

GENERAL FUND OPERATING BUDGET

	FY2015 Adopted	FY2016 Request	FY2016 Baseline	Variance	Baseline % Change
Operating Budget					
Revenues					
Property Taxes	\$202,665,300	\$205,278,400	\$205,278,400	\$2,613,100	1%
Income Taxes	110,215,000	111,384,000	111,384,000	1,169,000	1%
Recordation Tax	14,500,000	11,000,000	11,000,000	(3,500,000)	-24%
Fund Balance Reserves	1,647,000	2,369,100	2,369,100	722,100	44%
Other	17,800,900	18,592,600	18,592,600	791,700	4%
Total Revenues	<u>\$346,828,200</u>	<u>\$348,624,100</u>	<u>\$348,624,100</u>	<u>\$1,795,900</u>	<u>1%</u>
Appropriations					
Mandated:					
Board of Education (MOE & Pension)	\$161,921,600	\$162,191,900	\$162,191,900	\$270,300	0%
College of Southern Maryland	9,710,300	9,830,300	9,710,300	0	0%
Debt Service	21,706,100	24,679,700	24,679,700	2,973,600	14%
Total Mandated	<u>\$193,338,000</u>	<u>\$196,701,900</u>	<u>\$196,581,900</u>	<u>\$3,243,900</u>	<u>2%</u>
Other:					
Board of Ed. (MOE supplement)	\$0	\$20,373,400	\$3,929,200	\$3,929,200	new
Sheriff's Operations	78,455,600	88,006,800	78,962,200	506,600	1%
County Government*	53,397,300	59,366,800	54,515,500	1,118,200	2%
Central Services/OPEB	4,982,400	5,355,500	5,355,500	373,100	7%
Library	3,984,300	4,686,000	3,983,600	(700)	0%
State's Attorney	3,783,200	4,104,800	4,104,800	321,600	9%
Circuit Court, Liquor Board	1,514,000	1,899,900	1,456,300	(57,700)	-4%
Health Agencies	3,097,900	3,362,400	3,100,700	2,800	0%
Other Agencies	3,126,500	4,007,700	3,425,700	299,200	10%
Reserve for Contingency	1,149,000	1,149,000	1,149,000	0	0%
Total Other	\$153,490,200	\$192,312,300	\$159,982,500	\$6,492,300	4%
Total Expenditures	<u>\$346,828,200</u>	<u>\$389,014,200</u>	<u>\$356,564,400</u>	<u>\$9,736,200</u>	<u>3%</u>
Surplus (Deficit)	<u>\$0</u>	<u>(\$40,390,100)</u>	<u>(\$7,940,300)</u>	<u>(\$7,940,300)</u>	

Other Sources & Uses					
Other Sources					
Capital Lease Proceeds	\$6,139,500	\$6,979,100	\$6,979,100	\$839,600	14%
Fund Balance Reserve - Capital Project	331,000	270,000	270,000	(61,000)	-18%
Fund Balance Reserve - Bond Premium	1,216,500	1,376,900	1,376,900	160,400	13%
Total Sources	<u>\$7,687,000</u>	<u>\$8,626,000</u>	<u>\$8,626,000</u>	<u>\$939,000</u>	<u>12%</u>
Other Uses					
Capital Project Transfer	\$896,000	\$1,646,900	\$1,646,900	\$750,900	84%
Capital Lease Purchase	6,139,500	6,979,100	6,979,100	839,600	14%
Excise Tax Subsidy	651,500	0	0	(651,500)	-100%
Total Uses	<u>\$7,687,000</u>	<u>\$8,626,000</u>	<u>\$8,626,000</u>	<u>\$939,000</u>	<u>12%</u>
Surplus (Deficit)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	

* County Government includes expenditures for the White Plains Golf Course.

- % increase excluding Golf Course is: 0.5%
- FY16 Golf Course budget is \$854,000; a net impact to the General Fund of \$246,400.

GENERAL FUND OPERATING BUDGET

	<u>FY2014</u> <u>Actual</u>	<u>FY2015</u> <u>Adopted</u>	<u>FY2016</u> <u>Request</u>	<u>FY2016</u> <u>Baseline</u>	<u>Baseline</u> <u>\$ Change</u> <u>from FY2015</u>	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION						
<u>EDUCATION</u>						
Board of Education	\$156,862,000	\$161,921,600	\$182,565,300	\$166,121,100	\$4,199,500	2.6%
College of Southern Maryland	9,370,200	9,710,300	9,830,300	9,710,300	0	0.0%
Library	3,967,486	3,984,300	4,686,000	3,983,600	(700)	0.0%
Other	39,000	45,600	45,600	45,600	0	0.0%
Total Education	\$170,238,686	\$175,661,800	\$197,127,200	\$179,860,600	\$4,198,800	2.4%
<u>PUBLIC SAFETY</u>						
Sheriff	\$56,044,563	\$58,263,200	\$65,439,100	\$58,580,000	\$316,800	0.5%
Corrections	16,821,874	18,009,400	20,369,700	18,184,200	174,800	1.0%
Automated Enforcement Unit (AEU)	1,556,515	2,066,100	2,037,700	2,037,700	(28,400)	-1.4%
Fingerprinting Service	119,295	116,900	160,300	160,300	43,400	37.1%
Sheriff's Office	\$74,542,247	\$78,455,600	\$88,006,800	\$78,962,200	\$506,600	0.6%
Emergency Services Administration	309,262	313,100	475,200	313,500	400	0.1%
False Alarm Reduction Unit	171,236	176,400	175,300	175,300	(1,100)	-0.6%
Animal Control	655,948	676,700	679,300	679,300	2,600	0.4%
Animal Shelter	698,355	809,000	956,900	801,500	(7,500)	-0.9%
Fire/EMS Communications	3,059,819	3,708,900	3,554,400	3,523,000	(185,900)	-5.0%
Career Emergency Medical Services	7,599,815	7,867,600	9,691,300	7,932,800	65,200	0.8%
Tactical Response Team	184,527	172,400	1,048,200	171,500	(900)	-0.5%
Emergency Management	124,618	114,400	123,100	115,100	700	0.6%
Subtotal: Emergency Services	\$12,803,580	\$13,838,500	\$16,703,700	\$13,712,000	(\$126,500)	-0.9%
Volunteer Fire Protection & Emergency Medical Svcs - Water & Sewer Bills	9,692	9,000	13,700	13,700	4,700	52.2%
Total Public Safety	\$87,355,519	\$92,303,100	\$104,724,200	\$92,687,900	\$384,800	0.4%
<u>DEBT SERVICE</u>						
Principal	\$13,255,162	\$14,394,800	\$16,877,900	\$16,877,900	\$2,483,100	17.2%
Interest	6,882,364	6,653,800	7,112,600	7,112,600	458,800	6.9%
Refunding	0	0	0	0	0	N/A
Miscellaneous	449,562	657,500	689,200	689,200	31,700	4.8%
Total Debt Service	\$20,587,087	\$21,706,100	\$24,679,700	\$24,679,700	\$2,973,600	13.7%
<u>GENERAL GOVERNMENT</u>						
Central Services	\$863,966	\$2,123,600	\$2,084,100	\$2,084,100	(\$39,500)	-1.9%
OPEB Contribution	750,000	750,000	1,000,000	1,000,000	250,000	33.3%
Election Board	820,332	918,000	1,214,200	1,214,200	296,200	32.3%
Liquor Board	236,773	235,300	237,200	237,200	1,900	0.8%
Orphan's Court	46,592	46,800	53,400	53,400	6,600	14.1%
Circuit Court	1,132,943	1,278,700	1,662,700	1,219,100	(59,600)	-4.7%
State's Attorney	3,154,372	3,783,200	4,104,800	4,104,800	321,600	8.5%
Other Benefits	1,836,278	2,108,800	2,271,400	2,271,400	162,600	7.7%
Subtotal: Other General Govt.	\$8,841,256	\$11,244,400	\$12,627,800	\$12,184,200	\$939,800	8.4%
County Commissioners	\$496,782	\$523,800	\$507,600	\$507,600	(\$16,200)	-3.1%
Administrative Services	1,681,710	2,490,300	2,585,100	2,515,000	24,700	1.0%
County Attorney	991,003	954,400	983,900	952,800	(1,600)	-0.2%
Human Resources	792,335	816,800	862,600	796,300	(20,500)	-2.5%
Subtotal: County Administered General Government	\$3,961,829	\$4,785,300	\$4,939,200	\$4,771,700	(\$13,600)	-0.3%
Total General Government	\$12,803,085	\$16,029,700	\$17,567,000	\$16,955,900	\$926,200	5.8%

GENERAL FUND OPERATING BUDGET

	FY2014 <u>Actual</u>	FY2015 <u>Adopted</u>	FY2016 <u>Request</u>	FY2016 <u>Baseline</u>	Baseline \$ Change from FY2015	% Chg.
EXPENDITURES BY DIVISION						
<u>FISCAL & ADMINISTRATIVE SERVICES</u>						
Administration	\$254,538	\$259,900	\$260,100	\$260,100	\$200	0.1%
Budget	361,036	424,600	415,600	415,600	(9,000)	-2.1%
Information Technology	2,483,119	2,535,200	2,682,400	2,591,900	56,700	2.2%
Purchasing	422,826	432,800	937,100	437,100	4,300	1.0%
Treasury	1,088,874	1,145,700	1,094,700	1,094,700	(51,000)	-4.5%
Accounting	1,038,465	1,083,400	1,157,200	1,091,800	8,400	0.8%
Total Fiscal & Admin. Services	\$5,648,856	\$5,881,600	\$6,547,100	\$5,891,200	\$9,600	0.2%
<u>PUBLIC WORKS - FACILITIES</u>						
Administration	\$741,254	\$784,300	\$746,800	\$746,800	(\$37,500)	-4.8%
Building & Trades	7,024,087	7,312,900	7,527,200	7,359,600	46,700	0.6%
Parks & Grounds	3,817,106	3,905,000	4,027,000	3,948,400	43,400	1.1%
Vehicle Maintenance	831,482	938,000	916,000	916,000	(22,000)	-2.3%
Roads	7,049,766	5,036,600	5,303,800	5,054,700	18,100	0.4%
White Plains Golf Course	0	0	828,700	828,700	828,700	N/A
Total Public Works	\$19,463,695	\$17,976,800	\$19,349,500	\$18,854,200	\$877,400	4.9%
<u>COMMUNITY SERVICES</u>						
Administration	\$428,448	\$503,700	\$501,000	\$501,000	(\$2,700)	-0.5%
Transportation & Comm. Programs	2,458,594	2,677,400	3,043,400	3,008,100	330,700	12.4%
Aging & Senior Programs	1,421,726	1,473,500	1,620,800	1,545,500	72,000	4.9%
Recreation	1,458,064	1,568,600	1,640,400	1,569,900	1,300	0.1%
Housing Authority	450,587	752,800	697,700	697,700	(55,100)	-7.3%
Total Community Services	\$6,217,419	\$6,976,000	\$7,503,300	\$7,322,200	\$346,200	5.0%
<u>PLANNING & GROWTH MANAGEMENT</u>						
Administration	\$245,817	\$253,000	\$252,700	\$252,700	(\$300)	-0.1%
Planning	1,483,516	1,472,500	1,679,200	1,496,200	23,700	1.6%
Inspections & Enforcement	336,749	341,200	401,500	341,500	300	0.1%
Codes & Permits	410,558	425,900	425,300	425,300	(600)	-0.1%
Resource & Infrastructure Mgmt.	230,177	236,000	244,500	236,400	400	0.2%
Total Planning & Growth Mgmt.	\$2,706,818	\$2,728,600	\$3,003,200	\$2,752,100	\$23,500	0.9%
<u>HEALTH SERVICES</u>						
Health Department	\$2,263,942	\$2,352,500	\$2,614,200	\$2,352,500	\$0	0.0%
Other Health Services	519,800	440,700	443,500	443,500	2,800	0.6%
Water & Sewer Services	181,950	189,700	189,700	189,700	0	0.0%
Mosquito Control	101,505	115,000	115,000	115,000	0	0.0%
Total Health	\$3,067,197	\$3,097,900	\$3,362,400	\$3,100,700	\$2,800	0.1%
<u>SOCIAL SERVICES</u>						
Department of Social Services	\$306,800	\$311,000	\$311,000	\$311,000	\$0	0.0%
Other Social Services	660,919	705,000	1,212,700	696,000	(9,000)	-1.3%
Total Social Services	\$967,719	\$1,016,000	\$1,523,700	\$1,007,000	(\$9,000)	-0.9%
<u>ECONOMIC DEVELOPMENT</u>						
Economic Development Department	\$906,248	\$1,210,500	\$1,320,800	\$1,212,100	\$1,600	0.1%
Other Economic Development Svcs	683,506	444,300	487,400	444,300	0	0.0%
Total Economic Development	\$1,589,754	\$1,654,800	\$1,808,200	\$1,656,400	\$1,600	0.1%

GENERAL FUND OPERATING BUDGET

	<u>FY2014</u> <u>Actual</u>	<u>FY2015</u> <u>Adopted</u>	<u>FY2016</u> <u>Request</u>	<u>FY2016</u> <u>Baseline</u>	<u>Baseline</u> <u>\$ Change</u> <u>from FY2015</u>	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION						
<u>CONSERVATION OF NATURAL RESOURCES</u>						
University of MD Extension	\$237,667	\$241,400	\$250,200	\$241,900	\$500	0.2%
Soil Conservation	366,853	372,200	382,300	372,300	100	0.0%
Weed Control	14,324	15,200	15,300	15,300	100	0.7%
So. MD Resource Conservation	8,800	9,000	12,900	9,000	0	0.0%
Gypsy Moth	2,250	9,000	9,000	9,000	0	0.0%
Total Conservation of Nat. Resource	\$629,895	\$646,800	\$669,700	\$647,500	\$700	0.1%
CONTINGENCY	\$0	\$1,149,000	\$1,149,000	\$1,149,000	\$0	0.0%
TOTAL EXPENDITURES	\$331,275,730	\$346,828,200	\$389,014,200	\$356,564,400	\$9,736,200	2.8%
<u>FINANCING USES:</u>						
Transfer to Capital Project Fund	\$1,267,391	\$896,000	\$1,646,900	\$1,646,900	\$750,900	83.8%
Excise Tax Debt Service Subsidy	0	651,500	0	0	(651,500)	-100.0%
Capital Lease Agreement	2,897,102	6,139,500	6,979,100	6,979,100	839,600	13.7%
TOTAL FINANCING USES	\$4,164,492	\$7,687,000	\$8,626,000	\$8,626,000	\$939,000	12.2%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$335,440,222	\$354,515,200	\$397,640,200	\$365,190,400	\$10,675,200	3.0%
SURPLUS/(DEFICIT)	(\$4,179,607)	\$0	(\$40,390,100)	(\$7,940,300)	(\$7,940,300)	

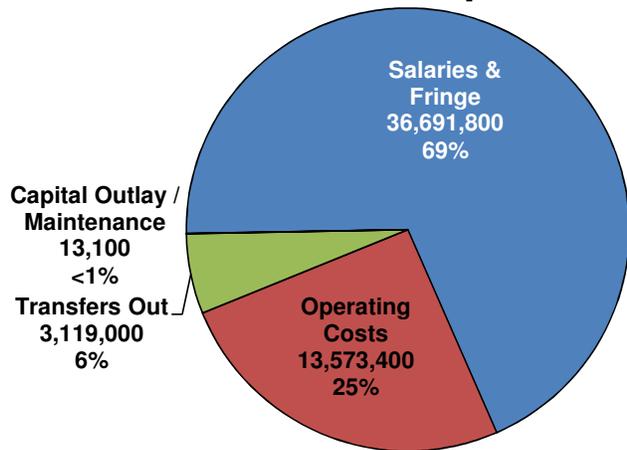
GENERAL FUND BASELINE BUDGET VARIANCE COUNTY ADMINISTERED DEPARTMENTS

Dept. Detail Page#	FY2015 Adopted	FY2016 Baseline	\$ Change from FY2015	% Chg.	FY 2016 Request Greater Than Baseline	
COUNTY ADMINISTERED- BY DEPARTMENT						
71	Public Works - Facilities	\$17,976,800	\$18,854,200	\$877,400	4.9%	\$495,300
23	Emergency Services	13,838,500	13,712,000	(126,500)	-0.9%	2,991,700
82	Community Services	6,976,000	7,322,200	346,200	5.0%	181,100
59	Fiscal & Administrative Services	5,881,600	5,891,200	9,600	0.2%	655,900
93	Planning & Growth Management	2,728,600	2,752,100	23,500	0.9%	251,100
111	Economic Development	1,210,500	1,212,100	1,600	0.1%	108,700
39	County Commissioners	523,800	507,600	(16,200)	-3.1%	0
41	Administrative Services	2,490,300	2,515,000	24,700	1.0%	70,100
40	County Attorney	954,400	952,800	(1,600)	-0.2%	31,100
50	Human Resources	816,800	796,300	(20,500)	-2.5%	66,300
Total		\$53,397,300	\$54,515,500	\$1,118,200	2.1%	\$4,851,300
COUNTY ADMINISTERED- BY ACCOUNT CLASSIFICATION						
	Personal Services	\$27,979,100	\$28,501,200	\$522,100	1.9%	\$2,602,400
	Fringe Benefits	8,712,700	8,897,800	185,100	2.1%	774,500
	Operating Costs	13,573,400	13,621,100	47,700	0.4%	1,331,500
	Transfers Out / Agency Funding	3,119,000	3,495,400	376,400	12.1%	35,300
	Capital Outlay / Maintenance	13,100	0	(13,100)	-100.0%	107,600
Total		\$53,397,300	\$54,515,500	\$1,118,200	2.1%	\$4,851,300

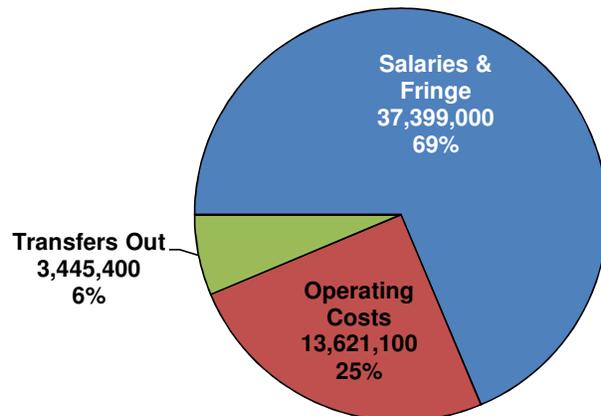
* County Government includes expenditures for the White Plains Golf Course.

- % increase excluding Golf Course is: 0.5%
- FY16 Golf Course budget is \$854,000; a net impact to the General Fund of \$246,400.

FY15 Adopted



FY16 Baseline



GENERAL FUND BASELINE BUDGET VARIANCE COUNTY ADMINISTERED DEPARTMENTS

Dept.
Detail
Page#

71 **Public Works - Facilities**

\$17,976,800 **FY15 ADOPTED BUDGET**

Salaries & Fringe (all divisions)

(\$14,200)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover.	-0.1%
\$36,000	- Includes FY15 mid year approved position for a Custodial Worker which is paid for by the Health Department.	
(\$8,200)	- Administration/Inventory reallocation of staff to Enterprise funds based on workload.	
\$12,200	- Health cost increase due to claims experience and employee selections.	
\$72,100	- Adjusting Worker's Compensation rate which is a 34% rate increase over last fiscal year.	
(\$62,800)	- Savings due to reduction in County Pension Plan contribution.	
(\$8,200)	- Savings due to reduction in Life Insurance rate.	

Administration

(\$16,900) Reduction for one time purchases (shelving and racks for Warehouse #1).

Building & Trades

\$6,200 -Increase in Utilities and Electricity based on activity; a 0.3% increase.

Parks & Grounds

\$35,200	-Equipment funding is increasing by \$35,200 returning to the FY14 spending levels and is to replace worn and broken soccer goals, two landscape trailers, five pedal boats, 15 hp outboard, charcoal grills at rental pavilions, a tractor bucket fork attachment, and football goals.	
(\$13,800)	-Based on activity, Contract Personnel is decreasing by (\$13,800).	
\$11,900	-Due to the Smallwood Drive Park and Ride opening in October, there is a \$7,900 increase in Contract Services to cover Contract Mowing, Trash Service and Litter Control. Also increasing is Electricity by \$3,400, General Supplies by \$200 and General Repairs by \$400. These increases are prorated for 9 months.	

Vehicle Maintenance

(\$11,600) -Decrease in Equipment due to one time FY15 funds for an automatic coolant exchanger, canopy, vehicle lift and band saw.

Road Maintenance

\$7,000 - General Repairs and Maintenance is increasing by \$7,000 (2%), the remaining requested increase is included on the enhancement page. This increase is needed to cover repairs due to growing citizen demand, work request and increase number of roads/miles accepted. In 2014, the County increased its road inventory by 52 new roads that totaled 26 lane miles.

\$3,800 - Miscellaneous Adjustments in all Divisions.

\$48,700	TOTAL CHANGE FROM FY2015	0.3%
\$828,700	COSTS ASSOCIATED WITH WHITE PLAINS GOLF COURSE	
\$18,854,200	FY16 BASELINE BUDGET	

- FY16 estimated net loss from Golf Course operations is \$246,400

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Public Works - Facilities							
Building & Trades							
Custodial Supervisor	Sept	1.0	10	\$37,100	\$14,900	\$5,200	\$57,200
<i>An additional Custodial Supervisor is greatly needed due to the amount of custodians without supervision. Due to reliability and dependability issues, another supervisor will assist with proper supervision and provide hands on custodial services. The crews will be split in two geographic regions for efficient and effective services to each facility.</i>							
Custodial Supervisor	Sept	1.0	10	\$37,100	\$14,900	\$1,600	\$53,600
Estimated savings from upgrading an existing position (Grade 2 base salary)		(1.0)		(\$23,700)	(\$9,000)	\$0	(\$32,700)
		0.0		\$13,400	\$5,900	\$1,600	\$20,900
<i>Upgrade existing custodial position to a Custodial Supervisor, which is greatly needed due to the amount of custodians without supervision. Due to reliability and dependability issues, another supervisor will assist with proper supervision and provide hands on custodial services. The crews will be split in two geographic regions for efficient and effective services to each facility.</i>							
Facilities Infor System Administrator	Sept	1.0	10	\$37,100	\$14,900	\$7,800	\$59,800
<i>A Facilities Infor System Administrator would be able to assist Facilities in realizing the true power of Infor by being responsible for the following items: Asset Management: Utilizing the Asset Management portion of Infor to its fullest extent would assist Facilities in extracting the maximum productivity from our assets and minimizing the total cost in terms of asset maintenance. Proper asset management would empower staff to effectively determine if it is more cost effective to continue to maintain, overhaul or replace aging assets. Parts Management: As an extension of Asset Management, currently Facilities does not have any parts/components of our assets entered into the Infor system. An Infor System Administrator would be able to start compiling and entering the components that make up our assets. This would provide us with the ability to better analyze our parts replacement strategy in order to increase an asset's life in addition to insight into the lifetime of the various parts which compose our assets. Preventive Maintenance: A Facilities Infor System Administrator would also allow us to set up and manage our Preventive Maintenance schedules, which in turn would assist us in preventing possible equipment failure. In addition, this position would oversee the Work Order Management, Qualifications and Trade Rates, which would overall increase the functionality of the Infor system. ***IF NOT APPROVED, DEPARTMENT IS REQUESTING \$75,000 IN CONTRACT SERVICES TO PERFORM THIS SERVICE.***</i>							
Overtime				\$7,000	\$700	\$0	\$7,700
<i>Based on demands for weekend and evening work to be completed during non-working hours to prevent disruption to other department/agencies operations, additional overtime funding is required.</i>							
Overtime				\$15,000	\$1,500	\$0	\$16,500
<i>Mandatory overtime (additional regular) for staff for the first 2.5 hours worked greater than of 37.5 hours and less than 40 hours, must be paid in cash in accordance with Fair Labor Standards Act.</i>							
Subtotal - Building & Trades		2.0		\$109,600	\$37,900	\$14,600	\$162,100

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
<u>Parks & Grounds</u>							
Various Parks							
Part Time II				\$10,000	\$1,000	\$0	\$11,000
<i>The majority of Part-Time II staff employees are hired as Park Attendants and Assistant Managers. These employees are responsible for operating and supervising our facilities during peak usage hours. Starting salaries for these positions range from \$8.46 to \$9.31 per hour. In order to retain quality staff and remain competitive in the job market for new hires, it was determined that wage increases for these positions are necessary. These positions supervise Youth Helpers, Concession Workers, and Park Maintenance Helpers that will now make \$8.25 due to increase in minimum wage.</i>							
Overtime				\$11,200	\$1,100	\$0	\$12,300
<i>Mandatory overtime (additional regular) for staff for the first 2.5 hours worked greater than of 37.5 hours and less than 40 hours, must be paid in cash in accordance with Fair Labor Standards Act.</i>							
White Plains / Indian Head Rail Trail							
Part Time II		0.2		\$3,000	\$300	\$0	\$3,300
<i>Funding is needed for Part Time Trail Attendants for trail supervision and public safety.</i>							
Equipment Operator III	Sept	1.0	8	\$31,800	\$13,700	\$900	\$46,400
<i>Equipment Operator III position needed to handle work load increases west of Route 301. Park operations in western Charles County have expanded from five to seven parks spread out over a large geographical area. In addition, several of the existing parks have undergone extensive upgrades and additions to park amenities. Currently, the Park Manager relies on seasonal grounds personnel to handle the increased maintenance and work load at each location. *This position existed prior to 2009 and was eliminated after the employee retired.</i>							
Mallows Bay							
Part Time II		0.2		\$3,000	\$300	\$0	\$3,300
<i>Funding is needed for boat ramp attendants to manage boat ramp traffic on weekends.</i>							
Subtotal - Parks & Grounds		1.3		\$59,000	\$16,400	\$900	\$76,300

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Roads							
Roads Project Manager	Sept	1.0	12	\$43,300	\$16,300	\$7,500	\$67,100
<i>Needed to obtain bids, schedule and manage Contractors, and approve work and invoices of increased contract services. Due to staff reductions the Roads Division has increased the amount of road/drainage repairs done by Contractors. Proper supervision is needed to stay within purchasing guidelines and budget. This position will also see that services are done correctly and that citizens are kept informed of what is being done.</i>							
Overtime				\$15,000	\$1,500	\$0	\$16,500
<i>Mandatory overtime (additional regular) for staff for the first 2.5 hours worked greater than 37.5 hours and less than 40 hours, must be paid in cash in accordance with Fair Labor Standards Act.</i>							
Part Time II		1.3		\$22,800	\$2,400	\$500	\$25,700
Less Unemployment Savings					(\$18,000)		(\$18,000)
				\$22,800	(\$15,600)	\$500	\$7,700
<i>Part Time II Staff work as Flaggers. Roads Division currently only has enough budget to employ Flaggers 8 months per year. This leaves 4 months without enough staff to safely manage high traffic work zones. Part Time II increases the efficiency of the Roads Division and provides a safe working environment. Certified Flagmen are a must to provide year round safety in work zones.</i>							
Subtotal - Roads		2.3		\$81,100	\$2,200	\$8,000	\$91,300
Total - Public Works - Facilities		5.6		\$249,700	\$56,500	\$23,500	\$329,700

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Public Works - Facilities					
Building & Trades Division					
Plug-in Sports Utility Vehicle (SUV)		35,000			3,700
<i>SUV is needed for the custodial crews so they can transport equipment, supplies and staff from site-to-site. Keeping supplies and equipment out of the weather. They are currently sharing a pickup truck that is used daily by the Electrical Superintendent.</i>					
Facilities Infor System - Contract Services		75,000	75,000		
<i>Increase in Contract Services for the Facility Infor System. This \$75,000 request is not needed if the Facilities Infor System Administrator position is approved.</i>					
Genie Lift		17,000			1,800
<i>Additional man lift is needed due to new facilities with very high ceilings. The additional man lift would allow a lift to be left in the south region and one in the north region of the county, which would help with efficiency and reduce labor costs and response times.</i>					
Total Building and Trades		52,000			5,500
Parks & Grounds					
White Plains Golf Course					
67 Golf Carts		40,600	40,600		
<i>Savings anticipated in fuel (\$4k) and equipment repairs (\$13k)</i>					
		(17,000)	(17,000)		
<i>Anticipated revenue increase (\$16 to \$18)</i>					
		(23,600)	(23,600)		
<i>Provides a solution to an existing issue of maintaining/operating an aging cart fleet. This includes trade-in value of current fleet.</i>					
Maxwell Hall					
New Line Items for Special Event		1,800	1,800		
<i>Line items needed to support special events at Maxwell Hall - \$800 Equipment Rental, \$600 Marketing, and \$400 Printing.</i>					
Indian Head/White Plains Rail Trail					
Printing		500	500		
<i>Printing funds are need for brochure printing.</i>					
Total Parks & Grounds		2,300	2,300		

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Roads Division					
Mini Excavator		80,000			8,400
<i>Needed for pipe repair crew to get into tight places road side. Works better than aging backhoe. Will be able to make repairs more efficiently.</i>					
Contract Services		103,200	103,200		
<i>Additional funding needed to hire a contract inspector to inspect road/drainage complaints, obtain bids, schedule and inspect contractors Also needed for the increase in number of guardrail repairs, installation of raised pavement markers for safety and mowing reimbursement for Fairway Village. If full time Roads Project Manager request is approved, this request can be reduced by \$60,000.</i>					
General Repairs and Maintenance		43,000	43,000		
<i>Increase is needed to cover repairs due to growing citizen demand, work request and increase number of roads/miles accepted. In 2014, the County increased its road inventory by 75 new roads that totaled 26 lane miles.</i>					
Hot Box Asphalt Trailer		30,000			3,200
<i>Needed to keep asphalt hot, which will reduce waste. Able to recycle asphalt and reduce purchasing asphalt. Eco-friendly.</i>					
Total Roads		256,200	146,200		11,600
Total Public Works - Facilities		310,500	148,500		17,100

[Information Technology Request: page 27](#)

GENERAL FUND BASELINE BUDGET VARIANCE COUNTY ADMINISTERED DEPARTMENTS

Dept.
Page#

23 **Emergency Services**

\$13,838,500 FY15 ADOPTED BUDGET

Salaries & Fringe

(\$1,200)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover.	0.0%
\$32,800	- Health cost increase due to claims experience and employee selections.	
\$59,400	- Adjusting Worker's Compensation rate which is a 34% rate increase over last fiscal year.	
(\$48,700)	- Savings due to reduction in Sheriff's Office Pension Plan contribution for Communication Dispatchers.	
(\$37,500)	- Savings due to reduction in County Pension Plan contribution.	
(\$7,600)	- Savings due to reduction in Life Insurance rate.	

Fire/EMS Communications

\$27,000	-Increase in the cost of the Motorola contract due to the addition of channels.
\$25,000	-To add a second beacon at the Waldorf tower and Indian Head tower which is required by the Federal Aviation Administration (FAA).
\$5,200	-To purchase two radio system antennas.
\$2,500	-To test a remote generator power at radio sites.
\$2,000	-Due to increased staff, the Division is requesting additional Training and Uniform funds.
(\$201,300)	-Reductions for one time costs and other line items.

Emergency Medical Services

\$9,000	-An increase in the Billing Contract based on EMS service collections.
\$6,800	-The Medical Expenses budget was increased to provide physicals for 82 employees.
\$3,900	-Wireless PC Connection budget was adjusted by \$3,900 to cover the wireless costs for tough pads that no longer funded by a grant and to cover funding for additional tablet that the Division is purchasing as a spare.

Tactical Response Team (TRT)

(\$1,500)	- Reduction in One-Time Funding
(\$2,300)	- Miscellaneous Adjustments in all Divisions.

(\$126,500)	TOTAL CHANGE FROM FY2015	-0.9%
\$13,712,000	FY16 BASELINE BUDGET	

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
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Emergency Services

Administration

Information Systems Technical Support Specialist	Sept	1.0	14	\$50,600	\$16,600	\$9,500	\$76,700
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Information Systems Technical Support Specialist is needed to handle work associated with the increased number and complexity of Information Technology systems within the Department and be available to work at all hours. Will also be responsible for coordinating/collaborating with Charles County Government Information Technology and Charles County Sheriff's Office Management Information System (MIS) to plan, test and deploy networks and connectivity between the Department and all regional public safety partners, and to troubleshoot network issues.

Tri-County Animal Shelter (TCAS)

Animal Shelter Attendant	July	4.0	6	\$128,800	\$60,400	\$4,000	\$193,200
Less Tri-County Support				(\$80,500)	(\$37,800)	(\$2,500)	(\$120,800)
Net Charles County				\$48,300	\$22,600	\$1,500	\$72,400

Comparing the current kennel staffing level of 5.6 FTE to the levels recommended by the National Animal Control Association and the Humane Society of the United States based on the number of animals (dogs/cats) cared for each day; the recommended kennel staffing would be 13.9 FTE. Of the 8.3 additional positions recommended by national experts, we are requesting 4 new full time kennel attendant positions in the FY2016 budget. Though part time staff is beneficial to augment periods when TCAS has special needs such as large numbers of seized animals to care for and those times of the year when our population and daily intake levels are at the highest, they do not have the buy in and dedication of full time career staff. This facility is jointly funded by Charles, St. Mary's and Calvert Counties. Charles County will be reimbursed for 62.5% of the actual expenses associated with these positions. Charles County Government is only responsible for 37.5% of operating costs. Essentially for the 4 attendant positions requested, Charles County will only be paying for 1.5 positions.

Animal Shelter Technicians	July	2.0	8	\$75,200	\$32,600	\$2,000	\$109,800
Less Tri-County Support				(\$47,000)	(\$20,400)	(\$1,300)	(\$68,700)
Net Charles County				\$28,200	\$12,200	\$700	\$41,100

These additional positions are requested to provide needed staffing to augment existing staff and duties and to enable Tri-County Animal Shelter (TCAS) to institute the more progressive animal shelter dog assessment program as they have recently been trained to do. Proper – up to date assessments of shelter dogs is needed to provide the levels of professionalism expected of us from our rescue partners. Each dog assessment takes approximately 20 minutes to properly complete. Every dog that is rescued and adopted undergoes this assessment though some assessed do not get rescued or adopted. The three year average of dogs rescued or adopted from TCAS is 2,448. With this number of dogs to assess that were live released, staff will spend a minimal amount of 816 hours a year assessing dogs. This does not include the time involved assessing dogs that were not placed nor does it include the time needed to perform routine duties such as sick animal care/medicating and intake processing of the approximately 9,000 animals the shelter receives each year.

As in the other positions requested in the budget process, 62.5% of the costs associated with these two positions will be paid by our partner counties. Essentially, TCAS will get two employees and Charles County will fund 37.5% of one position.

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Shelter Services/Clerical Assistant	July	1.0	5	\$29,900	\$13,800	\$1,000	\$44,700
Less Tri-County Support				(\$18,700)	(\$8,600)	(\$600)	(\$27,900)
Net Charles County				\$11,200	\$5,200	\$400	\$16,800

- A. This position is the primary contact for residents visiting the shelter to provide customer service. Each person visiting the shelter requires one on one contact to provide these services.
 - a. Reclaim of impounded pets,
 - b. Receives lost and found reports from the public, enters the data into the system and reconciles the information with animals in population and other reports to match up lost v found animals for reuniting with owners,
 - i. In FY13 there were 1,790 lost/found reports processed
 - ii. In FY14 there were 1,867 lost/found reports processed
 - c. Adoption counseling and contract review,
 - d. Schedules vet appointments for adopted animals,
 - e. Receives relinquished pets and strays from the public.
- B. Assists rescue groups when they are reviewing available animals or taking out animals.
 - a. Compiles information, puts on spreadsheet and sends out weekly "at risk" lists to rescue organizations.
- C. Answers incoming phone calls to the shelter and provides information needed to callers.
- D. This position must be staffed during all hours that the shelter is open to the public.
 - a. The shelter is open to the public 6 (six) days per week, excludes only Sundays and holidays,
 - b. One current approved FT position vs. 6 days of need per week equals more hours than standard 37.5 hour work week provides.
- E. The three year average (FY '11, '12 and '13) for the number of visitors to the Tri-County Animal Shelter is 14,244 visitors per year.

Assistant Shelter Supervisor	July	1.0	11	\$47,400	\$18,500	\$1,000	\$66,900
Less Tri-County Support				(\$29,600)	(\$11,600)	(\$600)	(\$41,800)
Net Charles County				\$17,800	\$6,900	\$400	\$25,100

With the inclusion of 6 additional kennel staff positions, the Attendant II will have 9 full time people plus any needed part time persons and Volunteers in Community Service (VICs) to supervise. This provides slightly more than the maximum number of 7 persons that one person can properly supervise. This does not include supervising the technicians, admin and clerical staff positions. Also with the expectations on the facility supervisor to provide increased programs on adoptions, rescues, training and other industry trends – an assistant is needed to help maintain the routine daily operations while these programs are set up and maintained. An assistant supervisor on site while the supervisor is off or off site working with other local agencies is also needed. Again, 62.5% of the cost of this position is reimbursed by our partner counties.

Subtotal - Animal Shelter		8.0		105,500	46,900	3,000	155,400
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FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Fire/EMS Communications							
Night Differential				\$26,500	\$2,700	\$0	\$29,200
<i>Increase Night Differential (ND) to re-establish pay parity with Charles County Sheriff's Office Dispatchers.</i>							
<i>Note: the SC&H audit of the 911 division dated June 24, 2013 stipulated that the demands of 911, Fire/EMS and shift supervision requires 5 dispatchers on duty 24/7. Subsequent to this audit the Commissioners funded additional staff in the 911 division to meet the 5 on 24/7 goal. By FY16, as new staff are trained and certified, we should transition from the current of 4 per shift to the required 5 per shift 24/7.</i>							
	4,380	Number of ND eligible hours in a year - evening shift 6:00 PM to 6:00 AM shi					
	21,900	Number of ND hours needed to cover night shift - 5 dispatchers 24/7					
	\$54,750	Amount required to fund ND on night shift at \$2.50 / hour					
	4,380	Number of ND hours needed to cover swing shift - 12:00 PM to 12:00 AM (Only one dispatcher would be scheduled on this shift per day)					
	\$8,760	Amount required to fund ND on swing shift at \$2.00 / hour					
	\$63,510	Total amount required to fund ND increase					
	37,000	Recommended Budget					
	\$26,510	Increase to recommended budget to fund ND parity with CCSO dispatchers					
Overtime				\$2,000	\$200	\$0	\$2,200
<i>Radio System Administrator is often contacted after hours and weekends to respond to system alarms and technical problems.</i>							
Subtotal - Fire/EMS Communications				\$28,500	\$2,900	\$0	\$31,400
Emergency Medical Services (EMS)							
Captains (2)	Oct	2.0	13	\$89,800	\$27,100	\$78,800	\$195,700
<i>Captains - 2 Administrative Captains to support mission critical administrative functions - quality assurance, training, safety, logistics and personnel services. The EMS Division staffs and supports personnel for 9 stations across the county. With the exception of 1 station (Charles County Mobile Intensive Care Unit in White Plains), services are provided on a 24/7, 365 days a year operational period. Since its inception in 2001, the EMS Division has transitioned from being a supplemental service to now the primary provider (60%) of emergency medical services in Charles County (FY 14 data). As this transition of both work load and demand for services increased, operational staffing was added to meet those needs without the compliment of essential administrative infrastructure and support personnel. The disproportionate service growth resulted in many essential administrative duties such as logistics, safety, training, quality assurance and personnel services relinquished to the realm of collateral duty assignments by full-time operations officers. While this business arrangement may have worked in years past, the effectiveness and efficiency to which these services are delivered now do not meet the ever growing demand for these core administrative support functions. In order to improve external and internal service delivery, the EMS Division is requesting 2 EMS Captains in FY 16 to fulfill the roles and responsibilities of logistical support, safety, training, quality assurance and personnel services. The national accepted standard for subordinate to supervisor ratio is 5 to 7 subordinates to every 1 supervisor (National Incident Management System - NIMS). The current subordinate to supervisor ratio in the EMS Division is 9:1. The 2 requested FTE's will relieve the collateral administrative duty assignments from the front line supervisors and transition them to committed administrative management staff. This will allow the front line supervisor to focus on management of EMS field providers thus improving upon patient care and delivery of service. Currently front line supervisory staff spends 50% of their time performing collateral administrative duties.</i>							
Lieutenants (4)	Oct	4.0	12	\$261,200	\$64,700	\$39,000	\$364,900
<i>EMS Lieutenants (Field Management Personnel) - Requesting 4 FTE's to perform the duties of EMS Field Supervisors. The current subordinate to supervisor ratio in the EMS Division is 1:9. The national accepted standard is 1:5 (NIMS). Additional field personnel will require additional supervisory staff to enable the EMS Division to effectively manage, train, and support personnel.</i>							

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Administrative Associate	Oct	1.0	9	\$31,200	\$9,000	\$6,900	\$47,100
<p><i>Administrative Associate - Requesting administrative support of both the Emergency Management Administration (EMA), Emergency Management Services (EMS) and Tactical Response Team (TRT) Divisions. Both Division's do not have committed critical administrative support and currently borrow administrative support services from the other Division's in the Department.</i></p> <p><i>The EMA, EMS and TRT Divisions are requesting a dedicated Administrative Associate to assist them with daily administrative duties. The aforementioned Divisions of the Department do not have a dedicated FTE assigned to them which provides mission critical administrative support. Instead, administrative time and services are "borrowed" from other personnel in the Department. The work hour equivalent to the time "borrowed" from other Divisions in the Department equates to 3,356.5 hours. Compared to the average administrative support distribution in County Government (2 persons per Division), the Department of Emergency Services has the least administrative support with 0.625 persons per Division. The requested position will greatly enhance the efficiency and productivity of the Department.</i></p>							
Overtime: 24/7 Scheduling				\$140,000	\$14,000	\$0	\$154,000
<p><i>24/7 Scheduling - The EMS Division is requesting funding to convert the employee duty schedule to a true 24/7 schedule thus eliminating the "Open Saturday" shift.</i></p> <p><i>The EMS Division provides 24/7 emergency medical coverage to 8 stations across the County. The current "M" schedule was adopted in 2004 to permit 8 hours each Saturday morning where volunteer personnel could fill in for career personnel thus saving overtime funds. Since FY 12, we have not had volunteer participation providing coverage on those designed "open Saturday morning shifts". The EMS Division is requesting the funds to transition the employee's schedule to a true 24/7 schedule thus eliminating the "open Saturday morning shifts" that are not being filled by volunteer personnel.</i></p>							
Shift Differential: Field Training Officer Pay				\$20,000	\$2,000	\$0	\$22,000
<p><i>Field Training Officer Pay - The EMS Division is requesting funding to provide fair compensation (\$2/hour) for EMS preceptors. As the only career EMS service in Southern Maryland, the EMS Division is routinely requested to provide teaching and instructional oversight to EMT and paramedic students seeking to complete their mandatory clinical time and patient contact assessments. Historically this role was filled by the volunteer EMS corps who is no longer capable of providing the service. These students come from the College of Southern Maryland, the University of Maryland's Fire and Rescue Institute and the Charles County Public School's Cadet Program. Each student is required to ride with a certified Field Training Officer (FTO) or preceptor until they have completed the field clinical time (100 to 300 hours/student). The EMS Division's FTO program was only designed to train internal employees and never intended to support educational programs. The increase in students over the years and extensive administrative demand (paperwork and follow-up) on the employee has become a burden to the Department. Given the reliance and present state of EMS operational programs in Southern Maryland and an established MOU with CSM, the aforementioned educational institutes have no other real option then to send their students to the EMS Division for field clinical time. The EMS Division is requesting a jurisdictionally comparable rate of compensation for Field Training Officers given their performance of added duties above and beyond their job description.</i></p>							
Overtime				\$25,000	\$2,500	\$0	\$27,500
<p><i>Medical Coverage for Stadium Events - The EMS Division is requesting funding to provide medical coverage at Regency Furniture Stadium for all baseball games and special events. In FY 13 volunteer EMS personnel stopped providing medical coverage to Regency Furniture Stadium. In FY 14 a private vendor committed to provide coverage however they recently lost their insurance and can no longer legally provide the service to the County. The EMS Division is requesting the overtime funds to provide essential medical coverage at a County owned facility/event.</i></p>							
EMS Request		7.0		\$567,200	\$119,300	\$124,700	\$811,200

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Charles County Mobile Intensive Care Unit (CCMICU), Station 60							
Lieutenants (1)	Oct	1.0	12	\$66,100	\$17,400	\$9,800	\$93,300
Paramedics (5)	July	5.0	11	\$304,900	\$87,400	\$48,800	\$441,100
EMT (5)	July	5.0	9	\$266,700	\$81,100	\$29,000	\$376,800
Ambulance						\$26,200	\$26,200
Volunteer Companies Request		11.0		\$637,700	\$185,900	\$113,800	\$937,400
Volunteer Companies Request		11.0		\$637,700	\$185,900	\$113,800	\$937,400
Other EMS Requests		7.0		\$567,200	\$119,300	\$124,700	\$811,200
Total EMS		18.0		\$1,204,900	\$305,200	\$238,500	\$1,748,600

Tactical Response Team

Hazmat Technicians (10) **Oct** **10.0** **11** **\$486,300** **\$153,500** **\$91,000** **\$730,800**

Hazmat Technicians requesting a total of 10 FTE's to staff the Tactical Response Team. The Tactical Response Team (TRT) provided 24/7 all-hazards response and mitigation capabilities in Charles County. The TRT is the only full service FEMA Type I Hazmat Team in Southern Maryland and the only qualified and equipped infectious disease unit in the County. Since its inception the Tactical Response Team (TRT) has been staffed with a cadre of collateral duty overtime and part-time personnel. Over the years the demand for service of the TRT has drastically risen by 55% pushing the response capabilities of a collateral duty/part-time team to the limits. As more and more duty assignments shift to the realm of the TRT it is increasingly difficult to maintain a safe, efficient and effective response force without committed FTE's.

The TRT Division is requesting funds to staff 10 full-time Hazmat Technicians 24/7 to meet the demands for service placed on the TRT.

Lieutenant **Oct** **1.0** **13** **\$56,400** **\$16,800** **\$8,600** **\$81,800**

Tactical Response Lieutenant requesting position to perform tasks and assignments as related to the direct management and oversight of the Tactical Response Team Division. The TRT Division is requesting 1 FTE to supervise and manage the day to day operations of the Tactical Response Team and its personnel. Budget approval for ten (10) full-time hazardous material technicians would require a supervisor to manage and support field operations personnel.

Increase in Overtime **\$13,000** **\$1,300** **\$0** **\$14,300**

*Increase Overtime based on current spending. **This request can be pulled should Department receive approval for the new Technician positions.***

Increase in Part Time **\$18,200** **\$1,800** **\$0** **\$20,000**

*Increase Part-time based on current spending. **This request can be pulled should Department receive approval for the new Technician positions.***

Subtotal - Tactical Response		11.0		\$573,900	\$173,400	\$99,600	\$846,900
Total - Emergency Services		38.0		\$1,963,400	\$545,000	\$350,600	\$2,859,000

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Emergency Services					
Administration Division					
Strategic Planning Study		170,000	170,000		
Less - Charles County Volunteer Firemen & EMS Associations Support		(85,000)	(85,000)		
<i>Strategic Planning Study was recommended in the 2013 audit conducted by the internal auditor. This study would also satisfy the FY2015 Commissioners Goal # 6 "Maintain a High Level of Public Safety". The Charles County Volunteer Firemen & EMS Associations have endorsed this study and have offered to pay for half of the study cost.</i>					
Total Administration		85,000	85,000		
Tactical Response Team (TRT)					
Rescue Vehicle		285,000			29,800
<i>Replace ES-17, model year 2005 truck and ES-11, model year 2003 enclosed cargo trailer with a Rescue vehicle similar to a vehicle the MD Department of Environment utilizes for spill responses. The County's spill response unit is the primary due unit along with the hazmat truck on all hazmat responses. Last year the unit ran 240 calls for service. Historically the Maryland Department of the Environment (MDE) was utilized to mitigate and remove spilled and or collected hazardous waste fluids from hazmat incidents. A few years ago the Charles County Tactical Response Team (TRT) was designated by MDE as an authorized spill response entity for Southern Maryland. In addition to being authorized agents of MDE the TRT is a registered FEMA Type I Hazmat Team with the National Capital Region Council of Governments. As a requirement to both of these credentials, the TRT must possess the capabilities to mitigate and off load a spill up to 275 gallons. The current truck and trailer tandem does not meet the US DOT motor carrier regulations to off load and remove spilled hazardous materials waste. In addition to the bent axles and weight restrictions of the existing vehicle set up, I submit the aforementioned for additional consideration.</i>					
Total Tactical Response Team		285,000			29,800
Emergency Management					
Printing		8,000	8,000		
<i>Increase printing for an updated Charles County Citizen's Guide for Emergency Preparedness and a Charles County Emergency Preparedness Calendar. The only version of the citizen's guide was created and distributed in 2003. These guides are still being requested for by citizens, senior citizens centers and local businesses. The calendar was first created in 2011 and was a big hit. Unfortunately, we have been unable to publish another one. We are requesting funding to publish one for calendar year 2016 and continue to have funding to publish annually.</i>					
Total Emergency Management		8,000	8,000		

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Career Emergency Medical Services (EMS)					
Automated Medical Supply Machines (2)		21,100			2,200
<p><i>The EMS Division is requesting 2 automated EMS supply machines to enhance the efficiency and accountability of EMS re-supply in the field. The automated medic supply inventory management machine is an automated dispensing and inventory control system based on age-old proven vending machine technology, combined with the enormous power of computer technology available today. Everything that is vended from the machine is tracked and accounted for with our web based system. More accountability means less waste: Fact-Consumable items in the workplace are often wasted, hoarded or misplaced by employees leading to significant expenses to your company or department. Reduce costs on average by 30% or more: ACCESS - provides access 24 hours a day, 7 days a week. No more having the supply room employee or supervisor being pulled from their duties to be bothered with this task. Place one or more units conveniently throughout the County for minimal travel distance of the employees. ACCOUNTABILITY - Know who took what, when and why. An online tracking system allows employees to use key fobs or company badges to retrieve the product as the system tracks who it was (employee name), when (day and time), what product (name or number), and why (optional truck number). Full accountability. CONTROL - You can restrict anyone from any specific products, on any day, at any certain time of the day. Reduce Product Shrinkage: The software tracks each employee's usage and can limit their access to supplies based on their job, department or time of the day. You can limit an employee to what they should use in a given period. Increase Employee Efficiency: The dispensers have the durability and capacity to hold a large stock of items. The machine can be located anywhere in the County for quick and easy access. Reports, Reports, Reports: Almost anything you need to know can be viewed in the available reports. Hundreds of report variations can give you information on specific product usage, type of product, by employee, by machine, for any date period, etc.</i></p>					
Utility Van		40,000			4,200
<p><i>The EMS and TRT Divisions are requesting a utility van to utilize for non-emergent events and transports. The Department's fleet of vehicles is limited to emergency response. There are numerous daily scenarios where staff must utilize a general purpose vehicle for official non-emergency county business such as (1) Training, (2) Meetings, (3) Public Education and Community Service Events, and (4) Staffing Transitions. Currently, the Department utilizes decommissioned emergency response vehicles as "pool" type vehicles to satisfy the aforementioned administrative needs. This year the Department surplused all of the decommissioned vehicles in the fleet creating the need for a general purpose vehicle for use by staff.</i></p>					
Total Career Emergency Medical Services (EMS)		64,600	3,500		6,400
Total Emergency Services		442,600	96,500		36,200

[Information Technology Request: pages 25-27](#)

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82 **Community Services**

\$6,976,000 FY15 ADOPTED BUDGET

Salaries & Fringe

- (\$16,100) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover. -0.4%
- (\$2,200) - Increase in grant transfers relative Federal Programs.
- (\$5,000) - Decrease in Recreation part-time charged to the Recreation Fund.
- \$24,300 - Full Year Impact of Pool Manager for St. Charles High School
- \$12,200 - Health cost increase due to claims experience and employee selections.
- \$23,300 - Adjusting Worker's Compensation rate which is a 34% rate increase over last fiscal year.
- (\$19,400) - Savings due to reduction in County Pension Plan contribution.

Transportation & Community Programs

- \$330,700 - Transfer Out represents the County's share of transportation operating grants and a 10% match on capitalized preventative maintenance, half of the Phase II Feasibility Study, eleven (11) replacement buses & replacement of two (2) sedans with mini-buses. An increase in operating is due to anticipated 1.8% increased cost of vendor contract for route services, \$150,287 in matching funds for full year implementation of St. Charles route, and the County's match for fringe cost increases.

Aging & Senior Programs

- (\$4,900) - Operating Costs decrease is net result of reductions in Printing, Office & General Supplies, Food/Meals, Training, Utilities and increase in Electric.
- \$74,000 - Transfer Out represents the County's one-time share for the Maryland Access Point Program.

Recreation

- (\$24,000) - Decrease for one time items for St. Charles High School pool.
- \$6,000 - Contract Service increase for higher number of Youth Sports Officials and increased cost of the officials.

Housing Authority

- (\$28,300) - Decrease in Transfer Out is due to projection of Administrative funding from HUD relative to Housing Choice Voucher Program.
- (\$26,400) - Decrease in Operating Costs is due to decreases in various expense lines based on spending patterns.
- \$3,500 - Due to increased costs in food, insurance, utilities and basic living necessities at Fuller House. This increase is needed to allow the vendor to continue to provide the necessary services to the residents of the home.

(\$1,500) - Miscellaneous Adjustments in all Divisions.

\$346,200	TOTAL CHANGE FROM FY2015	5.0%
\$7,322,200	FY16 BASELINE BUDGET	

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Community Services							
Recreation							
Community Centers							
Multi Center Coordinator	July	1.0	12	\$51,200	\$19,300	\$0	\$70,500
<p><i>In Fall 2007, the gymnasium at the Department of Community Services building was opened as the Port Tobacco Recreation Center. Since that time, the center operates year-round, 7 days a week, with various activities and programs for youth and adults. Also in 2007, Davis Middle School was opened, and although not officially recognized as a "school-based community center", the Recreation Division began operation of activities and programs at Davis including the multiple Youth Drop-In Programs, Youth Sports Clinics and Instructional Programs, and Adult and Youth Sports Leagues. In 2011, our programs at Davis continued to expand with the addition of the After School Program, and Summer Day Camp Program, both of which are amongst our most popular and well attended. These centers are currently staffed with part-time Facility Attendants and Program Assistants, but supervision is split amongst the Sports Program Supervisor, Community Center Supervisor, and Recreation Services Administrator. Even without a dedicated supervisor to oversee the facilities, both have continued to see an increase in usage particularly in youth sports and programs.</i></p>							
State and Federal Programs Administrator	Sept	1.0	15	\$54,700	\$18,800	\$1,800	\$75,300
<p><i>State & Federal Programs Administrator (formerly Aging Services Administrator): Significant work load increase and substantive changes to the type of work conducted by the Division, necessitates restoration of an essential position that was eliminated in FY09 budget cuts. Since that time, nine new state/federal grants have been added to the Division's responsibilities, mostly from the affordable care act & other state/federal mandates. The elderly population served by the Division has increased by 250% in the past 2 decades. In addition, new programs mandate expansion of the service population to disabled children enrolled in Medicaid long term care, and all disabled adults aged 18+ in the region. Grants management & compliance, management of fee-for-service billing, and program evaluation/reporting duties have grown exponentially.</i></p>							
Total - Community Services		2.0		\$105,900	\$38,100	\$1,800	\$145,800

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
<u>Community Services</u>					
Transportation & Community Programs Division					
Electronic Fareboxes		6,000		6,000	
<i>Due to the increase of the current fleet from 20 buses to 24, there is a requirement for the installation of four compatible electronic fareboxes. Four units are required @ \$15,000 each. County Portion: \$6,000</i>					
On Board Security Cameras		13,800		13,800	
<i>As ridership increases, the exposure to illegal activities on board transit buses is also increasing. Many transit systems are installing on board camera systems to discourage illegal activities and to make identification of perpetrators more effective for law enforcement. Transportation staff needs to move VanGo to this level preemptively. County Portion: \$13,750</i>					
VanGo Medium Duty Bus		15,500		15,500	
<i>This unit is to begin a transition to a 20% spare ratio. VanGo has been operating with a spare ratio just slightly above 10%. With the addition of the new St. Charles/Indian Head route the spare ratio will fall to an unacceptably low that is exacerbated by unreliable international Navistar buses. County Portion: \$15,540</i>					
<i>NOTE: Above cost are normally funded @ 80% Federal and 10% State, leaving the County with a 10% match.</i>					
Total Transportation & Community Programs		35,300		35,300	
Total Community Services		35,300		35,300	

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59 **Fiscal & Administrative Services**

\$5,881,600 **FY15 ADOPTED BUDGET**

Salaries & Fringe

- (\$41,800) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover. -0.8%
- \$35,600 - Health cost increase due to claims experience and employee selections.
- \$6,400 - Adjusting Worker's Compensation rate which is a 34% rate increase over last fiscal year.
- (\$34,800) - Savings due to reduction in County Pension Plan contribution.

Treasury

- \$2,000 -The Homestead Tax Credit Program is increasing by \$2,000 based on prior years. This is a fee paid to the State.

Purchasing

- (\$1,500) - Decrease is due to one time cost for equipment for the Senior Procurement Specialist position.

Information Technology

- \$43,200 Increase in Operating costs due to:
 - Included in Software and Upgrades are funds to cover Economic Development Website-Economic Development's new website that is going live in FY2015, Blink Software-customer management software for Economic Development, Zoom Prospect-site selection software also for Economic Development, Crypto Complete-encryption software for the IBM iseries, Zapier-software used to post CNS notifications to Facebook and Twitter, and NeoGov-used by Human Resources for job applications and tracking. \$27,700
 - Software and Upgrades increase also includes a \$400 increase for the Highway Capacity Software annual maintenance that is used by Planning & Growth Management.
 - Mainframe Repairs & Maintenance is increasing by \$5,000 for New World Systems Enterprise software annual maintenance.
 - Equipment Repairs and Maintenance includes funds for the Ipcelerate (phone system) annual maintenance, \$3,800.
 - Minor adjustments in other accounts such as telephones, cell phones, and Wireless PC Connection based on activity. \$6,700
- \$500 - Miscellaneous Adjustments in all Divisions.

	\$9,600	TOTAL CHANGE FROM FY2015	0.2%
	\$5,891,200	FY16 BASELINE BUDGET	

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Fiscal & Administrative Services				SPLIT 75% GENERAL FUND/ 25% W/S			
<u>Accounting</u>							
Assistant Chief of Accounting	Sept	0.8	17	\$47,900	\$14,500	\$3,000	\$65,400
<p><i>Due to the growing complexity of work and issues that arise day-to-day, requesting an Assistant Chief of Accounting position that will be able to share responsibility in decisions that relate to the various areas found within the Accounting Division. For some perspective, the County created the Accounting Division in 1994 and the current Chief of Accounting was the last existing position at the time hired and brought on board. As of FY1994, the County's budget for all funds was \$151,514,484 and the staffing level for Accounting was 13 positions. Today, the County budget for all funds is \$546,721,318 and the staffing level for Accounting is 18 positions. Budget has increased 361% and staffing has increased 138% since FY1994.</i></p>							
Total - Fiscal & Admin Services		0.8		\$47,900	\$14,500	\$3,000	\$65,400

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Fiscal & Administrative Services					
Information Technology Division					
FOR EMERGENCY SERVICES, CAREER EMERGENCY MEDICAL SERVICES (EMS):		80,500	5,500		7,900
TeleStaff Software					
<ul style="list-style-type: none"> • <i>Requesting modern time management and scheduling software package to manage the 130 plus personnel in the Department. Whether it is staffing the daily roster, deploying for a major disaster, coordinating off-duty work, or managing employee time, Kronos Workforce TeleStaff is uniquely designed to deliver and packed with the following features:</i> • <i>Notification: Scheduling and communication functionality is integrated in TeleStaff, which eliminates manual phone calls and expedites scheduling. The right employees are contacted in the right order and all communications are automatically documented.</i> • <i>Emergency response: TeleStaff finds and contacts employees by phone, text, email, and inter/intranet for quick scheduling and deployment. Vacant positions are automatically backfilled. And command post scheduling can be done via the Web. Plus, TeleStaff also tracks hours related to emergency response, and prepopulate its built-in FEMA reporting module.</i> • <i>Bidding: Automate position, shift, and vacation bidding. Managers can set up online auctions and employees can bid on or choose slots.</i> • <i>Mobile scheduling: Managers and employees can complete a wide range of scheduling-related and administrative tasks on a tablet or smartphone.</i> • <i>Time, leave, and accruals tracking: TeleStaff manages complex leave and benefit accruals. It uses unlimited work codes, incorporates compliance regulations via rules, tracks and logs all leave and time-off events, and produces operational labor and cost reports.</i> • <i>Compliance: TeleStaff supports user-defined compliance rules and applies those rules when staffing decisions are made.</i> • <i>Self-service: Employees can process requests, review notifications, view schedules, sign up for overtime, conduct shift trades, and more - all via phone, Web, tablet, or mobile device.</i> • <i>Integration: TeleStaff integrates with third-party Human Resources, payroll, time and labor, 911 Center's dispatch (CAD), and risk management solutions.</i> • <i>Reporting: With TeleStaff you gain extensive labor and management reports to help you make accurate decisions based on in-depth insight and real-time scheduling data.</i> 					

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
FOR EMERGENCY SERVICES, CAREER EMERGENCY MEDICAL SERVICES (EMS):		145,600	29,900		12,100

First Watch Software

- *Requesting "real time" performance measurement software package for key performance indicator management. Requested software integrates with all of the identified mission critical software applications the County, Council of Governments (COG) and State utilizes to monitor and adjust performance of assets and personnel to meet both national and industry standards and goals. Statement Description: To purchase and install FirstWatch, EMS system intelligence software that directly interfaces with our CAD and ePCR data.*

- *Justification and Benefits: FirstWatch is a real time, fully automated data analysis system which can provide our organization with system intelligence related to resource performance measurements, Bio-Surveillance and monitor clinical compliance. These measurements can be agency wide or for specific groupings and even individual response resources. Over the years, FirstWatch has helped EMS agencies monitor resource availability per response area as well as individual unit performance measures as it related to "turnout" and "hospital clear" times. FirstWatch provides the ability to drill down to the individual fire station location or specific crew configuration to help focus on the root causes of potential system performance issues. In fact, some of the information gained through these measures can help in developing future fire station design features that promote a safer and more efficient "turnout" response.*

- *Impact if Not Completed: In the January 2014, edition of JEMS magazine, the article DATA DRIVES CARE discusses the importance of linking system performance back to patient outcomes. One of the driving factors related to this initiative is the implementation of the Affordable Care Act (ACA). A major component of the ACA is to evaluate the overall system performance as it related to both EMS and the receiving hospital system. The new payment model included within the ACA requires that EMS agencies provide proof of performance in the areas of pre-hospital patient care and treatment protocol. In order to be reimbursed each agency must be able to obtain and provide their performance measurements and their success rates. Currently, we are only able to obtain this information through primitive search queries and manual extraction of the data. Our current process is a very labor intensive and time consuming task. FirstWatch would automate this data retrieval and analysis process and provide overall system performance measures that would lead to direct reimbursement of services.*

- *General Business Requirements: The primary purpose of the FirstWatch software platform would be to constantly monitor the specific data points that we have been identified as being mission critical to our daily EMS operations and treatment. Although our analytics will be predefined we are also able to reallocate or invent a special trigger to help identify unforeseen systems trends. This concept would prove most valuable in the event of a public health epidemic that is anticipated to affect our response region. An example of such a trigger could include "pediatric difficulty breathing" as the common data set to help determine if the enterovirus has entered our community. This information would also help feed the community hospitals so that we can better prepare for the increased responses.*

- *Critical Issues and Risk Factors: The most critical issue and risk factors associated with this proposal is the necessity to collect, capture and analyze mission critical data points specific to our response. In addition, we must realize that all the components of the ACA have not yet been implemented and additional data sharing is likely going to be required. EMS agencies must be prepared to capture, collect and analyze their portion of the overall patient experience. The message from Centers for Medicare and Medicaid Services (CMS) is clear - The future reimbursement model will be based on the ability to show patient care interventions and performance measurements that contribute to an overall better patient experience and outcome. The future model in healthcare cost revolves around bundled payments and sharing of information. In summary, we must be prepared to share mission critical EMS system performance information to public / private partners as part of the new cost reimbursement model. Failure in this area will result in loss of significant revenues for the County.*

- *Recommended Solution: Allow us to purchase, deploy and utilize FirstWatch to monitor and conduct real time analysis of data from the 911 Center's dispatch (CAD) system as well as data from our ePCR. This system enhancement would allow for real-time management of current issues or problems. We would then be able to react to information in real time rather than just capturing or reporting it three months later during quarterly review.*

- *"Cost Analysis and ROI: FirstWatch interfaces with existing data systems; we are able to leverage those existing systems, rather than having to replace them. Additionally, FirstWatch is already in use in Prince George's County which provides a potential opportunity for efficient sharing of trending data, while still maintaining protection of HIPAA data."*

FOR STATE'S ATTORNEY: Prosecutor Developed Office/Case Management Software		281,900			29,500
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To provide case management software for the State's Attorney's Office. Will have future operating impact of \$2,000 Annual Support Services, \$27,000 for Prosecutor Annual Cost and \$3,600 Annual Hosting Services if approved.

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
FOR DEPARTMENT OF PUBLIC WORKS, PUBLIC FACILITY: Cell Phone		400	400		
<i>Cell phone is needed for Custodial Worker II position for effective communication for assignments and emergencies.</i>					
FOR DEPARTMENT OF PUBLIC WORKS, PUBLIC FACILITY: Cell Phone		400	400		
<i>Cell phone is needed for Custodial Worker II position for effective communication for assignments and emergencies.</i>					
FOR EMERGENCY SERVICES, FIRE/EMS COMMUNICATIONS: 3 Desktop Computers		4,800		4,800	
<i>Not all 911 work stations currently have a desktop computer. Lack of a computer means that staff does not have access to email, internet, Citizen Notification System (CNS), work schedule, office software, etc.</i>					
Total Information Technology		513,600	36,200	4,800	49,500
Purchasing Division					
Disparity Study for the Minority Business Enterprise (MBE) Program		500,000	500,000		
<i>The MBE Program provides no tangible assistance to MBEs because it contains no MBE preferences. Preferences can only be established if a disparity study has been conducted, and determines a disproportionately low use of MBEs in accordance with judicial rulings. This is a critical requirement in order for the MBE Program to be effective. Commissioners have expressed interest in this study. Cost is based upon research conducted by Fred Shroyer in Jan 2012. Contractor to conduct a disparity study for the Minority Business Enterprise Program. The Study will require 10-12 months to conduct, and analyze all aspects of Charles County Government.</i>					
Total Purchasing		500,000	500,000		
Total Fiscal & Administrative Services		1,013,600	536,200	4,800	49,500

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93 **Planning & Growth Management**

\$2,728,600 **FY15 ADOPTED BUDGET**

Salaries & Fringe

- \$4,200 - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover. 0.2%
- \$18,200 - Health cost increase due to claims experience and employee selections.
- \$14,000 - Adjusting Worker's Compensation rate which is a 34% rate increase over last fiscal year.
- (\$16,900) - Savings due to reduction in County Pension Plan contribution.

Planning

- \$2,500 - Increase in the Printing account to offset anticipated expenses associated with color printing and printing required documents.
- \$1,400 - The Office Supplies account is increasing by \$1,400 to cover costs associated with replacement of zoning maps, and costs associated with the Historic Preservation Commission such as programs, printing, invitations, etc.
- \$1,200 - A \$1,200 increase in Dues & Subscriptions for membership fees to various associations.
- (\$1,000) - The Public Notices account is decreasing by (\$1,000).

(\$100) - Miscellaneous Adjustments in all Divisions.

	\$23,500	TOTAL CHANGE FROM FY2015	0.9%
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\$2,752,100 **FY16 BASELINE BUDGET**

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Planning & Growth Management (PGM)							
Planning							
Administrative Associate	Sept.	1.0	9	\$34,400	\$13,400	\$2,100	\$49,900
<i>Planning Division, with staff of 17, has no Administrative Associate. Capital Services Division has a vacant position, Project Administration Specialist, and the Department is requesting that the budget position control number (BPCN) be transferred to Planning. Since the position is funded by Capital Projects, PGM is requesting funding from the general fund to support Planning's needs.</i>							
Planning Technician	Sept.	1.0	10	\$37,100	\$14,900	\$2,100	\$54,100
<i>A new Planning Technician position will provide needed coverage in the following areas:</i>							
<ul style="list-style-type: none"> • Phone call and walk-in customer service • Same Day Permit issuance • Public inquiries sent via the internet • Review of Clearinghouse requests • Provides back-up assistance for core functions when other planners are absent for sickness, vacation, or lunch hours. 							
<i>The current Subdivision and Site Plan Program planners each perform duties specific to their respective core functional roles. Over the past three years, a trend is developing that indicates both core and permit review activities for this program group are increasing by 10% each year. The Same Day permit process has increased in activity by nearly 30% during this same period. Due to the increase in core function activities, planners are unable to meet deadlines associated with the core functions due to the constant requests for customer service from walk-ins, phone calls, and internet inquiries, as well as the increase in permit activity.</i>							
<i>The new Planning Technician position will provide more timely assistance to the public and will allow the existing planners to apply more uninterrupted time to apply to the core functions each employee is responsible for, thus increasing customer service in those core function areas as well. This relates to Commissioners Goal #1, Objective #10, Explore the viability of redevelopment of Aqualand.</i>							
Planner I	Sept.	1.0	12	\$43,300	\$16,300	\$2,100	\$61,700
<i>Planner I needed in Planning/Community Planning Section to handle workload increase - Village planning, Historic Preservation Commission, etc. Community Planning's work load has increased over the past several years to include numerous land acquisition and long range planning projects. They manage a new board (HPC) without adding staff. Community Planning would utilize the new position to assist with implementation of the Port Tobacco, Benedict and Hughesville village plans, review development plans, administer grants, and assist with a variety of tourism enhancement and waterfront development projects such as Rich Hill, Pomonkey Historic District, and Popes Creek Powerplant revitalization design. Overall, the addition of a Planner I would allow existing senior planners in the Community Planning section to work on projects with greater complexity, including new studies related to the Hughesville Town Center and Newburg-Cliffton-Aqualand sub-area plan. Some of these projects would be delayed without this additional staff.</i>							
Subtotal - Planning		3.0		\$114,800	\$44,600	\$6,300	\$165,700
Resource and Infrastructure Management							
Part Time I		0.1		\$7,500	\$600	\$0	\$8,100
<i>Part time consulting assistance to work on implementation of the Adequate Public Facilities Ordinance Committee recommendations, overdue mandated Water and Sewer Plan, and Docket 90 related items.</i>							
Subtotal - RIM		0.1		\$7,500	\$600	\$0	\$8,100
Total - PGM		3.1		\$122,300	\$45,200	\$6,300	\$173,800

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Planning and Growth Management					
Planning					
Special Events/Awards		2,000	2,000		
<p><i>This is requested to address a need that has been funded by various sources in the past, sometimes grants if available. Community Planning is required to host events such as: Historic Preservation Commission awards, Port Tobacco grand openings - Stagg Hall, Benedict ground breaking for community improvements, etc. This is needed to provide a service expected by the County Commissioners, but never before funded. Other community outreach expenses include public participation for studies like Joint Land Use Study (JLUS), Airport Land Use. Staff often provides snacks and drinks at their own expense. Preservation award plaques are needed and media division charges us for services they provide. This would cover those expenses.</i></p>					
Contract Archeologist - Inspection Fund Support		25,000	25,000		
Reduced Part Time		(9,700)	(9,700)		
<p><i>This is to fund the part time contracted position. It was previously cost shared between a Maryland Historical Trust grant and the County. The grant is no longer available. Planning and Growth Management is requesting \$25,000 from the General Fund to support the position. However, Planning and Growth Management is reducing their General Fund Part Time Budget by \$9,700 to help cover this request. The total impact to the General Fund is an increase of \$15,300. These funds will then be transferred to the Inspection Fund to help cover the full costs associated with the Contract Archeologist Position.</i></p>					
Total Planning		17,300	17,300		
Inspections & Enforcements Division					
Contract Zoning and Nuisance Inspector		60,000	60,000		
<p><i>Proposed contract zoning & nuisance inspector to handle increased workload. Total of inspections increased 37%, with Nuisance Abatement cases doubling. It is anticipated that Nuisance legislation will be proposed to reduce timeframe for inspection & clean up which will be placing greater demands on this unit. Position will also assist Inspection Manager with Clean & Lien implementation and follow-up. This relates to Fiscal Year 2015 Commissioner Goal #4, Objective #1.</i></p>					
Total Inspections & Enforcements		60,000	60,000		
Total Planning & Growth Management		77,300	77,300		

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111 **Economic Development**

	\$1,210,500	FY15 ADOPTED BUDGET	
<u>Salaries & Fringe</u>			
	(\$600)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover and changes in fringe benefit costs.	-0.1%
<u>Operating Costs</u>			
	\$1,600	- An increase in rent based on lease agreement which includes a 3% escalation clause per year. \$1,600	
	(\$60,000)	- Funds have been reallocated to better fit department needs as follows: - Reduce Advertising to fund Recruitment Marketing, New Position request, and Contract Services increase.	
	\$57,400	- Recruitment Marketing \$33,000. The remaining \$24,400 is being used to offset the cost of a new position request if approved.	
	(\$10,000)	- Decrease in Dues and Subscriptions to provide additional funds for the Economic Summit.	
	\$10,000	- Increase Economic Summit budget to \$35,000.	
	\$2,600	- Increase Contract Services (funds from Advertising).	
	\$600	- Miscellaneous Adjustments.	
	\$1,600	TOTAL CHANGE FROM FY2015	0.1%
	\$1,212,100	FY16 BASELINE BUDGET	

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
<u>Economic Development</u>							
Marketing and Communications Specialist	July	1.0	12	\$51,200	\$18,000	\$0	\$69,200
Less Part Time I		(0.8)		(\$33,700)	(\$600)	\$0	(\$34,300)
Less Part Time II		(0.3)		(\$10,100)	(\$400)	\$0	(\$10,500)
Less Advertising						(\$24,400)	(\$24,400)
		0.0		\$7,400	\$17,000	(\$24,400)	\$0

The Marketing Specialist oversees the development and execution of marketing and public relations implementation efforts for the Economic Development Department in support of the County's Economic Development strategy. The need for the position had been identified in the original recommendations for the reinstatement of the Department of Economic Development. In order to continue building an Economic Development program and effectively utilize and manage outsourced marketing consultant(s), the department must broaden the scope of maturing projects related to the Commissioners FY16 goals and objectives.

FY 2016 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
<u>Economic Development</u>					
Incentive Fund		100,000	100,000		
<p><i>The \$100,000 request for an Incentive Fund is necessary in order to leverage State of Maryland dollars available to help the County retain and attract business through forgivable loans. Maryland Department of Business & Economic Development (DBED) finance programs require local participation of 10%. Therefore, we must have a source of these local funds in order to continue using state resources in our economic development incentive packages.</i></p>					
Contract Services		8,700	8,700		
<p><i>The Economic Development contract services line item includes a request for additional funds to be used for small incentives to assist businesses as appropriate. The need was demonstrated in FY 15 when the department provided \$2,000 for training from the Maryland Manufacturing Extension Partnership to a local company that will result in improved operations in support of expansion and new job creation. This opportunity demonstrated the need for a small amount dedicated to providing such assistance to local companies.</i></p>					
Total Economic Development		108,700	108,700		

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39 **County Commissioners**

	\$523,800	FY15 ADOPTED BUDGET	
<u>Fringe</u>	(\$16,200)	- Decrease in Health and Dental participation and County Pension Plan contribution.	-4.7%
		(\$16,200) TOTAL CHANGE FROM FY2015	-3.1%
		\$491,400	FY16 BASELINE BUDGET

41 **Administrative Services**

	\$2,490,300	FY15 ADOPTED BUDGET	
<u>Salaries & Fringe</u>	(\$6,400)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover.	-0.5%
	\$18,000	- Health cost increase due to claims experience and employee selections.	
	\$10,700	- Adjusting Worker's Compensation rate which is a 34% rate increase over last fiscal year.	
	\$70,000	- Full Year Impact of WURC Administrative Coordinator.	
	\$20,900	- Full Year Impact of Tourism Staff.	
	(\$5,300)	- Savings due to reduction in County Pension Plan contribution.	
<u>Administration</u>	(\$70,000)	- Operating Cost related to the WURC program were decreased to fund the full year impact of the WURC Administrative Coordinator.	
<u>Security</u>	(\$2,300)	- One time costs to purchase a replacement I.D. Card Printer in FY15.	
<u>Media</u>	(15,200)	- Dues/Subscriptions are being moved to the Cable TV/I-Net Fund.	
<u>Tourism</u>	\$3,800	- Increase in dues & subscriptions and training due to full staffing in the Tourism Office.	
	\$500	- Miscellaneous Adjustments in all Divisions.	
		\$24,700 TOTAL CHANGE FROM FY2015	1.0%
		\$2,515,000	FY16 BASELINE BUDGET

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
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COUNTY DEPARTMENTS

County Administrator

Safety

Part Time I	0.6		\$16,400	\$1,300	\$1,900	\$19,600
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Administrative Assistant will assist the County Safety Officer with administrative tasks such as databases, file management, word processing of letters, memos, envelopes, labels, etc. and cover the office when the Safety Officer is in the field. Charles County Government has become self-insured with Workers' Compensation in the last 2 years and this has increased the workload within the Safety Office. By having an administrative assistant, this will allow the Safety Officer to focus more on the technical aspects of the job.

Security

Security Associates (2)	July	2.0	5	\$59,800	\$29,200	\$0	\$89,000
Less Part Time				(\$35,000)	(\$3,500)	\$0	(\$38,500)
				\$24,800	\$25,700	\$0	\$50,500

These current part-time positions are requested to be upgraded to full time positions. These positions have been part time for over 7 years. There is a need to have two security aides to work the security desk Monday thru Friday. The aides will be able to perform the mail function. With two aides there will be no need for the Building Security Officer (BSO) to run and sort mail and to give morning and lunch breaks. This will allow for the BSO to routinely visit other county government facilities. They will be able to provide escorts throughout the building and can assist with understaffing in C Wing.

IF ABOVE REQUEST IS NOT APPROVED, THE DEPARTMENT IS REQUESTING \$34,500 FOR ADDITIONAL PART TIME HELP .

Total - County Administrator	2.6		\$41,200	\$27,000	\$1,900	\$70,100
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GENERAL FUND BASELINE BUDGET VARIANCE COUNTY ADMINISTERED DEPARTMENTS

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40 **County Attorney**

	\$954,400	FY15 ADOPTED BUDGET	
<u>Salaries & Fringe</u>			
	(\$1,600)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover and changes in fringe benefit costs.	-0.2%
<u>Operating Costs</u>		no change	
		(\$1,600) TOTAL CHANGE FROM FY2015	-0.2%
		\$952,800 FY16 BASELINE BUDGET	

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
<u>County Attorney</u>							
Legal Assistant I	July	1.0	8	\$37,600	\$15,500	\$0	\$53,100
Less Part Time		(0.6)		(\$20,400)	(\$1,600)	\$0	(\$22,000)
				\$17,200	\$13,900	\$0	\$31,100
<i>Provide full-time receptionist duties, assist w/ support of legal files software program, back-up clerical support to staff.</i>							
Total - County Attorney		0.4		\$17,200	\$13,900	\$0	\$31,100

GENERAL FUND BASELINE BUDGET VARIANCE COUNTY ADMINISTERED DEPARTMENTS

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50 **Human Resources**

	\$816,800	FY15 ADOPTED BUDGET	
Salaries & Fringe			
	(\$6,500)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover and changes in fringe benefit costs.	-1.5%
	(\$3,600)	- Reduction of the Part-Time I budget to partially cover annual license fee for NeoGov.	
Operating Costs			
	(\$6,000)	- Employee Education is decreasing by (\$6,000) to cover the costs associated with the annual licensing fee for NeoGov, which is included in the I.T. Budget.	
	(\$5,000)	- Based on previous years trends, Job Ads is being decreased by (\$5,000).	
	\$500	- A budget increase of \$500 in Flexible Spending Administration Fees based on FY15 costs.	
	\$100	- A \$100 budget increase in Printing to account for toner cost of new printer.	
	(\$20,500)	TOTAL CHANGE FROM FY2015	-2.5%
	\$796,300	FY16 BASELINE BUDGET	

FY 2016 New Position Requests - General Fund

Request Greater than Baseline

	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Human Resources							
Recruitment Specialist		1.0	11	\$47,400	\$17,300	\$1,600	\$66,300
<i>In 2014, Commissioner Davis requested that the Department of Human Resources recruit all part-time I positions. Currently, there are 143 part-time I active positions. Throughout the year, there could be as many as 200. Between 7/1/2014-10/31/2014, DHR received 2,161 full-time applications (not including eligibility lists). With only 1.5 FTEs currently supporting Recruitment for all County government, the addition of recruiting part-time positions adds an extra strain on the department and necessitates an additional full time position.</i>							
Total - Human Resources		1.0		\$47,400	\$17,300	\$1,600	\$66,300