

FISCAL YEAR 2015 Proposed Budget Summary by Fund

DESCRIPTION	FY2015				FY2014
	OPERATING REVENUE	OTHER SOURCES	FUND BALANCE	TOTAL	AMENDED BUDGET TOTAL
<u>GOVERNMENTAL FUNDS:</u>					
Special Revenue Funds					
Fire & Rescue	\$11,617,748	\$0	\$0	\$11,617,748	\$11,597,120
Housing Assistance	10,797,424	292,537	309,099	11,399,060 ^{1,2}	11,387,810
Transportation	5,448,326	3,202,981	43,566	8,694,873 ^{1,3}	6,987,017
Cable TV Access/I-Net Fund	3,073,000			3,073,000 ³	2,967,000
Judicial Grants	1,266,421	403,101		1,669,522	1,884,174
Charles County Advocacy Council for Children, Youth, and Families	1,215,745		46,666	1,262,411 ¹	1,283,171
Public Safety Grants	554,438	552,442		1,106,880 ⁴	1,593,215
Aging Grants	885,368			885,368 ⁵	1,040,919
Housing - Special Loans	400,000			400,000	400,000
Sheriffs Special Programs	261,200		8,000	269,200 ¹	264,600
Drug Forfeitures	114,200		94,700	208,900 ¹	134,000
Emergency Management	98,810	96,000		194,810 ⁵	614,986
Southern MD Criminal Justice Academy	88,000	44,000		132,000	132,000
Nuisance Abatement Fund	100,000			100,000	100,000
Animal Shelter / Control Services	95,800			95,800	100,019
Community Development Administration	74,000			74,000 ⁵	393,571
Law Library	62,900	3,000		65,900	71,400
Tourism Grant	34,734			34,734	34,734
Planning Grants	9,000			9,000 ⁵	218,900
Agricultural Preservation	4,200			4,200 ⁶	125,600
Community Development Block Grants	0			0	225,000
Economic Development Loan Programs	0			0	250,000
Total Special Revenue	\$36,201,314	\$4,594,061	\$502,031	\$41,297,406	\$41,805,236
Debt Service Fund	\$18,388,000	\$651,000	\$137,300	\$19,176,300^{1,7}	\$17,772,400
<u>PROPRIETARY FUNDS:</u>					
Minor Enterprise Funds					
Tourism Stadium Concerts	\$73,200			\$73,200	\$73,200
Vending Machine	142,500			142,500	119,000
Total Minor Enterprise	\$215,700	\$0	\$0	\$215,700	\$192,200
Total All Funds	<u>\$54,805,014</u>	<u>\$5,245,061</u>	<u>\$639,331</u>	<u>\$60,689,406</u>	<u>\$59,769,836</u>

Footnotes:

1. The fund balance appropriation represents plans to utilize surplus funds.
2. County Match due to a reduction in grant funding by the Housing and Urban Development Administration resulting in a subsidy by the County
3. See New Requests Page.
4. Personnel decrease is the net result of the Intelligence Specialist Grant ended in FY14 and a Part Time Court Clerk supported by a Dept. of Justice grant.
5. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.
6. Personnel decrease is due to the transfer of a Planner position to the General Fund and Watershed Protection and Restoration Fund.
7. Other sources represent the use of Bond Premium for debt service payments.

FY 2015 New Position Requests - Enterprise Funds

POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
----------	------	-----	-------	--------	--------	-----------	-------

Cable TV/I-Net

Media

Assistant Graphic Designer	July	1.0	10	\$37,100	\$14,000	\$0	\$51,100
Less Part Time		(0.6)		(\$20,700)	(\$1,600)	\$0	(\$22,300)
		0.4		\$16,400	\$12,400	\$0	\$28,800

Current hours for the Asst. Graphic Designer, do not allow for adequate time to complete the media requests for graphic design, image searches, layout, maintaining files, etc. The additional hours would allow the Asst. Graphic Designer to complete projects in a more efficient timeframe, take on more projects, and handle additional administrative tasks.

Public Information Office

Communications Coordinator	July	1.0	10	\$43,800	\$17,800	\$1,600	\$63,200
----------------------------	------	-----	----	----------	----------	---------	----------

Position needed to handle work load increase in office duties and responsibilities. News releases increased 177% and media inquiries increased 132% from 2012 to 2013.

CCGTV

Digital Librarian Production

Specialist	July	1.0	11	\$47,400	\$18,600	\$0	\$66,000
Less Part Time		(0.6)		(\$17,600)	(\$1,400)	\$0	(\$19,000)
		0.4		\$29,800	\$17,200	\$0	\$47,000

Currently part time, but increased workload necessitates moving the position to full time.

Information Technology

Part Time		0.6		\$35,500	\$3,700	\$2,500	\$41,700
Part Time		0.6		\$14,000	\$1,500	\$0	\$15,500
				\$49,500	\$5,200	\$2,500	\$57,200

Part time needed to assist in cable franchise/broadband issues and mobile device management. Responsibilities will include, but are not limited to, overseeing upcoming audits of franchisee records and coordinating Comcast franchise renegotiation, staying abreast of new innovations that result in improved broadband access and speed for residents (Commissioner FY15 goal), mobile device acquisition, distribution and management. Last year we distributed over 20 Lenovo Twists and 50 iPads. This is an entirely new area of responsibility for IT and includes not only the research, acquisition, testing, setup, distribution and maintenance of these devices, but also the maintenance of a Mobile Device Management System. With the growing demand for increased access mobility, as well as the constant changes in technology and devices, we need individuals to effectively manage this area.

Total -Cable TV/I-Net Fund		2.4		\$139,500	\$52,600	\$4,100	\$196,200
-----------------------------------	--	------------	--	------------------	-----------------	----------------	------------------

FY 2015 New Operating/Capital Request Program Enhancements

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Cable TV/I-Net Fund					
County Administrator					
Media	48.03.141.0503.000				
Creative Cloud	for two Adobe Creative Cloud Software Subscription Fees	1,500	1,500	0	
Public Information Office					
Office	48.03.146.0503.000				
Community Promotions	Charles County Fair/Promotional Outreach to distribute to residents	3,500	3,500	0	
News Clipping Service	Service allows reporting and archiving of news media coverage pertaining to Charles County Government and Commissioners.	3,000	3,000	0	
Thinkstock	This price is based on 75 downloads/year @ \$230 per 25/pack. Thinkstock is a subscription service that offers stock photography images, which is used in the social media and marketing efforts for the county.	700	700	0	
Creative Cloud	Upgrade software for Adobe Creative Suite	1,200		1,200	
Total Public Information Office		8,400	7,200	1,200	0
CCGTV	48.03.147.0503.000				
Computers to run CCGTV 24 hours/day (4)	Computers are more powerful and reliable than the standard desktop to ensure CCGTV runs 24/7.	21,000		21,000	
Total Cable TV/I-Net Fund		30,900	8,700	22,200	0

FY 2015 New Operating/Capital Request Program Enhancements

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Transportation Grants					
<u>Community Services</u>					
5307	06.06.110.133.0503.000				
* New route to serve St. Charles High School	There are unserved areas of St. Charles. This new route to serve St. Charles High School would be consistent with the Commissioner directive, Goal #2, Objective #2. It will also have a direct impact on the High School's LEED certification as the accessibility of public transportation weighs heavily in the certification process. County Portion: \$145,840	318,000	318,000	0	
* Start core routes in urbanized areas 1 hour earlier	With increasing frequency, calls are being received requesting earlier service for employment purposes. Additionally, earlier connections to the bus are needed. County Portion: \$76,130	166,000	166,000	0	
<i>NOTE: Amount reflected is net after fares. This program will fall within the Urban Transit Program. Above costs are normally funded @ 49.79% Federal and 4.35% State, leaving the County with a 45.86% match.</i>					
Total 5307		484,000	484,000	0	0
Capital	06.06.110.139.0503.000				
* Transit Maintenance/ Operations facility feasibility study - Phase II	Initial Phase I has been completed. Phase II will build on Phase I and involve more detailed planning. County Portion: \$30,000	300,000		300,000	
* Expansion Bus	Additional fixed route bus to support new route serving St. Charles High School. County Portion: \$14,800	162,000		162,000	
GFI Fairbox for Expansion Bus	Additional fixed route bus to support new route serving St. Charles High School. County Portion: \$1,400	14,000		14,000	
<i>NOTE: Above cost are normally funded @ 80% Federal and 10% State, leaving the County with a 10% match.</i>					
Total Capital		462,000	0	462,000	0
Total Transportation Grants		946,000	484,000	462,000	0

*Contingent on grant funds.

Total General Fund Local Match = \$268,100

FY 2015 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Transportation Grants Fund</u>				
(Capital)- Fixed Route Vehicles				
	06.06.110.139.0500.011			
* 6 Replacement Buses	Replaces CS48, 52, 53,64. 2008 model years with over 450,000 miles each. Also replaces CS66, 67 that are 2009 models with extremely poor reliability. Total Cost: \$888,000, County Portion: \$88,800.	888,000	888,000	
<i>Note: Above costs are normally funded @ 80% federal and 10% state leaving the County with a 10% match</i>				
Total Transportation Fund		888,000	888,000	0
<i>*contingent on grant funds</i>				

NOTE: General Fund Local Match is part of the Baseline Budget.

EXCISE TAX

<u>Dwelling Type</u>	<u>FY14</u>	<u>FY15</u>	<u>% Change</u>
Single Family Dwelling	\$13,139	\$13,366	1.73%
Town Houses	\$12,461	\$12,677	1.73%
Multi-Family Dwelling	\$9,482	\$9,646	1.73%

Article 20, Section 804 of the Maryland Annotated Code authorizes the County Commissioners of Charles County to levy and collect a fair share school construction excise tax against the owner of real property that is improved by new residential development. For each fiscal year after fiscal year 2003, the tax may not exceed the limits of the prior year altered by the same percentage as the change in the producer price index for the materials and components for construction, as reported by the United States Department of Labor, for the fiscal year preceding the year for which the amount is being calculated.

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 Amoss 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,
Economic Development Loan 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.

The **Economic Development Loan Programs** was established to help businesses to relocate into the County and/or expand their capabilities through the Disadvantaged Business Loan Program or the Targeted Industries Incentive Loan Fund. The programs are not intended to replace commercial bank financing for borrowers who are able to secure bank loans and ultimately, the program will be self-sustaining off repayments and accrued interest.

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.

SPECIAL REVENUE FUNDS

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.

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.

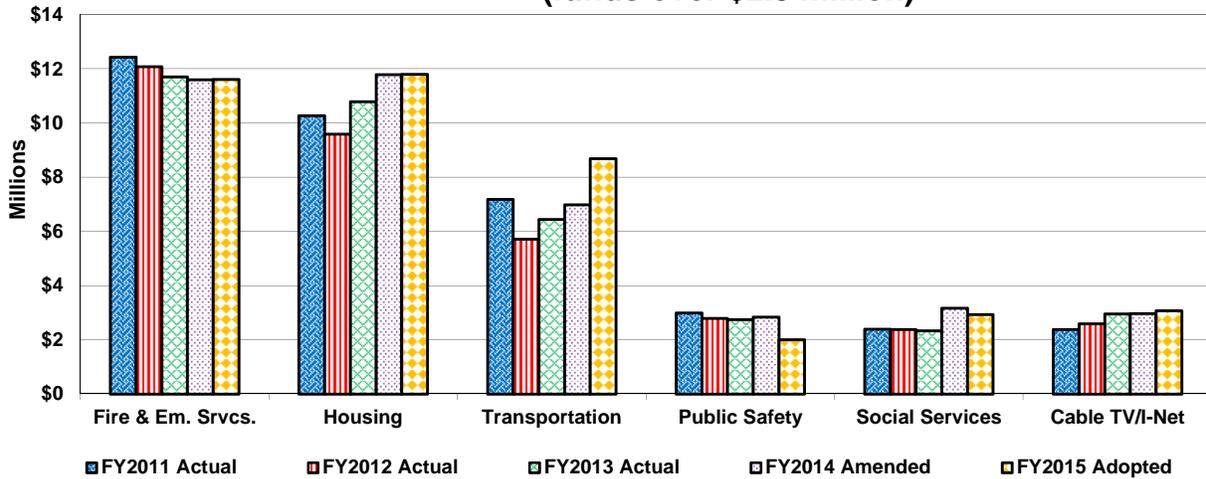
The **Southern Maryland Criminal Justice Academy** is funded equally by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

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.

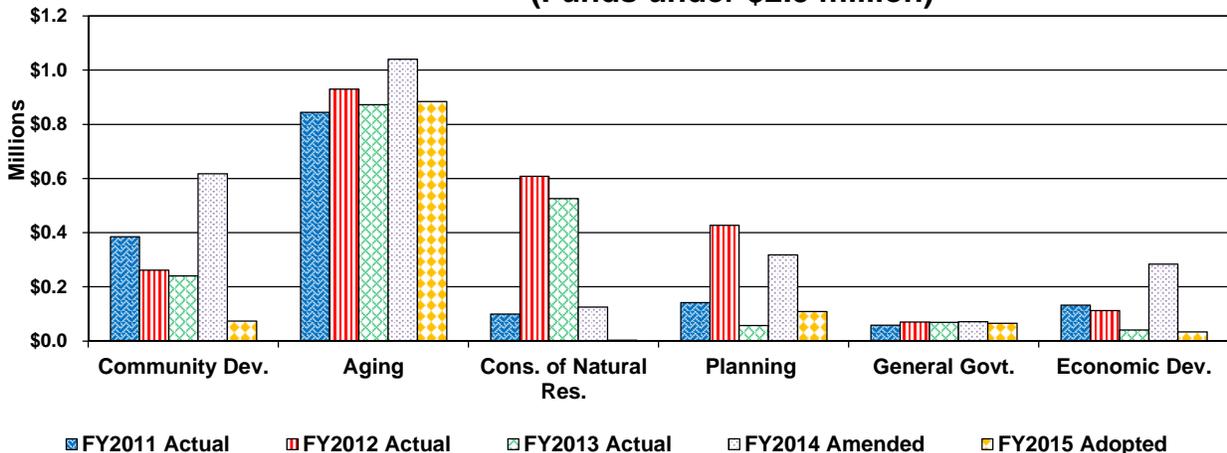
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up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



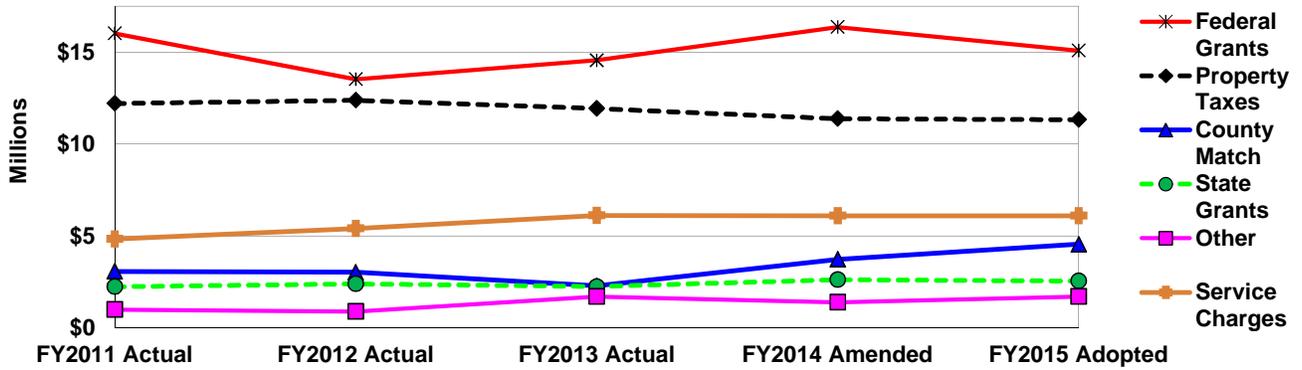
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Property Tax Revenue and will increase or decrease based on property assessments.
- Housing program budgets increased from prior year budgets due to lease up rates 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. The further increase in FY2015 is due to capital grants and a new route to serve St. Charles High School (SCH) and start core routes in urbanized areas one hour earlier.
- 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 overall increase in FY2014 and FY2015 over FY2013 is due in most part 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)



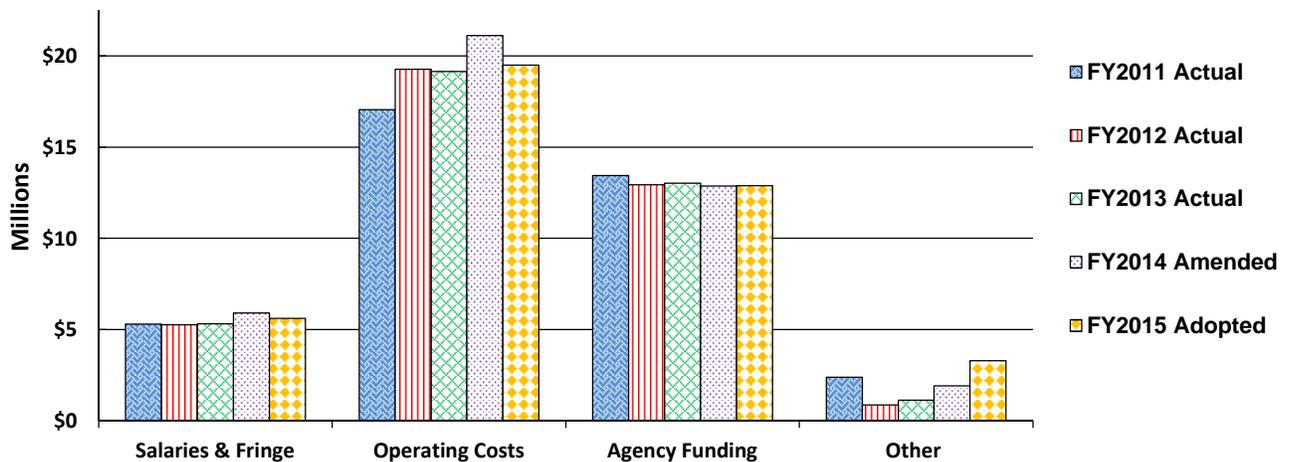
- Variations in Community Development are caused by grants which are typically one time in nature.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/14 for which unspent balances will be carried over to FY2015.
- The spikes in FY2012 and FY2013 for Conservation 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 and in FY2014 to the Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies which is multi-year in nature.

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 FY2015 is due to the Grants being budgeted in full for FY2014, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. The FY2015 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 increase in County Match for FY2015 is due to required match on Transportation grants and an increase match on the Housing Choice Voucher Program due to reduced administrative funding.
- State grant funding remains relatively flat for FY2015 as a result of the current economic conditions.
- The spike in Other Revenue in FY2013 forward is attributed to the use of fund balance for the Housing Choice Voucher Programs for rents and administrative expenses as appropriate, as well as for the Drug Forfeiture Program, Child Care Program, and Transportation Program.

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

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
PROPERTY TAX RELATED FUNDS:						
Fire & Rescue						
Revenues						
Property Taxes	\$11,451,261	\$11,344,300	\$11,344,300	\$11,322,100	(\$22,200)	-0.2%
State Grants	245,820	245,820	245,820	288,648	42,828	17.4%
Interest Income	7,185	7,000	7,000	7,000	0	0.0%
Total Operating Revenues	11,704,265	11,597,120	11,597,120	11,617,748	20,628	0.2%
Transfers	0	0	0	0	0	N/A
Total Revenues	\$11,704,265	\$11,597,120	\$11,597,120	\$11,617,748	\$20,628	0.2%
Expenses						
Personal Services	\$15,000	\$0	\$0	\$15,000	\$15,000	N/A
Operating Costs	7,654	54,300	54,300	57,300	3,000	5.5%
Agency Funding	12,005,997	11,542,820	11,542,820	11,545,448	2,628	0.0%
Total	\$12,028,651	\$11,597,120	\$11,597,120	\$11,617,748	\$20,628	0.2%
Variance	(\$324,386)	\$0	\$0	\$0		
Beginning Fund Balance	342,347					
Ending Fund Balance	<u>\$17,961</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$471,852	\$30,000	\$30,000	\$4,200	(\$25,800)	-86.0%
Total Operating Revenues	\$471,852	\$30,000	\$30,000	\$4,200	(\$25,800)	-86.0%
Transfers	54,654	95,600	95,600	0	(95,600)	-100.0%
Total Revenues	\$526,506	\$125,600	\$125,600	\$4,200	(\$121,400)	-96.7%
Expenses						
Personal Services	\$58,520	\$94,900	\$94,900	\$3,000	(\$91,900)	-96.8%
Fringe Benefits	25,134	26,500	26,500	0	(26,500)	-100.0%
Operating Costs	442,852	4,200	4,200	1,200	(3,000)	-71.4%
Total	\$526,506	\$125,600	\$125,600	\$4,200	(\$121,400)	-96.7%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Housing Assistance						
Revenues						
Federal Grants	\$8,771,756	\$9,471,168	\$9,471,168	\$9,091,764	(\$379,404)	-4.0%
Service Charges	1,758,831	1,698,150	1,698,150	1,689,530	(8,620)	-0.5%
Interest Income	45	100	100	0	(100)	-100.0%
Miscellaneous	6,609	2,000	2,000	16,130	14,130	706.5%
Total Operating Revenues	\$10,537,241	\$11,171,418	\$11,171,418	\$10,797,424	(\$373,994)	-3.3%
County Match	0	46,000	46,000	292,537	246,537	536.0%
Fund Balance Appropriation	0	170,392	170,392	309,099	138,707	81.4%
Total Revenues	\$10,537,241	\$11,387,810	\$11,387,810	\$11,399,060	\$11,250	0.1%
Expenses						
Personal Services	\$670,467	\$677,000	\$677,000	\$681,200	\$4,200	0.6%
Fringe Benefits	221,922	222,450	222,450	229,500	7,050	3.2%
Operating Costs	10,400,534	10,488,360	10,488,360	10,488,360	0	0.0%
Total	\$11,292,923	\$11,387,810	\$11,387,810	\$11,399,060	\$11,250	0.1%
Variance	(\$755,682)	\$0	\$0	\$0		
Beginning Fund Balance	1,369,276					
Ending Fund Balance	<u>\$613,594</u>					

Transportation Programs

Revenues						
Federal Grants	\$2,690,453	\$3,299,445	\$2,854,830	\$3,788,575	\$933,745	32.7%
State Grants	421,437	468,923	413,332	527,068	113,736	27.5%
Service Charges	861,602	929,983	929,983	917,683	(12,300)	-1.3%
Miscellaneous	198,002	215,000	201,375	215,000	13,625	6.8%
Total Operating Revenues	\$4,171,494	\$4,913,351	\$4,399,520	\$5,448,326	\$1,048,806	23.8%
County Match	2,281,675	2,529,701	2,587,497	2,718,981	131,484	5.1%
New Request County Match	0	0	0	484,000	484,000	N/A
Fund Balance Appropriation	0	0	0	43,566	43,566	N/A
Total Revenues	\$6,453,168	\$7,443,052	\$6,987,017	\$8,694,873	\$1,707,856	24.4%
Expenses						
Personal Services	\$340,629	\$356,700	\$356,700	\$357,700	\$1,000	0.3%
Fringe Benefits	113,595	118,100	118,100	119,200	1,100	0.9%
Operating Costs	5,482,989	6,722,580	6,180,138	6,248,301	68,163	1.1%
Agency Funding	0	135,672	135,672	135,672	0	0.0%
Capital Outlay	404,818	110,000	196,407	888,000	691,593	352.1%
New Requests	0	0	0	946,000	946,000	N/A
Total	\$6,342,031	\$7,443,052	\$6,987,017	\$8,694,873	\$1,707,856	24.4%
Variance	\$111,137	\$0	\$0	\$0		
Beginning Fund Balance	43,174					
Ending Fund Balance	<u>\$154,311</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Charles County Advocacy Council for Children, Youth, and Families						
Revenues						
Federal Grants	\$101,576	\$98,576	\$126,701	\$93,649	(\$33,052)	-26.1%
State Grants	877,884	1,002,548	1,077,796	1,077,796	0	0.0%
Service Charge	40,765	39,500	39,500	44,300	4,800	12.2%
Miscellaneous	209	0	730	0	(730)	-100.0%
Total Operating Revenues	\$1,020,435	\$1,140,624	\$1,244,727	\$1,215,745	(\$28,982)	-2.3%
Fund Balance Appropriation	0	43,205	38,444	46,666	8,222	21.4%
Total Revenues	\$1,020,435	\$1,183,829	\$1,283,171	\$1,262,411	(\$20,760)	-1.6%
Expenses						
Personal Services	\$95,301	\$116,569	\$116,569	\$117,486	\$917	0.8%
Fringe Benefits	20,684	23,401	23,401	25,533	2,132	9.1%
Operating Costs	106,816	13,600	32,159	11,956	(20,203)	-62.8%
Agency Funding	926,932	1,030,259	1,083,192	1,107,436	24,244	2.2%
Capital Outlay	0	0	27,850	0	(27,850)	-100.0%
Total	\$1,149,734	\$1,183,829	\$1,283,171	\$1,262,411	(\$20,760)	-1.6%
Variance	(\$129,299)	\$0	\$0	\$0		
Beginning Fund Balance	285,552					
Ending Fund Balance	<u>\$156,253</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$733,770	\$721,976	\$1,049,485	\$939,021	(\$110,464)	-10.5%
State Grants	290,358	324,622	433,162	327,400	(105,762)	-24.4%
Miscellaneous	826	0	411	0	(411)	-100.0%
Total Operating Revenues	\$1,024,954	\$1,046,598	\$1,483,058	\$1,266,421	(\$216,637)	-14.6%
Transfers In	293,422	0	0	0	0	N/A
County Match	0	398,452	401,116	403,101	1,985	0.5%
Total Revenues	\$1,318,376	\$1,445,050	\$1,884,174	\$1,669,522	(\$214,652)	-11.4%
Expenses						
Personal Services	\$646,688	\$775,340	\$763,820	\$779,905	\$16,085	2.1%
Fringe Benefits	226,429	354,110	341,440	363,140	21,700	6.4%
Operating Costs	357,773	315,600	670,374	526,477	(143,897)	-21.5%
Capital Outlay	21,902	0	108,540	0	(108,540)	-100.0%
Total	\$1,252,793	\$1,445,050	\$1,884,174	\$1,669,522	(\$214,652)	-11.4%
Variance	\$65,583	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$65,583</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$763,989	\$558,037	\$963,051	\$534,438	(\$428,613)	-44.5%
State Grants	87,576	40,000	85,422	20,000	(65,422)	-76.6%
Miscellaneous	7,360	0	3,542	0	(3,542)	-100.0%
Total Operating Revenues	\$858,925	\$598,037	\$1,052,015	\$554,438	(\$497,577)	-47.3%
Transfers In	430,112	0	0	0	0	N/A
County Match		516,500	541,200	552,442	11,242	2.1%
Total Revenues	\$1,289,038	\$1,114,537	\$1,593,215	\$1,106,880	(\$486,335)	-30.5%
Expenses						
Personal Services	\$802,955	\$673,510	\$922,148	\$679,450	(\$242,698)	-26.3%
Fringe Benefits	289,784	298,960	319,657	332,230	12,573	3.9%
Operating Costs	173,687	94,067	273,110	95,200	(177,910)	-65.1%
Capital Outlay	22,611	48,000	78,300	0	(78,300)	-100.0%
Total	\$1,289,038	\$1,114,537	\$1,593,215	\$1,106,880	(\$486,335)	-30.5%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Aging Grants

Revenues						
Federal Grants	\$492,932	\$502,373	\$641,566	\$473,144	(\$168,422)	-26.3%
State Grants	206,297	200,913	218,994	219,494	500	0.2%
Service Charge	117,653	113,590	113,590	136,730	23,140	20.4%
Miscellaneous	56,610	54,637	66,769	56,000	(10,769)	-16.1%
Total Revenues	\$873,491	\$871,513	\$1,040,919	\$885,368	(\$155,551)	-14.9%
Expenses						
Personal Services	\$394,263	\$414,627	\$448,343	\$416,275	(\$32,068)	-7.2%
Fringe Benefits	34,074	36,414	36,414	37,274	860	2.4%
Operating Costs	416,203	420,472	556,162	431,819	(124,343)	-22.4%
Total	\$844,540	\$871,513	\$1,040,919	\$885,368	(\$155,551)	-14.9%
Variance	\$28,951	\$0	\$0	\$0		
Beginning Fund Balance	11,978					
Ending Fund Balance	<u>\$40,929</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$674,140	\$96,000	\$450,671	\$96,000	(\$354,671)	-78.7%
State Grants	12,314	0	25,474	0	(25,474)	-100.0%
Miscellaneous	2,777	2,810	2,810	2,810	0	0.0%
Total Operating Revenues	\$689,231	\$98,810	\$478,955	\$98,810	(\$380,145)	-79.4%
Transfers In	98,916	0	0	0	0	N/A
County Match	0	96,000	136,031	96,000	(40,031)	-29.4%
Total Revenues	\$788,147	\$194,810	\$614,986	\$194,810	(\$420,176)	-68.3%
Expenses						
Personal Services	\$187,924	\$192,000	\$220,179	\$192,000	(\$28,179)	-12.8%
Fringe Benefits	35,687	0	453	0	(453)	-100.0%
Operating Costs	253,056	2,810	308,925	2,810	(306,115)	-99.1%
Capital Outlay	311,481	0	85,429	0	(85,429)	-100.0%
Total	\$788,147	\$194,810	\$614,986	\$194,810	(\$420,176)	-68.3%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Community Development Administration

Revenues						
Federal Grants	\$42,890	\$24,000	\$322,392	\$34,000	(\$288,392)	-89.5%
State Grants	48,179	40,000	71,171	40,000	(31,171)	-43.8%
Interest	16	0	8	0	(8)	-100.0%
Total Revenues	\$91,085	\$64,000	\$393,571	\$74,000	(\$319,571)	-81.2%
Expenses						
Personal Services	\$4,016	\$3,750	\$7,758	\$3,750	(\$4,008)	-51.7%
Operating Costs	87,069	60,250	385,813	70,250	(315,563)	-81.8%
Total	\$91,085	\$64,000	\$393,571	\$74,000	(\$319,571)	-81.2%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Community Development Block Grants						
Revenues						
Federal Grants	\$150,000	\$0	\$225,000	\$0	(\$225,000)	-100.0%
Total Revenues	\$150,000	\$0	\$225,000	\$0	(\$225,000)	-100.0%
Expenses						
Operating Costs	\$150,000	\$0	\$225,000	\$0	(225,000)	-100.0%
Total	\$150,000	\$0	\$225,000	\$0	(\$225,000)	-100.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Planning Grants

Revenues						
Federal Grants	\$48,156	\$0	\$200,000	\$0	(\$200,000)	-100.0%
State Grants	10,000	9,000	9,000	9,000	0	0.0%
Total Operating Revenues	\$58,451	\$9,000	\$209,000	\$9,000	(\$200,000)	-95.7%
County Match	0	0	9,900	0	(9,900)	-100.0%
Total Revenues	\$58,451	\$9,000	\$218,900	\$9,000	(\$209,900)	-95.9%
Expenses						
Personal Services	\$43,566	\$5,430	\$5,430	\$5,430	\$0	0.0%
Fringe Benefits	10,584	3,570	3,570	3,570	0	0.0%
Operating Costs	-5,326	0	209,900	0	(209,900)	-100.0%
Capital Outlay	9,628	0	0	0	0	N/A
Total	\$58,451	\$9,000	\$218,900	\$9,000	(\$209,900)	-95.9%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Economic Development Loan Programs

Revenue: County Match	\$0	\$0	\$250,000	\$0	(\$250,000)	-100.0%
Expense: Operating Costs	\$0	\$0	\$250,000	\$0	(\$250,000)	-100.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Tourism Grant						
Revenue: State Grants	\$41,898	\$40,588	\$34,734	\$34,734	\$0	0.0%
Expense: Operating Costs	\$41,898	\$40,588	\$34,734	\$34,734	\$0	0.0%
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	\$2,930,153	\$2,717,000	\$2,717,000	\$3,073,000	\$356,000	13.1%
Total Operating Revenues	\$2,930,153	\$2,717,000	\$2,717,000	\$3,073,000	\$356,000	13.1%
Fund Balance Appropriation	26,230	0	250,000	0	(250,000)	-100.0%
Total Revenues	\$2,956,383	\$2,717,000	\$2,967,000	\$3,073,000	\$106,000	3.6%

Expenses

Personal Services	\$660,841	\$721,000	\$736,400	\$752,800	\$16,400	2.2%
Fringe Benefits	202,156	213,400	214,100	224,800	10,700	5.0%
Operating Costs	193,250	272,300	256,200	370,400	114,200	44.6%
Agency Funding	91,447	100,300	100,300	100,300	0	0.0%
Operating Contingency	0	410,000	266,800	298,600	31,800	11.9%
Transfer Out	350,000	1,000,000	1,017,200	1,029,500	12,300	1.2%
Capital Outlay/Maintenance	0	0	376,000	16,000	(360,000)	-95.7%
Equipment Reserve	0	0	0	53,500	53,500	N/A
New Requests	0	0	0	227,100	227,100	N/A
Total	\$1,497,694	\$2,717,000	\$2,967,000	\$3,073,000	\$106,000	3.6%

Variance \$1,458,689 \$0 \$0 \$0

Beginning Fund Balance 3,224,631

Ending Fund Balance \$4,683,320

Nuisance Abatement Fund

Revenue: Service Charges	\$0	\$100,000	\$100,000	\$100,000	\$0	0.0%
Expense: Operating Costs	\$0	\$100,000	\$100,000	\$100,000	\$0	0.0%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
Revenue: Service Charges	\$254,417	\$400,000	\$400,000	\$400,000	\$0	0.0%
Expense: Operating Costs	\$424,534	\$400,000	\$400,000	\$400,000	\$0	0.0%
Variance	(\$170,118)	\$0	\$0	\$0	\$0	
Beginning Fund Balance	173,258					
Ending Fund Balance	<u>\$3,140</u>					

Sheriff's Special Programs

Revenues

Fines & Forfeitures	\$191,765	\$238,900	\$238,900	\$238,400	(\$500)	-0.2%
Miscellaneous	20,785	17,700	17,700	22,800	5,100	28.8%
Total Operating Revenues	\$212,550	\$256,600	\$256,600	\$261,200	\$4,600	1.8%
Fund Balance Appropriation	0	8,000	8,000	8,000	0	0.0%
Total Revenues	\$212,550	\$264,600	\$264,600	\$269,200	\$4,600	1.7%

Expenses

Personal Services	\$138,725	\$168,300	\$168,300	\$175,000	\$6,700	4.0%
Fringe Benefits	48,066	58,100	58,100	59,500	1,400	2.4%
Operating Costs	151,948	38,200	38,200	34,700	(3,500)	-9.2%
Total	\$338,739	\$264,600	\$264,600	\$269,200	\$4,600	1.7%
Variance	(\$126,190)	\$0	\$0	\$0		
Beginning Fund Balance	457,169					
Ending Fund Balance	<u>\$330,979</u>					

Drug Forfeitures

Revenues

Federal Grants	\$80,945	\$49,700	\$49,700	\$24,900	(\$24,800)	-49.9%
Fines & Forfeitures	74,665	56,000	56,000	89,000	33,000	58.9%
Interest	75	300	300	300	0	0.0%
Miscellaneous	47,297	0	0	0	0	N/A
Total Operating Revenues	\$202,982	\$106,000	\$106,000	\$114,200	\$8,200	7.7%
Fund Balance Appropriation	0	28,000	28,000	94,700	66,700	238.2%
Total Revenues	\$202,982	\$134,000	\$134,000	\$208,900	\$74,900	55.9%

Expenses

Operating Costs	\$223,054	\$119,000	\$119,000	\$74,000	(\$45,000)	-37.8%
Transfer Out	143	0	0	0	0	N/A
Capital Outlay	0	15,000	15,000	134,900	119,900	799.3%
Total	\$223,197	\$134,000	\$134,000	\$208,900	\$74,900	55.9%
Variance	(\$20,216)	\$0	\$0	\$0		
Beginning Fund Balance	361,360					
Ending Fund Balance	<u>\$341,144</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
SERVICE CHARGE RELATED FUNDS:						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$88,000	\$88,000	\$88,000	\$88,000	\$0	0.0%
Service Charge	30,932	0	0	0	0	N/A
Miscellaneous	122	0	0	0	0	N/A
Total Operating Revenues	\$119,054	\$88,000	\$88,000	\$88,000	\$0	0.0%
Transfers In	44,000	44,000	44,000	44,000	0	0.0%
Total Revenues	\$163,054	\$132,000	\$132,000	\$132,000	\$0	0.0%
Expenses						
Operating Costs	\$110,219	\$132,000	\$132,000	\$132,000	\$0	0.0%
Total	\$110,219	\$132,000	\$132,000	\$132,000	\$0	0.0%
Variance	\$52,835	\$0	\$0	\$0		
Beginning Fund Balance	120,009					
Ending Fund Balance	<u>\$172,844</u>					

Animal Shelter \ Control

Revenues						
Service Charges	\$71,623	\$68,000	\$68,000	\$84,800	\$16,800	24.7%
Miscellaneous	27,014	11,000	11,219	11,000	(219)	-2.0%
Total Operating Revenues	\$98,637	\$79,000	\$79,219	\$95,800	\$16,581	20.9%
Fund Balance Appropriation	0	20,800	20,800	0	(20,800)	-100.0%
Total Revenues	\$98,637	\$99,800	\$100,019	\$95,800	(\$4,219)	-4.2%
Expenses						
Personal Services	\$24,656	\$26,000	\$26,000	\$26,100	\$100	0.4%
Fringe Benefits	5,659	5,800	5,800	5,900	100	1.7%
Operating Costs	65,071	68,000	68,219	63,800	(4,419)	-6.5%
Total	\$95,386	\$99,800	\$100,019	\$95,800	(\$4,219)	-4.2%
Variance	\$3,251	\$0	\$0	\$0		
Beginning Fund Balance	48,368					
Ending Fund Balance	<u>\$51,619</u>					

SPECIAL REVENUE FUNDS

	FY2013 <u>Actual</u>	FY2014 <u>Adopted</u>	FY2014 <u>Amended</u>	FY2015 <u>Proposed</u>	\$ Change from FY14 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$44,183	34,000	34,000	34,000	0	0.0%
Fines & Forfeitures	21,839	33,000	33,000	27,500	(5,500)	-16.7%
Miscellaneous	976	1,400	1,400	1,400	0	0.0%
Total Operating Revenues	\$66,999	\$68,400	\$68,400	\$62,900	(\$5,500)	-8.0%
Transfers In	3,000	3,000	3,000	3,000	0	0.0%
Total Revenues	\$69,999	\$71,400	\$71,400	\$65,900	(\$5,500)	-7.7%
Expense: Operating Costs	\$75,816	\$71,400	\$71,400	\$65,900	(\$5,500)	-7.7%
Total	\$75,816	\$71,400	\$71,400	\$65,900	(\$5,500)	-7.7%
Variance	(\$5,817)	\$0	\$0	\$0		
Beginning Fund Balance	34,373					
Ending Fund Balance	<u>\$28,556</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$38,810,122	\$39,395,709	\$41,805,236	\$41,297,406	(\$507,830)	-1.2%
Total Expenses	\$38,621,384	\$39,395,709	\$41,805,236	\$41,297,406	(\$507,830)	-1.2%
Variance	\$188,739	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	5,210,793					
Total Ending Fund Balance	<u>\$5,399,532</u>					

Cable TV/I-Net

Department:	Cable TV/I-Net	Account: 48 Fund
Division/Program:	Administrative Services	Fund: Special Rev.
Program Administrator:	Deborah Hall, Deputy County Administrator David Eicholtz, Director of Fiscal & Admin. Services	Source: Srvc. Charge

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2014 Amended	% Chg.
Personal Services	\$660,841	\$721,000	\$736,400	\$752,800	\$16,400	2.2%
Fringe Benefits	202,156	213,400	214,100	224,800	10,700	5.0%
Operating Costs	193,250	272,300	256,200	370,400	114,200	44.6%
Agency Funding	91,447	100,300	100,300	100,300	0	0.0%
Operating Contingency	0	410,000	266,800	298,600	31,800	11.9%
Transfers Out	350,000	1,000,000	1,017,200	1,029,500	12,300	1.2%
Capital Outlay/Maintenance	0	0	376,000	16,000	(360,000)	-95.7%
Equipment Reserve	0	0	0	53,500	53,500	N/A
Total Baseline	\$1,497,694	\$2,717,000	\$2,967,000	\$2,845,900	(\$121,100)	-4.1%
New Requests				\$227,100	\$227,100	NEW
Total Expenditures	\$1,497,694	\$2,717,000	\$2,967,000	\$3,073,000	\$106,000	3.6%
Revenues	\$2,956,384	\$2,717,000	\$2,967,000	\$3,073,000	\$106,000	3.6%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2014 as well as funds for a Part-Time position approved during FY2014 for Media and the I.T. division.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2014, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 6% increase in health & dental costs.
- The **Operating Costs** budget increase is due to the following reasons:
 - **Media:** Included are funds to purchase a replacement desk for the Media Specialist for \$1,900 and to replace two chairs for the Media Specialist and another employee for \$600 (\$300 each). Also included in Dues and Subscriptions are funds of \$2,900 for two ThinkStock licenses.
 - **Public Information Office (PIO):** Based on current trends several of the budget accounts have been realigned to meet FY2015 anticipated expenses. These changes netted a \$1,300 increase.
 - **Charles County Government TV (CCGTV):** The equipment budget increased by \$71,400 to provide funding for equipment to increase the efficiency of CCGTV. Based on current activity, Contract Services has increased by \$9,600 and several other accounts have been adjusted to meet FY2015 anticipated expenses. These other changes netted a \$400 increase.
 - **Information Technology:** Equipment Repairs & Maintenance is increasing by \$10,000 based on activity. Legal Fees and Consultant increased by \$16,100 to return to FY2014 Adopted Budget.
- **Capital Outlay** decrease due to one time FY2014 cost for a network core switch. The remaining funds are for two Mac Pros with Thunderbolt Display.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts.
- **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant and funding provided to the General Fund.
- **Revenues** are conservatively estimated based on FY13 actual and FY14 estimates.

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.

Department:	Cable TV/I-Net	Account:	48 Fund
Division\Program:	Administrative Services	Fund:	Special Rev.
Program Administrator:	Deborah Hall, Deputy County Administrator	Source:	Srv. Charge
	David Eicholtz, Director of Fiscal & Admin. Services		

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
 - 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.

<u>Positions:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
<u>Title</u>	<u>FTE</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	0.0
Public Information Officer	2.0	2.0	1.0	1.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	1.0	1.0	1.0	1.0	1.0
Media Specialist	0.0	1.0	1.0	1.0	1.0	1.0
Videographer	1.0	0.0	0.0	0.0	0.0	0.0
Public Information Specialist	0.0	0.0	1.0	1.0	1.0	1.0
Video Production Specialist (Contract)	1.0	1.0	0.0	0.0	0.0	0.0
Chief Information Officer	0.0	0.5	0.5	0.5	0.5	0.5
Network Manager	0.0	0.3	0.3	0.3	0.3	0.3
Network Spec. III	1.0	1.8	1.8	1.8	1.8	1.8
Telecommunication Spec	1.0	1.0	1.0	1.0	1.0	1.0
Technical Support Specie	0.0	0.5	0.5	0.5	0.7	0.7
Salary Allocation from Ge	0.5	0.0	0.0	0.0	0.0	0.0
Part Time Help	5.3	0.5	0.5	1.3	2.6	2.6
Total Full Time Equivalent	15.8	10.6	9.6	10.5	12.0	12.0

Objectives & Measurements:

	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

<i>Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.</i>					
<u># of Live Broadcasts Commissioners Board</u>	113	123	128	140	135
- Liquor Board	11	11	12	11	11
- Planning Commission	20	25	25	25	25
- Cable Advisory Commission	1	0	0	0	0
- Board of Appeals	18	15	14	15	15
- Board of Fire & Rescue	11	11	12	11	11
- County Commissioners	N/A	61	65	75	75
<u># of In-house Produced</u>	129	140	140	155	155
- Safety Matters	10	11	0	10	5
- CCSO National Nights Out	1	1	1	1	1
- Public Service Announcements (PSA's)	55	50	35	50	50
- Permits Seminars	3	5	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	250	90	251	200	200
Special Events: (Economic Summit, Labor Roundtable, Waldorf Beautification)					
Other Meetings: (Charter Board, School Apf)					
ICG Events and Tapings: (Procurement Training, GPS, Truck Rodeo and Health Fair, Halloween Safety)					

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$75,816	\$71,400	\$71,400	\$65,900	(5,500)	-7.7%
Total Expenditures	\$75,816	\$71,400	\$71,400	\$65,900	(\$5,500)	-7.7%

Changes and Useful Information:

- **Operating Costs** decreased as a result of negotiation for a new contract for the WestLaw terminal and print services

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$24,656	\$26,000	\$26,000	\$26,100	\$100	0.4%
Fringe Benefits	5,659	5,800	5,800	5,900	100	1.7%
Operating Costs	65,071	68,000	68,219	63,800	(4,419)	-6.5%
Total Expenditures	\$95,386	\$99,800	\$100,019	\$95,800	(\$4,219)	-4.2%

Changes and Useful Information:

- **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 10,000 animals each 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 many veterinarians participating in the shelter's programs. These programs are designed to ensure that 100% percent of the dogs and cats adopted are spayed or neutered before going into their new home. Each animal adopted from the shelter is taken directly to the veterinarian by shelter staff for surgery and then are picked up by the new owners from the veterinarian site

All citizens adopting an animal pay a flat fee of \$85 per cat and \$125 per dog. Reduced rates are offered through special pet promotions. This adoption fee includes the cost of the spay/neuter surgery, a rabies shot, a first distemper vaccine, microchip, and physical exam by a veterinarian. The fees also include heartworm screening for dogs over 6 months old, and feline leukemia/FIV screening for cats. Puppies and kittens are also wormed for roundworms.

The adoption fees collected also supports the cost of a transport van and part time driver that takes the animals to the veterinarian along with other costs associated with the adoption program.

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 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>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
Title	FTE	FTE	FTE	FTE	FTE
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:	FY11	FY12	FY13	FY14	FY15
	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	1,081	951	790	825	850
-% of total received (ARRA's)	13.6%	11.7%	10.1%	10.5%	10.7%

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

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$802,955	\$673,510	\$922,148	\$679,450	(\$242,698)	-26.3%
Fringe Benefits	289,784	298,960	319,657	332,230	12,573	3.9%
Operating Costs	173,687	94,067	273,110	95,200	(177,910)	-65.1%
Capital Outlay	22,611	48,000	78,300	0	(78,300)	-100.0%
Total Expenditures	\$1,289,038	\$1,114,537	\$1,593,215	\$1,106,880	(\$486,335)	-30.5%

Changes and Useful Information:

- The decrease of 30.5% overall on the 12 fund grants is because the FY2015 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 ended 08/31/13 which supported 0.2 FTE in FY2014 and a Drug Court Clerk was hired and is paid partially out of a Department of Justice Federal grant which was applied for by the CCSO.

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 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. The CCSO will conduct 30 youth access compliance checks, educate 100 merchants on youth access to compliance checks, and cite up to 4 youth in violation through ID checks.

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.

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 FY14, the CCSO received LETS grants for the International Breacher's Symposium.

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 and supply office furniture and supplies for a new Drug Court Clerk position in FY2014.

Local Solicitation - Equipment Upgrade and Drug Court Support Program

This multi-year grant covers the following:

1. Update and replace equipment: patrol bikes, crime scene processing kits, ballistic shields, covert camera systems and software, covert cell phone body wire and software.
2. Fifty percent of the cost of a Drug Court Clerk to support the Juvenile Drug Court Coordinator.

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 25% 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 which ended in FY2014.

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 was extended and ended in FY2013.

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.

Comprehensive Traffic Safety Program

This transportation safety program is a Maryland Department of Transportation grant to support aggressive driving prevention, impaired driving prevention, inattentive driving prevention, motorcycle safety, occupant protection, older driver safety, pedestrian safety, and young driver safety. Funds are used for Sworn Officer overtime, training costs, and Alive @25 registration fees for Teen Court participants.

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 were used to cover supplies and annual Awards Banquet costs for Teen Court and ended in FY2013.

Maryland State Bar Association (MSBA) Teen Court

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

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. The CCSO will conduct 3 Party Patrols or surveillance operations and assist with the promotion of Parents Who Host and BuzzKill by posting information on the CCSO website. They will also conduct an additional alcohol compliance check per month (minimum 8) and participate in Alcohol Enforcement Training.

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, technical assistance to process re-registrations, and the Warrant/Fugitive Squad to locate violators as well as travel associated with training needed to effectively manage, track and document offenders.

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 contribute to the goals of the county to provide a safe place for it's citizens to live and services to the youth who are at risk of making poor choices which cause them to end up on the wrong side of the criminal justice system. Grant funds will be used for teaching aids to add the Healthy Choices/Healthy Children to the CCSO Summer Youth Achievement Program. It will also provide funds to hold a Baseball and Football camp in June 2014.

Solving Cold Cases with DNA

The purpose of this grant is to solve and close cold cases through DNA analysis. Funds 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>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	4.0	6.0	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	0.2	0.0	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	0.2	0.0
Drug Court Clerk	0.0	0.0	0.0	0.0	0.1
Part Time Positions	1.2	1.2	1.8	1.8	1.8
Total Full Time Equivalent	9.1	10.4	10.8	10.0	9.9

<u>Objectives & Measurements:</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</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	1,579	1,530	1,363	1,481	1,500
# of writs/warrant/body attachment to be executed	523	533	541	457	500

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$187,924	\$192,000	\$220,179	\$192,000	(\$28,179)	-12.8%
Fringe Benefits	35,687	0	453	0	(453)	-100.0%
Operating Costs	253,056	2,810	308,925	2,810	(306,115)	-99.1%
Capital Outlay	311,481	0	85,429	0	(85,429)	-100.0%
Total Expenditures	\$788,147	\$194,810	\$614,986	\$194,810	(\$420,176)	-68.3%

Changes and Useful Information:

- The FY2015 budget is for the Emergency Management Performance Grant and the Southern MD Hospital – LifeNet. All other grants are budgeted upon award or carried over as appropriate. Budget Amendments are executed for the rollover funds.
- Changes in **Personal Services** and **Fringe Benefits** are the net result of a one time grant expense for personnel to attend the Boat Operator's Anti-Terrorism Training Course and Tactical Response Team members to attend the annual International Association of Fire Chiefs conference.

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 required and met at 34% of FFY2011 and 25% of FFY2012 and FFY2013 awards.

Citizen Corps Program (CCP)

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

- 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council;
- 2) develop and implement a plan or amend existing plans to achieve widespread citizen preparedness & participation;
- 3) conduct public education and outreach;
- 4) ensure clear emergency communications with the public;
- 5) develop training programs for the public;
- 6) facilitate citizen participation in exercises;

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

- 7) implement volunteer programs and activities to support emergency responders;
- 8) involve citizens in surge capacity roles and responsibilities; and
- 9) conduct evaluations of programs and activities.

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:

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 Fast Response Watercraft Vessel. This grant ended in FY2013.

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. This grant ended in FY2013.

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. This grant ended in FY2013.

FFY2013 PSGP This grant funds eight Charles County Maritime Unit (CCMU) members to attend the Boat Operator's Anti-Terrorism Training Course at the Federal Law Enforcement Training Center in Glenco, Georgia. The training will allow the CCMU to be better trained in maritime anti-terrorism tactics allowing for improved response county-wide as well as in coordination with response partners state-wide. This grant end on 08/31/2015.

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. These funds support the County's Mass Notification System and the personnel within the Emergency Management Division.

National Bioterrorism Hospital Preparedness Program

This grant supports the purchase of tablet PC devices for patient tracking to get the County to the desired 100% patient tracking capability. This will allow for real time updates to assist field providers, incident commanders and emergency managers with assigning or monitoring patients throughout the health care system. Standardization on a single platform ensures interoperability throughout the Region and the State of Maryland.

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 four Lifepak 1000 Automated External Defibrillators (AED's) to be placed in the new Supervisor Vehicles that were approved as part of the County FY2014 budget. 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.

MIEMSS Advanced Life Support (ALS) Education Grant

The purpose of this grant program is to fund initial ALS training and re-licensure which meet course requirement standards of the Nation Department of Transportation. The funding will be utilized to fund EMS employees to attend initial ALS Licensure at the College of Southern Maryland, for refresher re-licensure programs, and for re-licensure of inducting two Advanced Cardiac Life Support (ACLS) classes.

<u>Positions:</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Emergency Management	1.0	1.0	1.0	0.0	0.0
Allocation from General Fund	0.8	0.8	0.8	1.0	0.9
Total Full Time Equivalent	1.8	1.8	1.8	1.0	0.9

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$15,000	\$0	\$0	\$15,000	\$15,000	NEW
Operating Costs	7,654	54,300	54,300	57,300	3,000	5.5%
Agency Funding	12,005,997	11,542,820	11,542,820	11,545,448	2,628	0.0%
Total Expenditures	\$12,028,651	\$11,597,120	\$11,597,120	\$11,617,748	\$20,628	0.2%

Changes and Useful Information:

- Increase in **Agency Funding** is due to net result of reduced property tax revenue and increased Senator William H. Amoss Fire, Rescue, and Ambulance Fund allocation for FY2015.

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 Amoss 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 2,000 active volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points.

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

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$223,054	\$119,000	\$119,000	\$74,000	(\$45,000)	-37.8%
Transfers Out	143	0	0	0	0	N/A
Capital Outlay	0	15,000	15,000	134,900	119,900	799.3%
Total Expenditures	\$223,197	\$134,000	\$134,000	\$208,900	\$74,900	55.9%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to one-time equipment costs and reduced miscellaneous expense budget.
- Increase in **Capital Outlay** is for replacement capital purchases over \$5,000 in support of the Narcotics Enforcement Section supported through fund balance appropriation. Two capital items to be purchased are an Avatar Tactical Robot to enable the Sheriff's office to remotely inspect dangerous situations and gather video and audio information and a Faro 3D Laser Scanner for 3D Documentation for fast and exact indoor and outdoor measurements for different types of investigations.

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: Srv. Charge

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$138,725	\$168,300	\$168,300	\$175,000	\$6,700	4.0%
Fringe Benefits	48,066	58,100	58,100	59,500	1,400	2.4%
Operating Costs	151,948	38,200	38,200	34,700	(3,500)	-9.2%
Total Expenditures	\$338,739	\$264,600	\$264,600	\$269,200	\$4,600	1.7%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2014.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2014, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 6% increase in health & dental costs.
- Decrease in **Operating Costs** is due reduction in general supplies.

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:

	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE
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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$110,219	\$132,000	\$132,000	\$132,000	\$0	0.0%
Total Expenditures	\$110,219	\$132,000	\$132,000	\$132,000	\$0	0.0%

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 2013, the Academy provided 198 hours of in-service training to 155 police officers. The Academy also provided 2144 hours of entry-level training to 71 new police and corrections officers, of which 29 are from Charles County.

The Academy scored 100 percent on a biennial audit conducted by the Maryland Police and Correctional Training Commission (MPCTC) in October 2013; this is the seventh 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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$224,989	\$229,183	\$263,195	\$229,984	(\$33,211)	-12.6%
Fringe Benefits	18,233	18,754	18,754	19,194	440	2.3%
Operating Costs	301,157	309,073	426,386	301,526	(124,860)	-29.3%
Total Expenditures	\$544,379	\$557,010	\$708,335	\$550,704	(\$157,631)	-22.3%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/14 or later will be carried over to FY2015. Budget Amendments are executed for the rollover funds.

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. In FY2015, this program funding will move to the Administration for Community Living (ACL)

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>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Senior Programs	0.1	0.1	0.1	0.1	0.1
Home & Comm. Based Services Mgr	0.0	1.0	1.0	1.0	1.0
Centers Administrator	0.2	0.2	0.2	0.2	0.1
Sr. Info. & Assist. Coordinator	0.0	0.0	0.0	0.2	0.3
Long Term Care Coordinator	0.4	0.4	0.4	0.4	0.4
Nutritionist	0.3	0.3	0.3	0.3	0.2
Program Specialist	0.0	0.3	0.3	0.4	0.3
Part-time positions	2.3	2.3	3.2	2.5	2.2
Total Full Time Equivalent	3.2	4.5	5.3	5.0	4.6

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# TBD) 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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$169,274	\$185,444	\$185,148	\$186,291	\$1,143	0.6%
Fringe Benefits	15,841	17,660	17,660	18,080	420	2.4%
Operating Costs	115,046	111,399	129,776	130,293	517	0.4%
Total Expenditures	\$300,162	\$314,503	\$332,584	\$334,664	\$2,080	0.6%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2014.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2014, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 6% increase in health & dental costs.
- **Operating** cost increase 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>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>
Sr. Info. & Assist. Coordinator	0.3	0.2	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	1.8	0.2	0.2	0.2	0.2
Home & Community Based Srvcs Coord	0.0	1.0	1.0	1.0	1.0
Care Coordinator	1.0	0.0	0.0	0.0	0.0
Long Term Care Program Specialist	0.0	0.7	0.7	0.7	0.7
Program Specialist	0.6	0.1	0.1	0.0	0.0
Part-time positions	0.9	2.5	3.3	2.3	1.8
Total Full Time Equivalent	4.6	4.7	5.6	4.2	3.6

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# TBD) 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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$340,629	\$356,700	\$356,700	\$357,700	\$1,000	0.3%
Fringe Benefits	113,595	118,100	118,100	119,200	1,100	0.9%
Operating Costs	5,482,989	6,722,580	6,180,138	6,248,301	68,163	1.1%
Agency Funding	0	135,672	135,672	135,672	0	0.0%
Capital Outlay	404,818	110,000	196,407	888,000	691,593	352.1%
Total Baseline	\$6,342,031	\$7,443,052	\$6,987,017	\$7,748,873	\$761,856	10.9%
New Requests				\$946,000	\$946,000	NEW
Total Expenditures	\$6,342,031	\$7,443,052	\$6,987,017	\$8,694,873	\$1,707,856	24.4%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2014.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2014, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 6% increase in health & dental costs.
- Increase in **Operating Costs** due to increase in operations contract with vendor.
- **Agency Funding** is for the JARC/New Freedom program Memorandum of Understanding with Prince George's County Department of Public Works and Transportation which supplies fixed route transit links to Brandywine
- **Capital outlay** is for replacement vehicles that have exceed their useful life. Four buses have over 450,000 miles each and two buses with extremely poor reliability.
- **New requests** are for a new route to serve St. Charles High School (SCH) and start core routes in urbanized areas one hour earlier (\$484,000), an expansion bus and GFI Fairbox to support SCH (\$162,000), and Phase II of a Transit Maintenance / Operations facility feasibility study (\$300,000).

Description:

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

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

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

Statewide Special Transportation Assistance Program (SSTAP)

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

Job Access and Department of Social Services (DSS) Transportation

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 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.

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

American Disabilities Act (ADA) Program

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

Dialysis/Senior Center Plus (SC+) Subscriptions

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

Transportation - VanGO Capital Grant

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. For FY2014, the capital grant funds were awarded for 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. Budget Amendments are executed for the rollover funds.

For FY2015, the County has applied for funding for preventive maintenance, replacement of six vehicles that have exceed their useful life, Phase II of the maintenance facility feasibility study, and an expansion bus and GFI Fairbox to

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>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>
Chief of Transp. & Comm. Programs	1.0	0.9	0.9	0.9	0.9
Trans. Developer Administrator	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	0.0	0.0	0.0	0.0
Fiscal Specialist	0.0	0.2	0.2	0.2	0.2
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	5.0	4.1	4.1	4.1	4.1

Objectives & Measurements:

See General Fund - Community Services: Transportation and Community Programs (pg.# TBD) 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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	150,000	0	225,000	0	(225,000)	-100.0%
Total Expenditures	\$150,000	\$0	\$225,000	\$0	(\$225,000)	-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.

Charles County Government has competed in Community Development Block Grant (CDBG) since 1975 and received awards in 31 of those 37 years for 54 projects and over \$9 million in CDBG funding. Because Charles County is not an entitlement county (one having a population of 200,000 or more), Charles County competes for funding with 132 other non-entitlement jurisdictions in Maryland. The County can apply for a maximum of \$800,000 per State fiscal year which can be divided into several projects during an application cycle.

Community Services' responsibilities include assistance to interested groups or organizations wishing to fund projects; submission to the State of the grant application; program administration; administration of funds and reporting responsibilities.

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.

Neighborhood Conservation Initiative

The Housing & Economic Recovery Act signed by the President in July 2008 provides for CDBG funds to be used to stabilize communities most seriously impacted by the foreclosure crisis. This grant has been awarded to local jurisdictions to be used towards the purchase of vacant, foreclosed properties. The County received additional funding in FY2014 to be used to provide downpayment assistance to qualifying homebuyers as deferred loans. Eligible zip codes: 20601, 20602, 20616, 20640, 20664, & 20695.

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$670,467	\$677,000	\$677,000	\$681,200	\$4,200	0.6%
Fringe Benefits	221,922	222,450	222,450	229,500	7,050	3.2%
Operating Costs	10,400,534	10,488,360	10,488,360	10,488,360	0	0.0%
Total Expenditures	\$11,292,923	\$11,387,810	\$11,387,810	\$11,399,060	\$11,250	0.1%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2014.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2014, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 6% increase in health & dental costs.
- 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>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>
Director of Community Service	0.1	0.3	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
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	1.3	1.3	1.3	1.0	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Assistant	0.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	11.3	11.5	11.5	11.2	11.2

Objectives & Measurements:

See General Fund -Community Services: Housing Authority (pg.# TBD) 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:** Svc. Charge
www.charlescountymd.gov/cs/housing/special-loans

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$424,534	\$400,000	\$400,000	\$400,000	0	0.0%
Total Expenditures	\$424,534	\$400,000	\$400,000	\$400,000	\$0	0.0%

Changes and Useful Information:

- The Housing Special Loan fund had decreased revenues resulting in an approximately \$117K reduction of fund balance at the end of FY2013. 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.# TBD) 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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$4,016	\$3,750	\$7,758	\$3,750	(\$4,008)	-51.7%
Operating Costs	87,069	60,250	385,813	70,250	(315,563)	-81.8%
Total Expenditures	\$91,085	\$64,000	\$393,571	\$74,000	(\$319,571)	-81.2%

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.

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.

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$634,891	\$775,340	\$763,820	\$779,905	\$16,085	2.1%
Fringe Benefits	191,249	354,110	341,440	363,140	21,700	6.4%
Operating Costs	470,334	315,600	670,374	526,477	(143,897)	-21.5%
Capital Outlay	21,902	0	108,540	0	(108,540)	-100.0%
Total Expenditures	\$1,318,376	\$1,445,050	\$1,884,174	\$1,669,522	(\$214,652)	-11.4%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2014.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2014, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 6% increase in health & dental costs. Grant funded personnel are budgeted at maximum fringe in the event of turnover.
- Reduction in **Operating Costs** is due to one time grants awarded in FY2014 that are not budgeted in FY2015. 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.
- Reduction in **Capital Outlay** is due to one time grant awards for capital equipment and security enhancements in FY2014 that are not budgeted in FY2015,
- Changes in **FTE's** due to elimination of Part Time position in Circuit Court Child Support program and conversion of Secretary positions under State Attorney's Office Child Support program to Full Time Legal Specialist positions and conversion of Computer Technician to Part Time.

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.

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 10/01/10-09/30/14. 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. Since its inception, six clients have successfully completed and graduated from the program.

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 2014, the Charles County Juvenile Drug Court celebrated its eighth year of operation. Since its inception, forty-nine 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 FY2015, 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

The Charles County Juvenile Drug Court program helps reduce existing gaps in services and fosters collaboration and cooperation among partner agencies and stakeholders throughout Maryland. The program provides individual family counseling, life skills training, pro social activities, and other fundamental services to assist them in their recovery. Grant funds provide for CCSO overtime for curfew checks and treatment fees assistance.

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. This grant ended in FY2013.

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

This grant supported an increase and improvement to the services for families involved in Child in Need of Assistance (CINA) Cases. The Court believes that by providing intensive supportive services to parents and children it will lead to an earlier achievement of the reunification goal and assist in the permanency of their children. Funds were used for referrals of ~ 10 families to the NOVO in-Home Parenting Program.

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 will be used for additions to the camera system, panic system, card access system, and protective barriers for public access counters.

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 grant ended in FY2014.

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

<u>Personnel Summary:</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
<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
Legal Specialist	6.0	6.0	6.0	6.0	6.0
Computer Technician	0.8	0.8	0.8	0.6	0.6
Total State's Attorney	8.6	8.6	8.6	8.4	8.4
CIRCUIT COURT					
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Family Support Services Coordinator	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Drug Court Clerk	0.0	0.0	0.0	0.1	0.1
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Courtroom Clerk	2.0	2.0	2.0	2.0	2.0
Part Time	0.0	0.0	0.5	0.0	0.0
Total Circuit Court	7.0	7.0	7.5	7.1	7.1
Total Full time Equivalent	15.6	15.6	16.1	15.6	15.6

<u>Objectives & Measurements:</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<u>Child Support</u>					
<u>State's Attorney's Office</u>					
<i><u>Objective: Establishment and enforcement of paternity and support orders.</u></i>					
# of children / paternity will be established	457	530	431	*	*
# of cases in which support obligations will be established	594	739	557	*	*
# of cases in which child support and medical support obligations will be enforced	2,206	2,219	2,022	*	*
# of cases in which child support and medical support obligations will be modified	744	872	685	*	*
*FFY2014 forward - performance under agreement changed - all activity (case work) performed should reach a goal of 95% to be dispositioned for cases scheduled for each reporting period.				95%	95%
<u>Master's Office</u>					
<i><u>Objective: Establishment and enforcement of paternity and support orders.</u></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:	Jeffrey Barnett, Chief of Transportation & Community Programs	Source:	Grant

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

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$95,301	\$116,569	\$116,569	\$117,486	\$917	0.8%
Fringe Benefits	20,684	23,401	23,401	25,533	2,132	9.1%
Operating Costs	106,816	13,600	32,159	11,956	(20,203)	-62.8%
Operating Contingency	0	0	0	0	0	N/A
Transfers Out	0	0	0	0	0	N/A
Agency Funding	926,932	1,030,259	1,083,192	1,107,436	24,244	2.2%
Capital Outlay	0	0	27,850	0	(27,850)	-100.0%
Total Expenditures	\$1,149,734	\$1,183,829	\$1,283,171	\$1,262,411	(\$20,760)	-1.6%

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** decrease is due to the Early Childhood Advisory Council Planning Grant awarded in FY2014 that is not budgeted in FY2015. 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.
- Reduction in **Capital Outlay** is due to one time renovation project to the Child Care Area at the Dept. of Community Services Port Tobacco Building.

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:

<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	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:

<u>Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Actual</u>	<u>FY13</u> <u>Actual</u>	<u>FY14</u> <u>Projected</u>	<u>FY15</u> <u>Estimated</u>
Grant/funding applications submitted	4	4	5	5	5
Grant/funding applications approved	4	4	5	5	5
Vendor contracts executed	8	9	9	9	9
Program improvement plans reviewed	*NA	*NA	NA*	2	2

*No programs required an improvement plan

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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$58,520	\$94,900	\$94,900	\$3,000	(\$91,900)	-96.8%
Fringe Benefits	25,134	26,500	26,500	0	(26,500)	-100.0%
Operating Costs	442,852	4,200	4,200	1,200	(3,000)	-71.4%
Total Expenditures	\$526,506	\$125,600	\$125,600	\$4,200	(\$121,400)	-96.7%

Changes and Useful Information:

- The decrease in **Personal Services** and associated **Fringe Benefits** is due to the transfer of a Planner position to the General Fund and to the Watershed Protection and Restoration Fund.

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> <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>
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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	\$0	\$100,000	\$100,000	\$100,000	\$0	0.0%
Total Expenditures	\$0	\$100,000	\$100,000	\$100,000	\$0	0.0%

Changes and Useful Information:

- This fund was implemented in 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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Personal Services	\$43,566	\$5,430	\$5,430	\$5,430	\$0	0.0%
Fringe Benefits	10,584	3,570	3,570	3,570	0	0.0%
Operating Costs	(5,326)	0	209,900	0	(209,900)	-100.0%
Operating Contingency	0	0	0	0	0	N/A
Agency Funding	0	0	0	0	0	N/A
Capital Outlay	9,628	0	0	0	0	N/A
Total Expenditures	\$58,451	\$9,000	\$218,900	\$9,000	(\$209,900)	-95.9%

Changes and Useful Information:

- **Operating Costs** decrease is due the grant awards in FY2014 which are not budgeted in FY2015. 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:

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.

Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies

This multi-year grant will fund the preparation of a Joint Land Use Study for the Naval Support Facility Indian Head. The study is a cooperative land use planning effort between Charles County, Town of Indian Head, and NSF Indian Head to identify land use compatibility issues confronting the civilian community and the naval based, and to recommend strategies to address the issues in the context of the County's Comprehensive Plan and general zoning. The Study is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development and protecting the public health, safety and welfare of the community. Funds will used to hire a consultant and for advertising, as well as printing and distribution of public outreach materials.

War of 1812 Mini-Grant Program

Funds were awarded to support speaker fees and associated costs to host a commemorative event in Benedict in the summer of 2014. The event is an opportunity for the community to learn about and appreciate the role that Benedict played in the regional state and national events that shaped our Country.

Historic Preservation Fund Grants-In-Aid

This grant project funds an archeological consultant to review and comment on preliminary subdivision plans in accordance with Section 55 of the Charles County Subdivision Code and Article XXXI of the Charles County Zoning

Positions:

<u>Title</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>	<u>FY15</u> <u>FTE</u>
Planners Hours	0.1	0.2	0.1	0.1	0.1
Total Full Time Equivalent	0.1	0.2	0.1	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	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	41,898	40,588	34,734	34,734	0	0.0%
Total Expenditures	\$41,898	\$40,588	\$34,734	\$34,734	\$0	0.0%

Changes and Useful Information:

- **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.

Positions:

<u>Title</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>
Part Time	3.2	3.2	0.0	0.0	0.0
Total Full Time Equivalent	3.2	3.2	0.0	0.0	0.0

Economic Development

Department: Economic Development **Account:** 09 Fund
Division\Program: Economic Development Loan Programs **Fund:** Special Rev.
Program Administrator: Kwasi Holman, Director of Economic Development **Source:** Grant
www.meetcharlescounty.com

Expenditure Category	FY2013 Actual	FY2014 Adopted	FY2014 Amended	FY2015 Requested	\$ Change FY2013 Amended	% Chg.
Operating Costs	0	0	250,000	0	(250,000)	-100.0%
Total Expenditures	\$0	\$0	\$250,000	\$0	(\$250,000)	-100.0%

Description:

Targeted Industries Incentive Loan Fund

The purpose of this grant through the MD Department of Business and Economic Development is to serve as gap financing for businesses looking to expand or relocate into the County resulting in additional job creation. Eligible firms must be an established company, have at least 50% of project financing in hand at the time of financial request, and qualify as an identified targeted industry (Research and Development, Technology, Manufacturing, Distribution, Professional Services, Defense/Federal Contracting, Bio-Technology, Information Technology, and/or Upscale Retail). All loans will be supported by an economic impact analysis. Ultimately, the program will be self-sustaining off

Disadvantaged Business Loan Program

The intent of this fund is to help businesses grow or enhance their productivity or profitability. The applicant's primary business location must be in Charles County, must also qualify as a disadvantaged business either as a Minority, Women, or Veteran owned business enterprise, and meet the criteria of a Small Local Business Enterprise Program. Loan proceeds can be utilized as working capital, for inventory, staffing, and/or purchase of new or used equipment/machinery with the maximum loan value at \$35,000. The program is not intended to replace commercial bank financing for borrowers who are able to secure bank loans.

<https://www.charlescountymd.gov/ed/disadvantage-business-loan-program>

Debt Service Fund

Fund Description:

The Debt Service Fund is used to account for the annual payment of long-term debt (bond issues) which have a specific or legally binding revenue source. This revenue source is dedicated to the retirement of the principal outstanding on long-term debt and the annual interest expense. Charles County utilizes this fund to account for bonds issued on behalf of a local nursing home, a local hospital, a children learning center at the College of Southern Maryland, developer infrastructure bonds, new school construction bonds, and construction for the Southern Maryland Stadium and Entertainment Complex.

Long-term note receivables provide the County with a funding source for the nursing home, hospital, developer, and college bond issues. The Nursing Home pre-paid their note in FY2010 and fund balance will be used to make debt service payments until these bonds are paid in full in FY2021. The County's Excise Tax is used to finance the debt service for bond issues sold for school construction. If needed, additional funds are transferred from the Capital Project Fund and/or General Fund.

	FY13 Actual	FY14 Budget	FY15 Budget	\$ Change from FY14	% Change
<i>CIVISTA Medical Center</i>					
Revenues: Interest Income	\$278,213	\$225,100	\$189,800	(\$35,300)	-15.7%
Miscellaneous	969,021	883,400	915,900	32,500	3.7%
Total Revenues	\$1,247,234	\$1,108,500	\$1,105,700	(\$2,800)	-0.3%
Expenses: Debt Service	\$1,103,165	\$1,108,500	\$1,105,700	(\$2,800)	-0.3%
Variance	\$144,069	\$0	\$0	\$0	
<i>Nursing Home</i>					
Revenues:					
Fund Balance Appropriation	0	139,800	137,300	(2,500)	-1.8%
Total Revenues	\$0	\$139,800	\$137,300	(\$2,500)	-1.8%
Expenses: Debt Service	\$127,577	\$139,800	\$137,300	(\$2,500)	-1.8%
Variance	(\$127,577)	\$0	\$0	\$0	
<i>Southern Maryland Stadium & Entertainment Complex</i>					
Revenues: Interest Income	\$125,000	\$345,200	\$318,200	(\$27,000)	-7.8%
Miscellaneous	0	541,000	564,100	23,100	4.3%
Total Revenues	\$125,000	\$886,200	\$882,300	(\$3,900)	-0.4%
Expenses: Debt Service	\$891,405	\$886,200	\$882,300	(\$3,900)	-0.4%
Variance	(\$766,405)	\$0	\$0	\$0	

Debt Service Fund

	FY13 Actual	FY14 Budget	FY15 Budget	\$ Change from FY14	% Change
<i>School Construction Excise Tax</i>					
Revenues: Interest Income	\$1,180,555	\$1,243,400	\$1,206,200	(\$37,200)	-3.0%
Miscellaneous	7,647,637	8,729,400	11,235,900	2,506,500	28.7%
Total Operating Revenue	\$8,828,192	\$9,972,800	\$12,442,100	\$2,469,300	24.8%
Fund Balance Appropriation	0	922,000	0	(922,000)	N/A
General Fund Transfer (Bond Premium)	0	0	651,000	651,000	N/A
Capital Project Fund Transfer (DRRA)	0	909,500	0	(909,500)	N/A
Total Revenues	\$8,828,192	\$11,804,300	\$13,093,100	\$1,288,800	10.9%
Expenses: Debt Service	\$10,682,493	\$11,804,300	\$8,540,200	(\$3,264,100)	-27.7%
Contingency	0	0	4,552,900	4,552,900	N/A
Total Expenses	\$10,682,493	\$11,804,300	\$13,093,100	\$1,288,800	10.9%
Variance	(\$1,854,300)	\$0	\$0	\$0	

College of Southern Maryland (Children Learning Center)

Revenues: Interest Income	\$20,752	\$22,000	\$18,000	(\$4,000)	-18.2%
Miscellaneous	66,039	68,400	73,100	4,700	6.9%
Total Revenues	\$86,791	\$90,400	\$91,100	\$700	0.8%
Expenses: Debt Service	\$89,921	\$90,400	\$91,100	\$700	0.8%
Variance	(\$3,130)	\$0	\$0	\$0	

The St. Charles Companies

Revenues: Interest Income	\$1,280,436	\$1,192,700	\$1,193,800	\$1,100	0.1%
Miscellaneous	2,447,104	2,550,500	2,673,000	122,500	4.8%
Total Revenues	\$3,727,540	\$3,743,200	\$3,866,800	\$123,600	3.3%
Expenses: Debt Service	\$3,227,410	\$3,743,200	\$3,866,800	\$123,600	3.3%
Variance	\$500,130	\$0	\$0	\$0	

Miscellaneous

Revenues: Interest Income	\$320	\$0	\$0	\$0	N/A
Miscellaneous	823	0	0	0	N/A
Total Revenues	\$1,143	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$0	\$0	\$0	\$0	N/A
Variance	\$1,143	\$0	\$0	\$0	

TOTAL DEBT SERVICE FUND

Total Revenues	\$14,015,901	\$17,772,400	\$19,176,300	\$1,403,900	7.9%
Total Expenses	\$16,121,970	\$17,772,400	\$19,176,300	\$1,403,900	7.9%
Variance	(\$2,106,069)	\$0	\$0	\$0	