31.4%

Expenses

Personal Services	\$134,526	\$159,500	\$159,500	\$168,300	\$8,800	5.5%
Fringe Benefits	50,281	53,200	53,200	58,100	4,900	9.2%
Operating Costs	16,464	173,200	173,200	38,200	(135,000)	-77.9%
Total	\$201,270	\$385,900	\$385,900	\$264,600	(\$121,300)	-31.4%
Variance	\$42,287	\$0	\$0	\$0		
Beginning Fund Balance	414,882					
Ending Fund Balance	<u>\$457,169</u>					

Drug Forfeitures

Revenues

Federal Grants	\$76,022	\$14,700	\$14,700	\$49,700	\$35,000	238.1%
Fines & Forfeitures	129,698	84,000	84,000	56,000	(28,000)	-33.3%
Interest	56	100	100	300	200	200.0%
Miscellaneous	1,755	0	0	0	0	N/A
Total Operating Revenues	\$207,532	\$98,800	\$98,800	\$106,000	\$7,200	7.3%
Fund Balance Appropriation	0	0	147,700	28,000	(119,700)	-81.0%
Total Revenues	\$207,532	\$98,800	\$246,500	\$134,000	(\$112,500)	-45.6%

Expenses

Operating Costs	\$130,894	\$98,800	\$246,500	\$119,000	(\$127,500)	-51.7%
Transfer Out	5,903	0	0	0	0	N/A
Capital Outlay	46,781	0	0	15,000	15,000	N/A
Total	\$183,579	\$98,800	\$246,500	\$134,000	(\$112,500)	-45.6%
Variance	\$23,953	\$0	\$0	\$0		
Beginning Fund Balance	337,407					
Ending Fund Balance	<u>\$361,360</u>					

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$80,000	\$88,000	\$88,000	\$88,000	\$0	0.0%
Service Charge	6,127	0	15,400	0	(15,400)	-100.0%
Miscellaneous	19	0	0	0	0	N/A
Total Operating Revenues	\$86,146	\$88,000	\$103,400	\$88,000	(\$15,400)	-14.9%
Transfers In	40,000	44,000	44,000	44,000	0	0.0%
Total Revenues	\$126,146	\$132,000	\$147,400	\$132,000	(\$15,400)	-10.4%
Expenses						
Operating Costs	\$90,052	\$132,000	\$147,400	\$132,000	(\$15,400)	-10.4%
Total	\$90,052	\$132,000	\$147,400	\$132,000	(\$15,400)	-10.4%
Variance	\$36,094	\$0	\$0	\$0		
Beginning Fund Balance	83,915					
Ending Fund Balance	<u>\$120,009</u>					

Animal Shelter \ Control

Revenues						
Service Charges	\$80,815	\$97,700	\$97,700	\$68,000	(\$29,700)	-30.4%
Miscellaneous	16,008	11,000	22,653	11,000	(11,653)	-51.4%
Total Operating Revenues	\$96,823	\$108,700	\$120,353	\$79,000	(\$41,353)	-34.4%
Fund Balance Appropriation	0	0	0	20,800	20,800	N/A
Total Revenues	\$96,823	\$108,700	\$120,353	\$99,800	(\$20,553)	-17.1%
Expenses						
Personal Services	\$24,644	\$24,800	\$24,800	\$26,000	\$1,200	4.8%
Fringe Benefits	6,162	5,600	5,600	5,800	200	3.6%
Operating Costs	69,596	78,300	89,953	68,000	(21,953)	-24.4%
Total	\$100,401	\$108,700	\$120,353	\$99,800	(\$20,553)	-17.1%
Variance	(\$3,578)	\$0	\$0	\$0		
Beginning Fund Balance	51,946					
Ending Fund Balance	<u>\$48,368</u>					

SPECIAL REVENUE FUNDS

	FY2012 <u>Actual</u>	FY2013 <u>Adopted</u>	FY2013 <u>Amended</u>	FY2014 <u>Adopted</u>	\$ Change from FY13 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$40,462	34,000	34,000	34,000	0	0.0%
Fines & Forfeitures	29,416	33,000	33,000	33,000	0	0.0%
Miscellaneous	1,081	1,400	1,400	1,400	0	0.0%
Total Operating Revenues	\$70,958	\$68,400	\$68,400	\$68,400	\$0	0.0%
Transfers In	0	3,000	3,000	3,000	0	0.0%
Total Revenues	\$70,958	\$71,400	\$71,400	\$71,400	\$0	0.0%
Expense: Operating Costs	\$73,535	\$71,400	\$71,400	\$71,400	\$0	0.0%
Total	\$73,535	\$71,400	\$71,400	\$71,400	\$0	0.0%
Variance	(\$2,576)	\$0	\$0	\$0		
Beginning Fund Balance	36,949					
Ending Fund Balance	<u>\$34,373</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$37,596,594	\$37,725,594	\$41,647,271	\$39,395,709	(\$2,251,562)	-5.4%
Total Expenses	\$38,857,297	\$37,725,594	\$41,647,271	\$39,395,709	(\$2,251,562)	-5.4%
Variance	(\$1,260,702)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	7,732,198					
Total Ending Fund Balance	<u>\$6,471,496</u>					

Cable TV/I-Net

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

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$596,432	\$673,300	\$673,300	\$721,000	\$47,700	7.1%
Fringe Benefits	186,810	202,200	202,200	213,400	11,200	5.5%
Operating Costs	138,358	231,600	249,600	272,300	40,700	17.6%
Agency Funding	73,012	100,300	100,300	100,300	0	0.0%
Operating Contingency	0	875,300	857,300	410,000	(465,300)	-53.2%
Transfers Out	700,000	350,000	350,000	1,000,000	650,000	185.7%
Total Expenditures	\$1,694,612	\$2,432,700	\$2,432,700	\$2,717,000	\$284,300	11.7%
Revenues	\$2,600,741	\$2,432,700	\$2,432,700	\$2,717,000	\$284,300	11.7%

Changes and Useful Information:

- Included in the increase in **Personal Services** and **Fringe Benefits** are funds for a Part Time I Editor position to assist in CCGTV.
- **Operating Cost** increase is to provide funds for an audit, to provide additional funds for Equipment and PC Repairs & Maintenance and for internet service for the Renewable Energy Center.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts.
- **Transfers Out** represents the funding provided to the General Fund operations.
- **Revenues** are conservatively estimated based on FY12 actual and FY13 estimate.

Description:

The I-Net is an internal wide area communications network linking over 90 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. The maintenance and operation of the I-Net is covered by this fund.

CHANNEL 95 SUPPORT SERVICES

VIDEO PRODUCTION

- Provide installation/maintenance support for Commissioner Room HD Video Cameras.
- Provide installation/maintenance support for Commissioner Room HF Audio system.
- Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
- 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 system.
- 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

Department:	County Administrator	Account:	48 Fund
Division/Program:	Charles County Government TV (CCG95)	Fund:	Special Rev.
Program Administrator:	Mark Belton, County Administrator	Source:	Srv. Charge
	Deborah Hudson, Director of Fiscal & Admin. Services		

<u>Positions:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Communications	1.0	0.0	0.0	0.0	0.0
Public Information Officer	2.0	2.0	1.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	1.0	1.0	1.0	1.0
Media Specialist	0.0	1.0	1.0	1.0	1.0
Videographer	1.0	0.0	0.0	0.0	0.0
Public Information Specialist	0.0	0.0	1.0	1.0	1.0
Video Production Specialist (Contract)	1.0	1.0	0.0	0.0	0.0
Chief Information Officer	0.0	0.5	0.5	0.5	0.5
Network Manager	0.0	0.3	0.3	0.3	0.3
Network Spec. III	1.0	1.8	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	0.0	0.5	0.5	0.5	0.5
Salary Allocation from General Fund	0.5	0.0	0.0	0.0	0.0
Part Time Help	5.3	0.5	0.5	1.3	2.0
Total Full Time Equivalent	15.8	10.6	9.6	10.5	11.1

<u>Objectives & Measurements:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.

<u># of Live Broadcasts Commissioners Board</u>	110	113	123	115	140
- Liquor Board	12	11	11	11	11
- Planning Commission	24	20	25	20	25
- Cable Advisory Commission	2	1	0	2	0
- Board of Appeals	24	18	15	18	15
- Board of Fire & Rescue	11	11	11	11	11
- County Commissioners	N/A	N/A	61	70	75

<u># of In-house Produced</u>	125	129	140	150	155
- Safety Matters	15	10	11	10	10
- CCSO National Nights Out	0	1	1	1	1
- Public Service Announcements (PSA's)	48	55	50	50	50
- Permits Seminars	2	3	5	5	5

Tapes are aired daily every week of the year

Community Bulletin Board runs 24/7, which is updated three times a week					
# of requests for copies of broadcasts	150	250	90	150	150

General Government

Department: Circuit Court Account: 33.09.10
Division/Program: Law Library Fund: Special Rev.
Program Administrator: Honorable Amy J. Bragunier Source: Srv. Charge
www.charlescountylawlibrary.com

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$73,535	\$71,400	\$71,400	\$71,400	0	0.0%
Total Expenditures	\$73,535	\$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: Srv. Charge
www.charlescountymd.gov/es/animalcontrol/animal-control

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$24,644	\$24,800	\$24,800	\$26,000	\$1,200	4.8%
Fringe Benefits	6,162	5,600	5,600	5,800	200	3.6%
Operating Costs	69,596	78,300	89,953	68,000	(21,953)	-24.4%
Total Expenditures	\$100,401	\$108,700	\$120,353	\$99,800	(\$20,553)	-17.1%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** decreased because adoption medical expenses have declined and grants are not budgeted until awarded. Any balance of unspent grant funds from a 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 over 6 months old, 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.

Public Safety

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

Snyder Foundation Grant

For the past seven 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.

The American Society for the Prevention of Cruelty to Animals (ASPCA) Grant

The purpose of this grant is to cover the cost of an engraver machine, ID tags and collars to participate in the ASPCA ID ME Project.

Positions:	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Animal Shelter Van Driver (part time)	0.7	0.7	0.7	0.7	0.7
Total Full Time Equivalent	0.7	0.7	0.7	0.7	0.7

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program</i>					
# of animals adopted	957	1081	951	850	900
-% of total received (ARRA's)	12.0%	13.6%	11.7%	10.8%	11.2%

Public Safety

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

www.ccsou.us

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$751,685	\$524,600	\$938,081	\$673,510	(\$264,571)	-28.2%
Fringe Benefits	277,524	214,300	312,837	298,960	(13,877)	-4.4%
Operating Costs	142,023	88,579	314,135	94,067	(220,068)	-70.1%
Capital Outlay	78,086	43,000	43,000	48,000	5,000	11.6%
Total Expenditures	\$1,249,319	\$870,479	\$1,608,053	\$1,114,537	(\$493,516)	-30.7%

Changes and Useful Information:

- The decrease of 31% overall on the 12 fund grants is because the FY2014 budget is only for the following programs: Child Support, the Maryland Vehicle Theft Prevention Program, and the Byrne Justice Assistance Grant (BJAG) Local Solicitation - Juvenile Drug Court Support Program. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.
- The Intelligence Specialist Grant ends 08/31/13 which supported one FTE.

Description:

In a cooperative effort, the Charles County Sheriff's Office (CCSO) 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.

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.

Public Safety

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

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.

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.

Auto Theft

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

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

Law Enforcement Training Scholarship Program (LETS)

In FY13, the CCSO received two LETS grants for the following training events:

- Child First Training Seminar
- Executive Leadership Training

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.

Enhancing Training Capabilities & Serving Extraditions

The purpose of this grant was 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 also compensate for costs associated with serving extraditions such as airfare, lodging and per diem. This multi-year grant closed out in FY2013 as of September 20, 2012.

CCSO Equipment Upgrade and Drug Court Support Program

This multi-year grant covers 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 a portion of the Drug Court Coordinator's Position for FY2013. The balance of funding for this position is covered by a State grant listed under the judicial grants section.

Local Solicitation - Officer Safety, Equipment Upgrade and Drug Court Support Program

The purpose of this grant is to send 120 officers to the Street Survival Seminar, upgrade six car camera systems and to fund one quarter of the Drug Court Coordinator's position in FY2014.

American Recovery and Reinvestment Act (ARRA) – Intelligence Specialist

As a result of this grant funding, the CCSO was able 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 03/01/09-08/31/13.

Public Safety

Department:	Sheriff's Office	Account:	12 Fund
Division\Program:	Public Safety Grants	Fund:	Special Rev.
Program Administrator:	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.

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

As a result of this grant funding, the Charles County Sheriff's Office (CCSO) was able 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 acted 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. This grant ended on 12/31/2012.

Enforcing Underage Drinking Laws Program

The CCSO'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 provided for officers overtime, contractual services, and educational materials. This grant ended on 06/30/2012.

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.

National Motor Carrier Safety Assistance Program (MCSAP)

Funding under the MCSAP Program is for commercial motor vehicle traffic enforcement and inspection. Funds provide for officer overtime relative to an MOU with the State.

Chaney Foundation Grant

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

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.

La Plata Beautification Project

The Town of La Plata awarded the CCSO a grant in support of the Teen Court Beautification Project which utilizes teen court volunteers to plant flowers and pick up garbage along Heritage Green Road in La Plata.

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. 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. Program funds provide officer overtime for enforcement efforts.

State Farm Insurance Celebrate My Drive 2012 Grant

Grant funds support the CCSO Teen Driver Safety Program. Funds were utilized to purchase promotional/educational items for the We Care Driving Campaign as well as fund special events.

MD Strategic Prevention Framework (MSPF) Grant

An agreement with the College of Southern Maryland for the Charles County Substance Abuse Advisory Coalition has the CCSO working with the Coalition and other community partners to conduct party patrol and surveillance activities during peak periods when there is a high risk of parties where alcohol may be available to underage persons.

Public Safety

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

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.

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 contributes 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 are used for teaching aids to add the Healthy Choices/Healthy Children, baseball fundamentals, and fun activities to the CCSO Summer Youth Achievement Program.

Solving Cold Cases with DNA

The purpose of this grant is to solve and close cold cases through DNA analysis. Funds will provide for analysis of 72 pieces of evidence, overtime, and personnel training. The goal of the program is to close violent crime cold cases using DNA analysis.

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

Funding was provided for the enhancement of the Charles County Juvenile Drug Court by supplying drug testing supplies and contracted services. The grant also provided for transportation services for Teen Court clients to educational field trips. Grant ended in FY2013.

License Plate Readers Program (LPR)

In FY2012, 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. For the first three years, the reader is the property of the MSP but after the initial 3-years the reader becomes the property of the CCSO.

<u>Positions:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	6.0	4.0	6.0	6.0	6.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Community Traffic Safety Coordinator	0.9	0.9	0.2	0.0	0.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	1.0	1.0	1.0	1.0	0.2
Part Time Positions	0.0	1.2	1.2	1.8	1.8
Total Full Time Equivalent	9.9	9.1	10.4	10.8	10.0

<u>Objectives & Measurements:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

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	1,309	1,579	1,530	1,466	1,481
# of writs/warrant/body attachment to be executed	425	523	533	452	457

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$177,759	\$150,059	\$174,988	\$192,000	\$17,012	9.7%
Fringe Benefits	29,538	29,437	38,079	0	(38,079)	-100.0%
Operating Costs	271,152	88,368	274,643	2,810	(271,833)	-99.0%
Capital Outlay	395,688	0	320,633	0	(320,633)	-100.0%
Total Expenditures	\$874,137	\$267,864	\$808,343	\$194,810	(\$613,533)	-75.9%

Changes and Useful Information:

- The FY2014 budget is for the Emergency Management Performance Grant and the Southern MD Hospital – LifeNet. Changes in **Personal Services** and **Fringe Benefits** are the result of realignment of the Emergency Planner from the State Homeland Security Grant to the EMPG grant. All costs of the EMPG grant are done through a salary transfer. All other grants are budgeted upon award or carried over as appropriate.

Description:

Homeland Security Grant Programs (HSGP)

This special revenue 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 FFY 2013 grant awards and forward, the HSGP will be 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 FFY 2013. The FFY 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. Law Enforcement Terrorism Prevention Program (LETPP) as part of the SHSP is a required and met at 28% of FFY 2010, 34% of FFY2011, and 25% of FFY2012 award. As part of the FFY2010 and FFY2011 SHSP, funding is provided to pay for an Emergency Planner Position. This position moved to the Emergency Management Performance Grant for the County's FY2014.

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:

- bring together the appropriate leadership to form and sustain a Citizen Corps Council;
- develop and implement a plan or amend existing plans to achieve widespread citizen preparedness & participation;
- conduct public education and outreach;
- ensure clear emergency communications with the public;
- develop training programs for the public;
- facilitate citizen participation in exercises;
- implement volunteer programs and activities to support emergency responders;

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

- 8) involve citizens in surge capacity roles and responsibilities; and
- 9) conduct evaluations of programs and activities.

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. 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 provided 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 also purchased 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.

FFY2011 PSGP - Funds from this grant equipped maritime law enforcement vessels within the Maritime Tactical Operations Group (MTOG) with an encrypted Automatic Identification System (AIS). This equipment will allow for the MDNR to track maritime response assets for quick dispatching of units, security of the vessels, and to enable search and rescue for lost vessels.

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.

National Bioterrorism Hospital Preparedness Program

This grant is a combined effort of all jurisdiction with MIEMSS Region 5 to provide for specific equipment gaps identified to support the safe transportation and treatment of pediatric and ventilator dependent patients. These gaps include emergency transport vents, interosseous access needles, and pediatric transport seats. Equipment is provided to Charles, Calvert, Montgomery, Prince George's and St. Mary's Counties.

Interagency Hazardous Materials Public Sector Training and Planning Grants

Funding was awarded in FY 2012 and FY2013 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 provides 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

The purpose of this grant was to fund 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 includes the latest information based on events and land development within the last five years. The plan update also includes 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 developed a detailed risk/vulnerability study for CIVISTA hospital and all repetitive flood zone areas in Charles County. This grant ended in FY2013.

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

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 and may be used by the Charles County LEPC to conduct activities that are required by the EPCRA.

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.

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

This grant funding is for the purchase the three Lifepak 1000 Automated External Defibrillators (AED's) for the new ambulances that the County has purchased. AED's are essential to the delivery of proper EMS care in Charles County. AEDs are lifesaving devices to treat victims of sudden cardiac arrest. These defibrillators are designed to quickly and easily provide an electric shock that restores the victim's normal heart rhythm.

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. This grant was completed in FY2012.

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
Chief of Emergency Management	1.0	1.0	1.0	1.0	0.0
Allocation from General Fund	0.8	0.8	0.8	0.0	0.8
Total Full Time Equivalent	1.8	1.8	1.8	1.0	0.8

Department:	Volunteer Fire Protection & Emergency Medical Services	Account: 26 Fund
Division\Program:	Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Fund: Spec. Rev Source: Prop. Tax
Program Administrator:	George Hayden, CCVFA President / Bill Deer, CCAEMS President	

www.charlescountymd.gov/maps/volunteer-fire-and-ems

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$15,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	5,185	7,300	7,300	54,300	47,000	643.8%
Agency Funding	11,795,836	11,786,386	11,786,386	11,542,820	(243,566)	-2.1%
Total Expenditures	\$11,816,021	\$11,793,686	\$11,793,686	\$11,597,120	(\$196,566)	-1.7%

Changes and Useful Information:

- Decrease in **Agency Funding** is due to reduced property tax revenue resulting in reduced agency funding and one time fund balance appropriation that occurred in FY2013.

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) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Fund: Spec. Rev 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).

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: Srv. Charge

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Operating Costs	130,894	98,800	246,500	119,000	(127,500)	-51.7%
Transfers Out	5,903	0	0	0	0	N/A
Capital Outlay	46,781	0	0	15,000	15,000	N/A
Total Expenditures	\$183,579	\$98,800	\$246,500	\$134,000	(\$112,500)	-45.6%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to one-time use of fund balance in FY2013.
- Increase in **Capital Outlay** is for replacement capital purchases over \$5,000 in support of the Narcotics Enforcement Section.

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 / Equitable Share Program 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 Source: Srvc. Charge

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$134,526	\$159,500	\$159,500	\$168,300	\$8,800	5.5%
Fringe Benefits	50,281	53,200	53,200	58,100	4,900	9.2%
Operating Costs	16,464	173,200	173,200	38,200	(135,000)	-77.9%
Total Expenditures	\$201,270	\$385,900	\$385,900	\$264,600	(\$121,300)	-31.4%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decrease in **Operating Costs** is due to a one-time cost for assistance with the inmates Medical Contract for FY2013.

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>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</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
Total Full Time Equivalent	4.1	4.1	4.1	4.1	4.1

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 Source: Reimburse

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$90,052	\$132,000	\$147,400	\$132,000	(\$15,400)	-10.4%
Total Expenditures	\$90,052	\$132,000	\$147,400	\$132,000	(\$15,400)	-10.4%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to Outside Training Fees which are budgeted after fiscal year begins.

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 2012, the Academy provided 216 hours of in-service training to 214 police officers. The Academy also provided 2,220 hours of entry-level training to 63 new police and corrections officers, of which 18 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

Department:	Community Services	Account: 40 fund
Division/Program:	Aging Services: Federal Grants	Fund: Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Senior Programs	Source: Grant
	www.charlescountymd.gov/cs/aging/aging-and-senior-programs	

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$216,507	\$240,530	\$261,336	\$229,183	(\$32,153)	-12.3%
Fringe Benefits	12,326	17,152	18,308	18,754	446	2.4%
Operating Costs	305,986	255,965	389,592	309,073	(80,519)	-20.7%
Total Expenditures	\$534,819	\$513,647	\$669,236	\$557,010	(\$112,226)	-16.8%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/13 or later will be carried over to FY2014.

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.

Community Services

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

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.

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. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

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 licensed 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 helps 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 regarding long term care and to 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. A subcontract with the designated disability services provider provides for regularly scheduled on-site options counseling services at designated locations. Grant funds are also allocated for computer hardware, cable TV/Internet advertising as well as print media materials. The grant funds support a designated merit position titled "Home and Community Based Service Manager" to serve as the Charles County MAP Coordinator, and a part-time Program Assistant for the MAP.

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

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

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. This grant is budgeted upon award.

<u>Personnel Summary:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<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	0.1	0.1	0.1	0.1
Home & Comm. Based Services Mgr	0.0	0.0	1.0	1.0	1.0
Centers Administrator	0.0	0.2	0.2	0.2	0.2
Sr. Info. & Assist. Coordinator	0.0	0.0	0.0	0.3	0.3
Media Specialist	0.2	0.0	0.0	0.0	0.0
Senior Center Coordinator	0.6	0.0	0.0	0.0	0.0
Long Term Care Coordinator	0.3	0.4	0.4	0.4	0.4
Nutritionist	0.0	0.3	0.3	0.3	0.3
Program Specialist	0.4	0.0	0.3	0.3	0.3
Part-time positions	1.8	2.3	2.3	3.0	3.0
Total Full Time Equivalent	3.3	3.2	4.5	5.4	5.4

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# 154) for listing of all Objectives & Measurements regardless of funding source.

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

www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$204,953	\$179,797	\$183,290	\$185,444	\$2,154	1.2%
Fringe Benefits	21,682	17,510	17,510	17,660	150	0.9%
Operating Costs	161,727	111,399	115,163	111,399	(3,764)	-3.3%
Total Expenditures	\$388,362	\$308,706	\$315,963	\$314,503	(\$1,460)	-0.5%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating** cost decrease due to minimal change in contractual services.

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.

Community Services

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

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.

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.

Due to substantial, unexpected loss of State funds in FY13, the waitlist in Charles County for this program has increased by nearly 45% since July 1, 2012. In addition, salary of the program manager was negatively affected by the loss of State funds in Charles County. The Division took immediate action steps to operate the program within budget, which included reducing existing client support services and implementing a moratorium on all new assistance. These unfortunate measures will remain in place until State funds are restored or increased.

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.

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).

Community Services

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

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. State Nutrition funds are authorized for meals (not operational).

Senior Center Operating Funds (SCOF)

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. In FY13, SCOF were used to obtain certification for 3 Division staff and to implement a nationally recognized evidence based Chronic Disease Self Management Program (CDSMP) developed by Stanford University School of Medicine. As the CDSMP encourages physical activity, the Division purchased a new commercial grade treadmill for the Indian Head Senior Center with the remainder of SCOF grant dollars in FY13.

Medicaid Waiver for Older Adults (MWOA)

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. Starting in FY12, the MWOA operates as a fee-for-service program, where associated personnel must track allowable case management activities and submit a monthly invoice for billable hours. Approved billable hours are subsequently reimbursed by the State at a fixed rate established by Medicaid and administered by DHMH.

Personnel Summary:

<u>Title</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>	<u>FY14</u> <u>FTE</u>
Sr. Info. & Assist. Coordinator	0.4	0.3	0.2	0.0	0.0
Home & Comm. Based Services Mgr	0.0	0.0	0.0	0.0	0.0
Long Term Care Coordinator	1.4	1.8	0.2	0.2	0.2
Home & Community Based Srvcs Coord	0.0	0.0	1.0	1.0	1.0
Care Coordinator	1.0	1.0	0.0	0.0	0.0
Senior Center Coordinator	0.1	0.0	0.0	0.0	0.0
Long Term Care Program Specialist	0.0	0.0	0.7	0.7	0.7
Program Specialist	0.6	0.6	0.1	0.0	0.0
Part-time positions	0.7	0.9	2.5	2.3	2.3
Total Full Time Equivalent	4.1	4.6	4.7	4.3	4.3

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# 154) 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 Programs	Source: Grant
	www.charlescountymd.gov/cs/vango/vango	

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$342,245	\$341,700	\$341,700	\$356,700	\$15,000	4.4%
Fringe Benefits	121,798	117,100	117,100	118,100	1,000	0.9%
Operating Costs	5,940,428	5,624,925	5,945,461	6,722,580	777,119	13.1%
Agency Funding	0	0	0	135,672	135,672	N/A
Capital Outlay	13,588	750,320	410,594	110,000	(300,594)	-73.2%
Total Expenditures	\$6,418,059	\$6,834,045	\$6,814,855	\$7,443,052	\$628,197	9.2%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Increase in **Operating Costs** due to an added subscription service six days per week in the Waldorf/St. Charles urban area to support the opening of a new dialysis center and to relieve the backlog/waiting list of seniors wanting to ride to the senior center at the Jaycees, Phase II of the maintenance facility feasibility study, and bus stop signs.
- **Agency Funding** is for the JARC/New Freedom program Memorandum of Understanding with Prince George's County Department of Public Works and Transportation which will establish fixed route transit links to Brandywine
- **Capital outlay** is for replacement of two specialized vehicles that have exceed their useful life.

Description:

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

Public Transportation: VanGO or Rural Public Transportation Program (RTP)

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 14 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.

Community Services

Department:	Community Services	Account:	6 Fund
Division\Program:	Transportation	Fund:	Spec. Rev.
Program Administrator:	Jeffrey Barnett, Chief of Transportation & Community Programs	Source:	Grant

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

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. For FY2013, the capital grant funds were awarded for capitalized fuel provisions, preventive maintenance, replacement of two unreliable vehicles and replacement of aged specialized vehicles. Unspent grant fund balances will be carried over at the end of each fiscal year.

For FY2014, the County has applied for funding for preventive maintenance, replacement of two specialized vehicles that have exceed their useful life, Phase II of the maintenance facility feasibility study, and bus stop signs.

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

The purpose of this grant was for the undertaking of public transportation capital improvement/acquisition projects.

Funding provided for a portable lift, purchase/install passenger amenities, electronic fare boxes, preventative maintenance, and seven 30' replacement buses. This multi-year grant was fully expensed in FY2013.

Personnel Summary:

<u>Title</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>	<u>FY14</u> <u>FTE</u>
Chief of Transp. & Comm. Programs	1.0	1.0	0.9	0.9	0.9
Trans. Developer Administrator	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	1.0	0.0	0.0	0.0
Fiscal Specialist	0.0	0.0	0.2	0.2	0.2
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	5.0	5.0	4.1	4.1	4.1

Objectives & Measurements:

See General Fund - Community Services: Transportation and Community Programs (pg.# 152) for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services Account: 13 Fund
Division\Program: Housing & Community Development: Community Fund: Spec. Rev.
 Development Block Grant (CDBG) Source: Grant
Program Administrator: Rita Wood, Chief of Housing Authority
www.charlescountymd.gov/cs/housing/housing-authority

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$15,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	0	0	375,000	0	(375,000)	-100.0%
Agency Funding	75,000	0	0	0	0	N/A
Transfers Out	156,808	0	0	0	0	N/A
Total Expenditures	\$246,808	\$0	\$375,000	\$0	(\$375,000)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of Block 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 in FY2012.

Downpayment Assistance Waldorf, Charles County, 20602

This grant funds 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 06/30/14.

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$630,450	\$670,450	\$675,250	\$677,000	\$1,750	0.3%
Fringe Benefits	219,850	221,000	221,000	222,450	1,450	0.7%
Operating Costs	8,679,116	10,154,360	10,492,360	10,488,360	(4,000)	0.0%
Total Expenditures	\$9,529,416	\$11,045,810	\$11,388,610	\$11,387,810	(\$800)	0.0%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decreased **Operating Costs** and **FTE** for Administrative Associate is due to trimming of administrative expenses due to anticipated reduction of HUD administrative funding.
- The County administers 850 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments.

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. 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>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
Director of Community Service	0.3	0.1	0.3	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	1.3	1.3	1.3	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Assistant	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	11.5	11.4	11.5	11.5	11.2

Objectives & Measurements:

See General Fund -Community Services: Housing Authority (pg.# 157) 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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$65,414	\$400,000	\$400,000	\$400,000	0	0.0%
Total Expenditures	\$65,414	\$400,000	\$400,000	\$400,000	\$0	0.0%

Changes and Useful Information:

- The Housing Special Loan fund had revenues of \$272,798 resulting in a surplus fund balance at the end of FY2012. 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.# 157) 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	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$5,506	\$3,750	\$7,750	\$3,750	(\$4,000)	-51.6%
Operating Costs	167,283	84,250	425,993	60,250	(365,743)	-85.9%
Total Expenditures	\$172,789	\$88,000	\$433,743	\$64,000	(\$369,743)	-85.2%

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.

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

The ESG program provides funding for homeless prevention activities and 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 FY2013, the local recipients were Robert J. Fuller Transitional House, Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter, and LifeStyles of Maryland Foundation, Inc.

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

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 FY2014.

Social Services

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$613,325	\$735,600	\$740,230	\$775,340	\$35,110	4.7%
Fringe Benefits	202,007	328,700	324,205	354,110	29,905	9.2%
Operating Costs	288,285	401,323	695,539	315,600	(379,939)	-54.6%
Capital Outlay	0	0	24,000	0	(24,000)	-100.0%
Total Expenditures	\$1,103,617	\$1,465,623	\$1,783,974	\$1,445,050	(\$338,924)	-19.0%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Reduction in **Operating Costs** is due to one time grants awarded in FY2013 that are not budgeted in FY2014.
- Reduction in **Capital Outlay** is due to one time grant awards for capital equipment and security enhancements in FY2013 that are not budgeted in FY2014.
- 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.

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.

Social Services

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

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.

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 2013, the Charles County Juvenile Drug Court celebrated its seventh year of operation. Since its inception, forty-four 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 FY2014, 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

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

Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Juvenile Drug Court

This federal 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 contractual services for lab based drug testing services and transportation as well as program supplies.

Juvenile Accountability Block Grants - Juvenile Drug Court (JDC)

Charles County received a Juvenile Accountability Block Grants for the enhancement of the JDC for transportation services to transport clients to treatment.

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

This grant funded 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. The grant ended on 09/30/12.

Courthouse Security Grants - Charles Co. Circuit Court Security Enhancement Project

State funds under the Courthouse Security Grant were awarded to the County for much needed enhancements to Charles County Circuit Court's security system. The project goals are to develop a foundation for courthouse security, increase the capacity to react expeditiously and effectively to security incidents, and increase the ability to prevent or minimize courthouse security incidents. Funds allowed for the replacement of nine existing Nuvico Interior black and white CCTV cameras with Nuvico color cameras, add seven Nuvico color dome cameras, add 7 card access readers, installation of items and the purchase of badge holders and lanyards.

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 10/01/10-09/20/13.

FY2013 Conflict Resolution Grants - Permanency Planning Continuing Education

Grant funds were awarded for FY2013 to expand the knowledge of facilitators statewide in the area of negotiation by offering an 8-hour Negotiation Training. Alternative Dispute Resolution (ADR) practitioners using effective negotiation techniques assist litigants to reach agreements satisfactory to all parties; thereby, increasing trust in the court system, and reducing the court's trial dockets.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA)

This multi-year grant funding provides for service gaps within the Family Recovery Court. Funds provide for the program's Family Resource Specialist salary and fringe benefits for one-year; a court based substance abuse/mental health assessor; inpatient and long-term substance abuse treatment beds designated for Family Recovery Court participants; slots for medication assisted treatment; mental health therapies with psychiatrists for medication management; a mental health therapist; intervention training for family members; a Recovery Coach; incentives for participants; and lab based drug testing for confirmation and designer drugs.

Social Services

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

Personnel Summary:	FY10	FY11	FY12	FY13	FY14
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
STATE'S ATTORNEY OFFICE					
Assistant State's Attorney	1.8	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	4.6
Computer Technician	0.8	0.8	0.8	0.8	0.8
Total State's Attorney	8.6	8.6	8.6	8.6	8.2
CIRCUIT COURT					
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	0.0	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	1.0	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	0.5	0.5
Total Circuit Court	7.0	7.0	7.0	7.5	7.5
Total Full time Equivalent	15.6	15.6	15.6	16.1	15.8

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated
Child Support					
<u>State's Attorney's Office</u>					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
# of children / paternity will be established	352	457	530	313	313
# of cases in which support obligations will be established	519	594	739	495	495
# of cases in which child support and medical support obligations will be enforced	2,525	2,206	2,219	2,110	2,110
# of cases in which child support and medical support obligations will be modified	677	744	872	345	345
<u>Master's Office</u>					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
# of hearing to be held to establish paternity	352	370	393	319	359
# of hearings to be held to establish child and medical support obligations	518	454	531	452	489
# of hearings to be held to enforce child and medical support obligations	2,528	1,785	1,648	1,866	1,957
# of hearings to be held to modify child support orders	680	572	632	350	559

Social Services

Department: Community Services Account: 46.06
Division/Program: Charles County Advocacy Council for Children, Youth, & Families Fund: Special Rev.
Program Administrator: Jeffry Barnett, Chief of Transportation & Community Programs Source: Grant

www.charlescountymd.gov/cs/transportation/local-management-board

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$87,183	\$94,080	\$108,917	\$116,569	\$7,652	7.0%
Fringe Benefits	21,698	22,561	22,513	23,401	888	3.9%
Operating Costs	16,941	40,360	52,348	13,600	(38,748)	-74.0%
Operating Contingency	0	5,119	5,119	0	(5,119)	-100.0%
Agency Funding	989,345	605,326	1,030,259	1,030,259	0	0.0%
Total Expenditures	\$1,115,167	\$767,446	\$1,219,156	\$1,183,829	(\$35,327)	-2.9%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** and **Operating Contingency** decrease is due to reduced fees collected in the Child Care Program.

Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), formerly the Local Management Board, plans, manages, and evaluates services to families and children. The CCACCYF 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 CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF 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.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Transp. & Comm. Programs	0.0	0.0	0.1	0.1	0.1
Core Services Agency Manager	1.0	0.0	0.0	0.0	0.0
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Program Evaluation Specialist	0.8	0.0	0.0	0.0	0.0
Human Services Specialist I	2.8	1.0	0.0	0.0	0.0
Fiscal Specialist	0.8	0.0	0.3	0.3	0.3
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Part Time	0.4	0.6	0.8	0.8	0.8
Total Full Time Equivalent	8.8	2.6	2.1	2.1	2.1

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.</i>					
Grant/funding applications submitted	5	4	4	5	5
Grant/funding applications approved	5	4	4	5	5
Vendor contracts executed	10	8	9	9	9
Program improvement plans reviewed	0	*NA	*NA	1	2
<i>*No programs required an improvement plan</i>					

Planning and Growth Management

Department:	Planning and Growth Management	Account:	23.07.19
Division\Program:	Planning/Agricultural Preservation	Fund:	Special Rev.
Program Administrator:	Charles Rice, Environmental Review Program Manager	Source:	Prop. Tax

www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$59,608	\$60,500	\$60,500	\$94,900	\$34,400	56.9%
Fringe Benefits	27,113	25,500	25,500	26,500	1,000	3.9%
Operating Costs	522,209	4,200	446,050	4,200	(441,850)	-99.1%
Total Expenditures	\$608,929	\$90,200	\$532,050	\$125,600	(\$406,450)	-76.4%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a reduction of transfer to the Rural Legacy Program as well as a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** decreased due to land purchase in FY2013. Land purchase budgets are established during the fiscal year with a budget amendment.

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.

Positions:

<u>Title</u>	<u>FY10</u> FTE	<u>FY11</u> FTE	<u>FY12</u> FTE	<u>FY13</u> FTE	<u>FY14</u> FTE
Agricultural Planner IV	1.0	1.0	0.8	0.8	1.0
Total Full Time Equivalent	1.0	1.0	0.8	0.8	1.0

Department:	Planning and Growth Management	Accounts:	3 Fund
Division\Program:	Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program	Fund:	Special Rev.
Program Administrator:	Frank Ward, Chief of Codes, Permits, and Inspection Services	Source:	Srv. Charge

www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$0	\$0	\$0	\$100,000	\$100,000	N/A
Total Expenditures	\$0	\$0	\$0	\$100,000	\$100,000	N/A

Changes and Useful Information:

- This fund is new for FY2014.

Description:

Nuisance Abatement Fund

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account will enable the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$21,597	\$6,430	\$41,795	\$5,430	(\$36,365)	-87.0%
Fringe Benefits	1,932	3,570	12,290	3,570	(8,720)	-71.0%
Operating Costs	409,409	0	(5,262)	0	5,262	-100.0%
Capital Outlay	0	0	9,628	0	(9,628)	-100.0%
Total Expenditures	\$432,938	\$10,000	\$58,451	\$9,000	(\$49,451)	-84.6%

Changes and Useful Information:

- The Energy Efficiency Development Block Grant is a multi-year grant which ended in FY2013 resulting in changes to all expense categories. The FY2014 budget is comprised of the Charles County Critical Area Grant Program.

Description:

Charles County Critical Area Program 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 was 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 funded the design and printing of a historical walking tour brochure of Benedict. Five thousand copies of the brochure were printed for distribution and the brochure is 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. This grant ended in FY2012.

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 was managed by the Department of Planning and Growth Management and the Department of Public Facilities. Charles County completed 7 projects as part of this multi-year grant program: Energy Element in 2012 Comprehensive Plan; Targeted Education & Promotional Program; Community Geothermal Initiative - Feasibility & Standards; Transportation Project - Codes & Standards Review; Building Codes & Standards Review; Energy Distribution Projects - Feasibility & Planning Study for the Detention Center; and Energy Efficiency Retrofits throughout County Buildings. The EECBG grant was completed in FY2013.

Positions:

<u>Title</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>	<u>FY14</u> <u>FTE</u>
Planners Hours	0.3	0.1	0.2	0.1	0.1
Total Full Time Equivalent	0.3	0.1	0.2	0.1	0.1

Department of Public Works personnel were a one-time charge in FY2013 for EECBG retrofit project work and are not included in the FTE's listed for FY13.

Economic Development

Department:	Administrative Services	Account:	39 Fund
Division\Program:	Tourism	Fund:	Special Rev.
Program Administrator:	Catherine Carroll, Tourism Marketing Coordinator	Source:	Grant
	www.charlescountymd.gov/coadmin/tourism/tourism-office		

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	\$ Change FY2013 Amended	% Chg.
Personal Services	\$63,322	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	6,438	0	0	0	0	N/A
Operating Costs	43,854	40,588	41,898	40,588	(1,310)	-3.1%
Total Expenditures	\$113,614	\$40,588	\$41,898	\$40,588	(\$1,310)	-3.1%

Changes and Useful Information:

- Welcome Center budget was moved to the General Fund for FY2013 forward and accounts for changes in FTE's and eliminates the budget for **Personal Services** and **Fringe Benefits**.
- **Operating Costs** is for the MD Office of Tourism Development - County Cooperative Grants Program.

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 Destination Marketing Organization Grant Marketing Plan.

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 as part of the General Fund.

Positions:

<u>Title</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>	<u>FY14</u> <u>FTE</u>
Part Time	0.0	3.2	3.2	0.0	0.0
Total Full Time Equivalent	0.0	3.2	3.2	0.0	0.0