

# TABLE OF CONTENTS

	<u>Page #</u>
<b><u>GENERAL FUND</u></b>	
<b>EDUCATION APPROPRIATIONS</b>	
Education Summary/Graph .....	1
Board of Education.....	2
College of Southern Maryland.....	3
Library.....	5
Other Education.....	8
<b>PUBLIC SAFETY</b>	
Public Safety Summary/Graph.....	9
Sheriff's Summary/Graph.....	10
Sheriff's Office.....	11
Corrections.....	19
Automated Enforcement Unit (AEU).....	21
Fingerprinting Services.....	22
Emergency Services Summary/Graph.....	23
Emergency Services Administration.....	25
False Alarm Reduction Unit.....	26
Animal Control.....	27
Animal Shelter.....	28
Fire & EMS Communications .....	29
Career Emergency Medical Services.....	31
Tactical Response Team.....	33
Emergency Management.....	34
Volunteer Fire Protection & Emergency Medical Services.....	35
<b>GENERAL FUND DEBT.....</b>	<b>36</b>
<b>GENERAL GOVERNMENT APPROPRIATIONS</b>	
General Government Summary/Graph.....	37
Commissioners.....	39
County Attorney.....	40
Commissioner Office Administration.....	41
Administration.....	42
Security .....	43
Media.....	44
Office of Tourism.....	45
Safety .....	46
Election Board.....	47
Liquor Board.....	49

# TABLE OF CONTENTS

	<u>Page #</u>
<b><u>GENERAL FUND</u></b>	
<b>GENERAL GOVERNMENT APPROPRIATIONS</b>	
Human Resources Administration .....	50
Other Fringe Benefits.....	52
Central Services.....	53
Orphan's Court.....	54
Circuit Court, Grand Jury, and Law Library.....	55
State's Attorney's Office.....	57
<b>FISCAL and ADMINISTRATIVE SERVICES</b>	
Fiscal and Administrative Services Summary/Graph.....	59
Administration .....	61
Budget.....	62
Information Technology.....	64
Purchasing.....	66
Accounting.....	68
Treasury.....	69
<b>PUBLIC WORKS - FACILITIES</b>	
Public Works Summary/Graph.....	71
Administration.....	73
Building & Trades.....	74
Parks and Grounds.....	76
Vehicle Maintenance.....	78
Road Maintenance.....	80
<b>COMMUNITY SERVICES</b>	
Community Services Summary/Graph.....	82
Administration.....	84
Transportation & Community Programs.....	85
Aging and Community Centers.....	87
Recreation.....	89
Housing Authority.....	91
<b>PLANNING &amp; GROWTH MANAGEMENT</b>	
Planning & Growth Management Summary/Graph.....	93
Administration.....	95
Planning.....	97
Inspection & Enforcement.....	99
Codes & Permits.....	101
Resource & Infrastructure Management.....	103

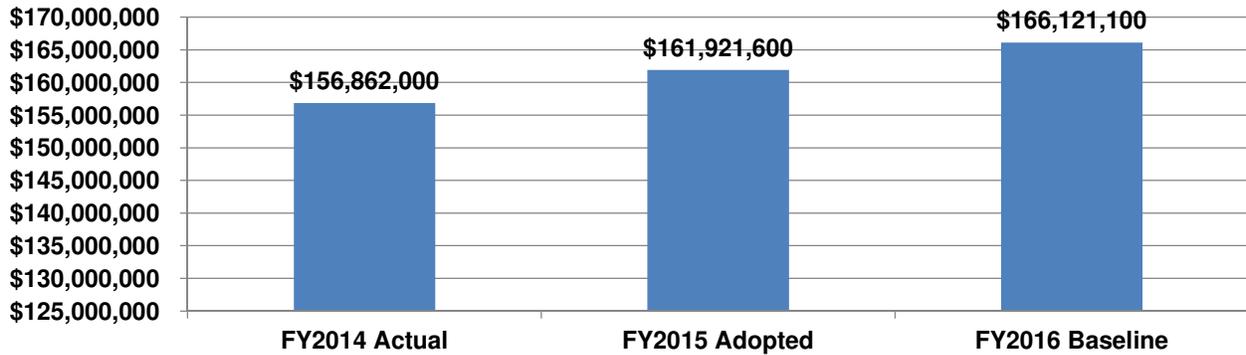
# TABLE OF CONTENTS

	<u>Page #</u>
<b><u>GENERAL FUND</u></b>	
<b>HEALTH</b>	
Health Summary/Graph .....	105
Charles County Department of Health.....	106
Other.....	109
<b>SOCIAL SERVICES.....</b>	<b>110</b>
<b>ECONOMIC DEVELOPMENT</b>	
Economic Development Summary/Graph.....	111
Economic Development Department.....	112
Other.....	113
<b>CONSERVATION OF NATURAL RESOURCES</b>	
Conservation of Natural Resources Summary/Graph.....	114
University of Maryland Extension.....	115
Soil Conservation.....	117
Weed Control.....	118
Gypsy Moth .....	118
Resource Conservation & Development .....	119
<b>OTHER</b>	
Capital Projects Transfer.....	120
Reserve for Contingency.....	121
Other Financing Uses.....	121

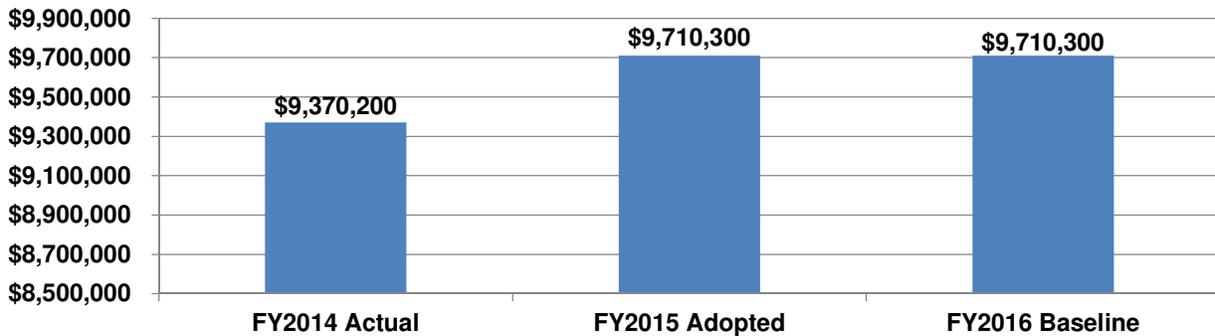
## Education Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Fringe Benefits	\$217,252	\$230,300	\$246,800	\$0	\$16,500	7.2%
Operating Costs	202,233	255,800	238,600	0	(17,200)	-6.7%
Agency Funding	169,819,200	175,175,700	179,375,200	0	4,199,500	2.4%
<b>Total Baseline</b>	<b>\$170,238,686</b>	<b>\$175,661,800</b>	<b>\$179,860,600</b>	<b>\$0</b>	<b>\$4,198,800</b>	<b>2.4%</b>
Request Greater Than Baseline			17,266,600	0	17,266,600	New
<b>Total Expenditures</b>	<b>\$170,238,686</b>	<b>\$175,661,800</b>	<b>\$197,127,200</b>	<b>\$0</b>	<b>\$21,465,400</b>	<b>12.2%</b>
<b>Total Expenditures as % of Budget:</b>	<b>50.8%</b>	<b>49.5%</b>	<b>49.3%</b>	<b>0.0%</b>		

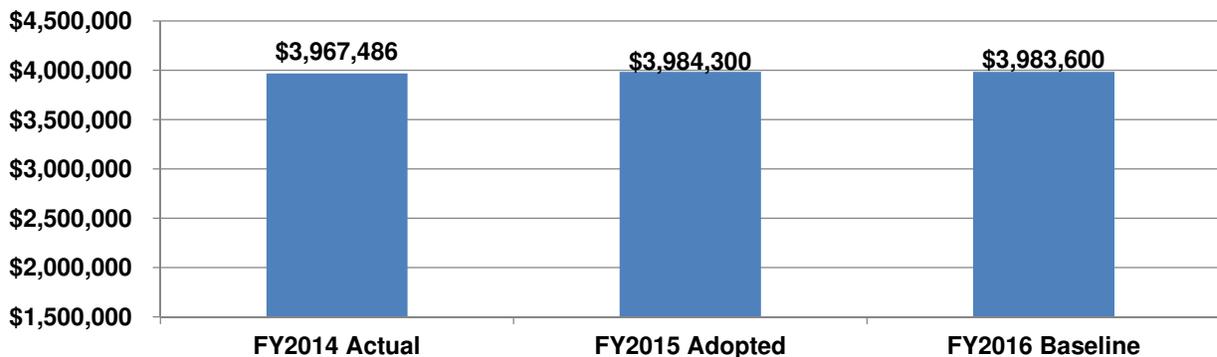
### Board of Education



### College of Southern Maryland



### Library



# Education

**Department:** Education 01.34  
**Division\Program:** Board of Education (BOE) Fund: General  
**Program Administrator:** Board of Education

Dr. Kimberly Hill, Superintendent of Schools 301-932-6610 301-870-3814  
 Mailing Address: Charles County Public Schools  
 P.O. Box 2770 La Plata, Maryland 20646  
 Physical Address: Jesse L. Starkey Administration Building  
 5980 Radio Station Road, La Plata, MD 20646  
[www.ccboe.com](http://www.ccboe.com)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Agency Funding Operating	\$151,872,400	\$156,279,300	\$159,530,400		\$3,251,100	2.1%
Agency Funding Pension	4,989,600	5,642,300	6,590,700		948,400	16.8%
<b>Total Baseline</b>	\$156,862,000	\$161,921,600	\$166,121,100	\$0	\$4,199,500	2.6%
Request Greater Than Baseline			16,444,200		16,444,200	New
<b>Total Expenditures</b>	\$156,862,000	\$161,921,600	\$182,565,300	\$0	\$20,643,700	12.7%

### Baseline Changes and Useful Information:

- Budget number reflects County funding only.
- The FY2015 Board of Education budget funded phase one of two for the opening of St. Charles High School and an increase in teacher pension costs.
- **FY16 Baseline:**

\$150,878,300	FY15 Maintenance of Effort (MOE)
5,642,300	FY15 Pension
5,401,000	FY15 Excess MOE
<b>\$161,921,600</b>	<b>Total FY15 funding</b>
(5,642,300)	Less FY15 Pension
(678,100)	Amount Below Previous Year's Maintenance Of Effort Level
\$155,601,200	FY16 Maintenance of Effort (MOE)
6,590,700	FY16 Pension- increase of \$948,400
<b>\$162,191,900</b>	<b>FY16 Mandate</b>
2,300,000	Proposed additional funding for St. Charles High School, Phase 1
<u>1,629,200</u>	Proposed St. Charles High School, Phase 2 (additional grade)
<b>\$166,121,100</b>	<b>FY 16 Baseline</b>

### Description:

Charles County Public Schools is a metropolitan-area school system serving nearly 26,000 schools. The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. The public school system is involved in a large variety of activities including classroom instruction; enrollment and zoning; registration; transportation; school closings; food services and academic records.

The educational policies, procedures and programs of the public schools in the County are the responsibility of the Charles County Board of Education and the County Superintendent of Schools, who is appointed by the Board of Education. The Maryland Board of Education conducts state administration of certain aspects of the County program. Operation of the schools is the responsibility of the County Superintendent of Schools. The education program includes grades prekindergarten through 12. Additionally, a three-year-old program is offered at Title I elementary schools. School counseling, health services, pupil services, psychological services, adult education, career technology education (CTE) programs, special education, after-school and extracurricular programs supplement the regular instructional programs.

### Objectives & Measurements:

**MISSION-** The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

**VISION-** The vision of Charles County Public Schools is to create the best environment where all students experience academic success, develop personal responsibility and achieve career readiness for the 21st century.

## Education

**Department:** Education 01.34  
**Division\Program:** Board of Education (BOE) Fund: General  
**Program Administrator:** Board of Education

<u>Positions:*</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Title	FTE	FTE	FTE	FTE	FTE
Administration	85.5	84.5	81.5	80.5	80.5
Mid-Level Administration	264.5	266.5	263.5	278.5	279.5
Instructional	1,990.2	1,965.2	1,958.1	1,938.9	1,967.9
Special education	457.4	461.6	452.0	486.1	491.1
Student Personnel Services	44.0	44.0	41.0	47.0	47.0
Student Transportation Services	9.5	8.0	10.0	18.0	18.0
Operation of Plant	234.8	229.8	221.8	249.3	261.3
Maintenance of Plant	54.0	55.0	56.0	58.0	58.0
Community Services	0.5	0.0	0.0	0.0	0.0
Capital Outlay	4.0	4.0	2.0	4.0	4.0
<b>Total Full Time Equivalent</b>	<b>3,144.4</b>	<b>3,118.6</b>	<b>3,085.9</b>	<b>3,160.3</b>	<b>3,207.3</b>

Note: Does not included Student Health Services; nurses are contracted with the Charles County Health Department.

\* The positions listed are not County Government employees.

\*\* FY16 FTE to be determined based on funding level.

**Department:** Education 01.34  
**Division\Program:** College of Southern Maryland (CSM) Fund: General  
**Program Administrator:** Dr. Bradley Gottfried, President

Charles County Campus Mailing Address: PO Box 910, La Plata, MD 20646 Physical Address: 8730 Mitchell Road, La Plata, MD 20646 <a href="http://www.csmd.edu">www.csmd.edu</a>	Operator: 301-934-2251 301-870-3008 Automated Attendant: 301-934-7790 301-870-2309
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<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Agency Funding	\$9,370,200	\$9,710,300	\$9,710,300		\$0	0.0%
<b>Total Baseline</b>	<b>\$9,370,200</b>	<b>\$9,710,300</b>	<b>\$9,710,300</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
Request Greater Than Baseline			120,000		120,000	New
<b>Total Expenditures</b>	<b>\$9,370,200</b>	<b>\$9,710,300</b>	<b>\$9,830,300</b>	<b>\$0</b>	<b>\$120,000</b>	<b>1.2%</b>

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

- Budget number listed above reflects County funding only.
- CSM total requested budget including State and Tuition equals \$35.7 million for all Charles County Campuses.
- Credit tuition is projected to increase by \$6 to \$121 per credit hour for in-county students.
- Student enrollment is projected to decline slightly.

### **Description:**

CSM's Vision, "Transforming Lives Through Lifelong Learning and Service", provides the foundation for this institution as an open-admissions, comprehensive regional community college that fosters academic excellence and enhances lives in Southern Maryland. CSM meets the diverse needs of students and the community by providing accessible, accredited, affordable, and quality learning opportunities for intellectual development, career enhancement, and personal growth. The college embraces lifelong learning and service, providing a variety of personal enrichment and cultural programs in a safe and welcoming environment.

CSM makes learning possible for everyone through varied programs and flexible learning opportunities. With over 68 associate's degrees, 38 credit certificates, 33 credit letters of recognition, and 183 on-line courses, self-paced courses, and weekend college, CSM aims to offer opportunities for everyone to fit college into their schedules. A variety of services is also offered in business, continuing education programs, kids' and teen college, wellness and fitness services, and fine arts events.

## Education

**Department:** Education 01.34  
**Division\Program:** College of Southern Maryland (CSM) Fund: General  
**Program Administrator:** Dr. Bradley Gottfried, President

<b>Positions:*</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Full-time permanent faculty	85.0	84.0	84.0	92.0	94.0
Part-time permanent faculty	1.8	2.0	2.0	2.5	6.0
Full-time permanent staff	273.0	275.0	275.0	306.0	283.0
Part-time permanent staff	22.2	19.6	19.6	18.1	17.5
<b>Total Full Time Equivalent</b>	<b>382.0</b>	<b>380.6</b>	<b>380.6</b>	<b>418.6</b>	<b>400.5</b>

\* The positions listed are not County Government employees.

** Part-time adjunct faculty/Temporary Positions	464.5	498.0	498.0	502.0	531.0
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\*\* Not converted to Full Time Equivalency.

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<b>Enrollment</b>					
Number of Enrolled Credit Students	12,722	12,901	11,924	11,447	11,447
Total Number of Credit-Free Course Registrations	15,333	15,342	13,900	13,344	13,344
Number of Students Transferring	2,103**	2,866	2,784	2,900	2,900
Percent of County Population Served	59.0%	61.0%	58.0%	61.0%	61.0%
In-County Tuition and Fees Per Credit	\$132	\$137	\$139	\$141	\$149
<b>Quality</b>					
Number of Graduates	980	1,133	1,225	1,274	1,274
Student Evaluation of Credit Instruction (1= Needs Much Improvement, and 5= Exceptional)	4.5	4.6	N/A	N/A	N/A
Four-Year Transfer/Graduation Rate	56.0%	52.0%	53.0%	59.0%	59.0%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	4.1	4.1	4.1
<b>Workforce Training</b>					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	3.8	3.8	3.8
Employer Satisfaction with Graduates	n/a	n/a	n/a	n/a	n/a
Employment Rate of Graduates	80%	80%	88%	80%	80%

\*\*Previously Number of Students Transferring were reported by MHEC Undergraduate Transfer Reports. MHEC Undergraduate Transfer Report listed students who transferred only to Maryland State institutions. Beginning in FY2012, The number of students transferring is retrieved from the National Student Clearinghouse (NSC). NSC collects enrollment verification on students and allows colleges to track students as they move from one institution to another. NSC provides transfer information for all colleges (in-state, out-of-state, and private institutions). For example, 2,108 CSM students from fall 2010 and spring 2011 transferred to another institution in 2011-2012.

## Education

**Department:** Education Appropriations 01.47  
**Division\Program:** Charles County Public Library (CCPL) Fund: General  
**Program Administrator:** Diane Johnson, Acting Director

Administrative Offices located at the La Plata Branch Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646 301.934.9001 301.870.3520 <a href="http://www.ccplonline.org">www.ccplonline.org</a>	Business Hours : Monday-Thursday: 9:00 AM-8:00 PM Friday: 1:00 PM-5:00 PM Saturday: 9:00 AM-5:00 PM
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Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Fringe Benefits	\$217,252	\$230,300	\$246,800		\$16,500	7.2%
Operating Costs	198,233	242,200	225,000		(17,200)	-7.1%
Agency Funding	3,552,000	3,511,800	3,511,800		0	0.0%
<b>Total Baseline</b>	<b>\$3,967,486</b>	<b>\$3,984,300</b>	<b>\$3,983,600</b>	<b>\$0</b>	<b>(\$700)</b>	<b>0.0%</b>
Request Greater Than Baseline			702,400		702,400	New
<b>Total Expenditures</b>	<b>\$3,967,486</b>	<b>\$3,984,300</b>	<b>\$4,686,000</b>	<b>\$0</b>	<b>\$701,700</b>	<b>17.6%</b>
Capital Lease budget in Debt Service	5,535	5,500	5,500		0	0.0%
<b>Total County Support</b>	<b>\$3,973,021</b>	<b>\$3,989,800</b>	<b>\$4,691,500</b>	<b>\$0</b>	<b>\$701,700</b>	<b>17.6%</b>

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

- Budget numbers listed above reflect County funding only.
- The Library's total FY2016 requested budget including State and other revenue equals \$5.8 million.
- Fringe Benefits represent library employees participation in the County's Health & Dental plan.
- Operating Costs represents utilities that the County pays directly on the Library's behalf for county owned facilities.

### **Description:**

Our mission is to acquire and make available information, books, and other library materials that most closely match the needs of our service community, the residents of Charles County. We are continuing to place emphasis on materials and use of these materials, especially as we mix traditional books with electronic databases. The public library also offers programs that encourage families to use libraries - as evidenced by our increase in registered borrowers.

Vision Statement - As a leader in the community, the Charles County Public Library sets the standard of responsive service for all. Our professional staff's people-first approach to meeting diverse information needs features the finest traditional and innovative technologies and techniques. Our community turns to us as its premiere source of information for life.

### **Goals & Objectives**

**Strategic Goal 1:** CCPL has exemplary leadership and management strategies that result in superior library services to our customers.

**Strategic Goal 2:** CCPL employs policies and procedures that lead and empower employees to deliver effective and high-quality library service.

**Strategic Goal 3:** CCPL is well-served by its consortia agreements .

## Education

**Department:** Education Appropriations 01.47  
**Division\Program:** Charles County Public Library (CCPL) Fund: General  
**Program Administrator:** Diane Johnson, Acting Director

	<b>FY2015</b>	<b>FY2016</b>	<b>\$ Change</b>	<b>%</b>
	<b><u>Adopted</u></b>	<b><u>Request</u></b>	<b><u>from FY2015</u></b>	<b><u>Chg.</u></b>
Charles County (Agency)	3,511,800	4,214,160	702,360	20.0%
Charles County (Health)	230,300	246,800	16,500	7.2%
Charles County (Utilities)	242,200	225,000	(17,200)	-7.1%
Charles County (Lease)	5,500	5,500	0	0.0%
<b>TOTAL COUNTY</b>	<b>\$3,989,800</b>	<b>\$4,691,460</b>	<b>\$701,660</b>	<b>17.6%</b>
State Funding (preliminary)	920,218	920,218	0	0.0%
Donations	20,000	20,000	0	0.0%
Fines	130,000	130,000	0	0.0%
Interest	1,000	300	(700)	-70.0%
Photocopy & Fax	40,000	35,500	(4,500)	-11.3%
Sale of Books, Totes, & T-Shirts	10,000	4,500	(5,500)	-55.0%
Staff Development & Support for MLS	13,000	13,000	0	0.0%
Grant - P.D. Brown Renovation	20,000	0		
Prior Year Reserves	78,009	0	(78,009)	-100.0%
<b>TOTAL REVENUES</b>	<b>\$5,222,027</b>	<b>\$5,814,978</b>	<b>\$592,951</b>	<b>11.4%</b>
Salaries	2,760,193	3,292,170	531,977	19.3%
Substitute/Hourly Workers	591,846	441,255	(150,591)	-25.4%
Health Insurance	230,300	246,800	16,500	7.2%
Other Fringe Benefits	259,768	300,673	40,905	15.7%
Utilities	242,200	225,000	(17,200)	-7.1%
Telephone	39,000	42,000	3,000	7.7%
Supplies	40,000	55,000	15,000	37.5%
Equipment Lease (County)	5,500	5,500	0	0.0%
Equipment Lease	20,000	22,000	2,000	10.0%
Equipment Purchase	105,000	130,000	25,000	23.8%
Contract Services	300,000	325,000	25,000	8.3%
Books	257,560	295,680	38,120	14.8%
Books- continuations	40,000	45,000	5,000	12.5%
Periodicals/Magazines	12,500	15,000	2,500	20.0%
Audiovisual	70,500	86,000	15,500	22.0%
Continuing Education/Staff Development/Travel	35,000	35,000	0	0.0%
Insurance	47,300	47,300	0	0.0%
Repairs & Maintenance	35,500	42,800	7,300	20.6%
Processing Materials	14,100	16,000	1,900	13.5%
Programs	36,000	50,000	14,000	38.9%
Promotions/Publicity	15,000	25,000	10,000	66.7%
Trustee Expense	13,300	3,300	(10,000)	-75.2%
Other Operating Expenses	51,460	68,500	17,040	33.1%
<b>TOTAL EXPENSES</b>	<b>\$5,222,027</b>	<b>\$5,814,978</b>	<b>\$592,951</b>	<b>11.4%</b>

## Education

<b>Department:</b>	Education Appropriations	01.47
<b>Division\Program:</b>	Charles County Public Library (CCPL)	Fund: General
<b>Program Administrator:</b>	Diane Johnson, Acting Director	

<b><u>Positions:</u>*</b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	0.0	1.0	1.0	1.0	1.0
Library Branch Manger	3.0	4.0	4.0	4.0	4.0
Information Technology Manager	0.0	1.0	1.0	1.0	1.0
Human Resources Manager	0.0	0.0	0.0	0.7	1.0
Outreach Supervisor	0.0	1.0	1.0	1.0	1.0
Reference Supervisor	2.0	3.0	4.0	4.0	4.0
Bookkeeper	1.0	1.0	1.0	0.7	0.7
Children's Librarian	3.0	4.0	4.0	4.0	4.0
Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Young Adult Librarian	0.0	1.0	1.0	1.0	1.0
Programming Coordinator	0.0	0.0	0.0	1.0	1.0
Development Coordinator	0.0	0.0	0.0	0.0	0.5
Circulation Supervisor	3.0	4.0	4.0	4.0	4.0
Information Technology Associate	1.0	1.0	1.0	1.0	2.0
Outreach Librarian	1.6	1.2	1.2	1.0	2.0
Reference Associate	1.0	1.0	1.0	1.0	1.0
Children's Associate	0.0	1.0	1.0	1.0	1.0
Public Services Associate	0.0	14.5	14.0	16.3	23.7
Young Adult Associate	0.0	1.0	1.0	1.0	1.0
Public Services Assistant	2.6	3.3	2.7	1.4	1.4
Technical Services Assistant	0.4	0.4	0.4	0.7	0.7
Circulation Asstistant	2.1	9.0	9.5	9.5	12.0
Custodial Worker II	0.4	0.4	0.4	0.6	0.6
Marina Technician	0.0	0.0	0.0	2.0	2.0
Computer Technician	0.4	0.4	0.4	0.0	0.0
Public Services Librarian	9.2	2.0	2.0	0.0	0.0
Asst. Branch Manger & Reference Super.	1.0	1.0	0.0	0.0	0.0
Reference Librarian/MLS	1.0	1.0	1.0	0.0	0.0
Children's Assistant	1.0	0.0	0.0	0.0	0.0
Interlibrary Loan/Marina	1.3	1.3	1.3	0.0	0.0
Pages (Part Time Positions)	3.2	3.7	3.7	3.7	3.7
<b>Total Full Time Equivalent</b>	<b>40.2</b>	<b>64.2</b>	<b>63.6</b>	<b>63.6</b>	<b>76.3</b>

\* The positions listed are not County Government employees.

\*\* FY16 FTE to be determined based on funding level.

<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>
Circulation	615,258	771,374	799,110	800,000	830,000
Registered Borrowers (Customers)	74,450	83,017	79,587	80,000	80,000
- as % of County Population	50%	52%	57%	57%	58%
Customer Count	481,348	536,122	612,400	613,000	615,000
Total Reference Questions	23,309	30,163	39,616	40,000	45,000
<i>Customers are being trained to use on-line resources remotely</i>					
Program Attendance	22,943	24,362	32,341	34,000	42,000
Total Service Hours	10,288	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	n/a	139,602	180,260	182,000	185,000
Meeting Room Usage	n/a	n/a	56,178	58,000	60,000

## Education

<b>Department:</b> Education						01.34
<b>Division\Program:</b> Other Education						Fund: General
Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	4,000	13,600	13,600		0	0.0%
Agency Funding	35,000	32,000	32,000		0	0.0%
<b>Total Expenditures</b>	<b>\$39,000</b>	<b>\$45,600</b>	<b>\$45,600</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

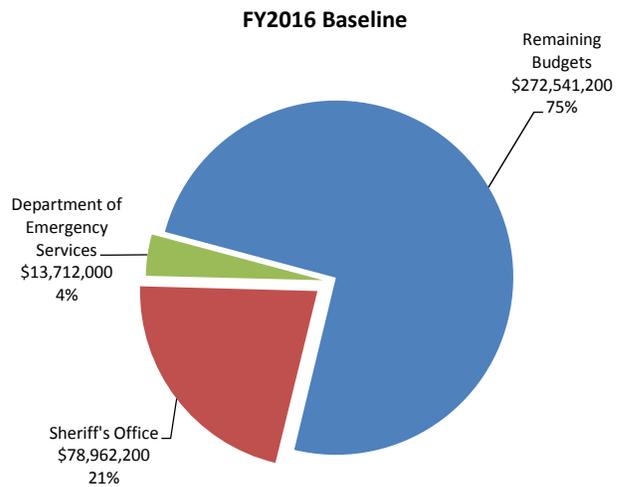
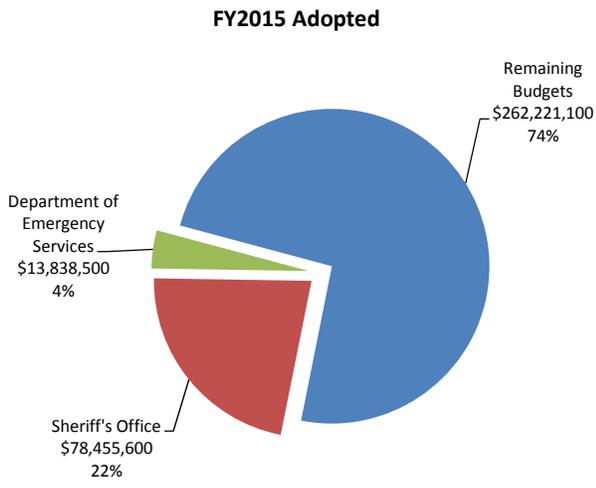
### **Baseline Changes and Useful Information:**

- Operating Costs represent scholarships which are awarded by the County in the following areas:
  - Nursing/ Allied Health Scholarship: to encourage Health care professionals to work in Charles County after graduation from college, a program of scholarships was established for courses leading to the certificate, diploma, or other evidence of qualification to practice in the medical field.
  - Charles County Teacher Education Assistance Grant Scholarship- The Charles County Scholarship Fund is a non-profit organization that provides scholarships to Charles County Students. The Charles County Commissioners, Charles County Public Schools, the College of So. Maryland, and the Chamber of Commerce, and members of the Community at Large are always represented on the Scholarship Fund Board. This is a renewable scholarship currently set for \$1,000 per year, for a 4 year period. Each recipient is eligible for \$4,000.

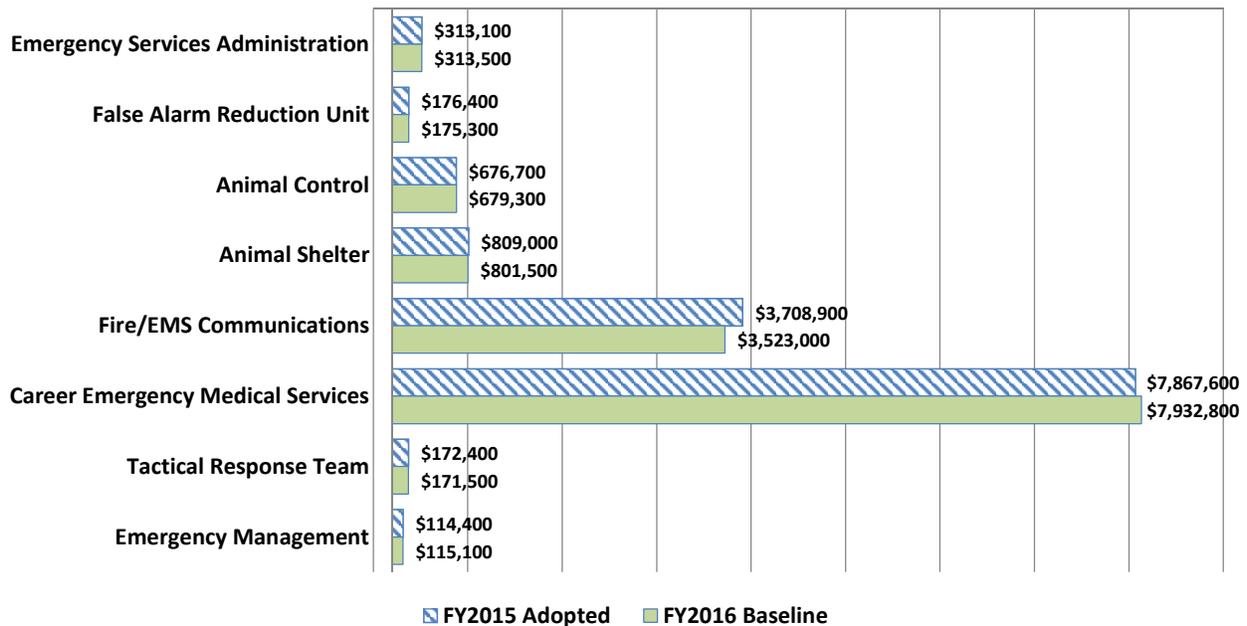
<b><u>Description:</u></b>	<b><u>FY2014 Actual</u></b>	<b><u>FY2015 Adopted</u></b>	<b><u>FY2016 Request</u></b>
Scholarships	\$4,000	\$13,600	\$13,600
<b><u>Agency Funding- Economic Development/Tourism</u></b>			
Southern MD Higher Education	22,500	20,000	tbd
<b><u>Agency Funding - Grants Advisory Panel</u></b>			
Literacy Council	12,500	12,000	tbd
<b>Total Other Education</b>	<b>\$39,000</b>	<b>\$45,600</b>	<b>tbd</b>

## Public Safety Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$51,988,671	\$53,724,100	\$53,760,800	\$0	\$36,700	0.1%
Fringe Benefits	21,654,376	23,539,200	23,996,200	0	457,000	1.9%
Operating Costs	11,888,626	13,511,100	13,422,500	0	(88,600)	-0.7%
Agency Funding	5,745	24,000	24,000	0	0	0.0%
Transfers Out	632,356	712,000	717,100	0	5,100	0.7%
Capital Outlay	1,185,745	792,700	767,300	0	(25,400)	-3.2%
<b>Total Baseline</b>	<b>\$87,355,519</b>	<b>\$92,303,100</b>	<b>\$92,687,900</b>	<b>\$0</b>	<b>\$384,800</b>	<b>0.4%</b>
Request Greater Than Baseline			12,036,300	0	12,036,300	New
<b>Total Expenditures</b>	<b>\$87,355,519</b>	<b>\$92,303,100</b>	<b>\$104,724,200</b>	<b>\$0</b>	<b>\$12,421,100</b>	<b>13.5%</b>
<b>Revenues</b>	<b>\$10,871,883</b>	<b>\$10,260,200</b>	<b>\$10,892,400</b>	<b>\$0</b>	<b>\$632,200</b>	<b>6.2%</b>
<b>Total Expenditures as % of Budget:</b>	<b>26.0%</b>	<b>26.0%</b>	<b>25.4%</b>	<b>0.0%</b>		



### Department of Emergency Services



## Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry

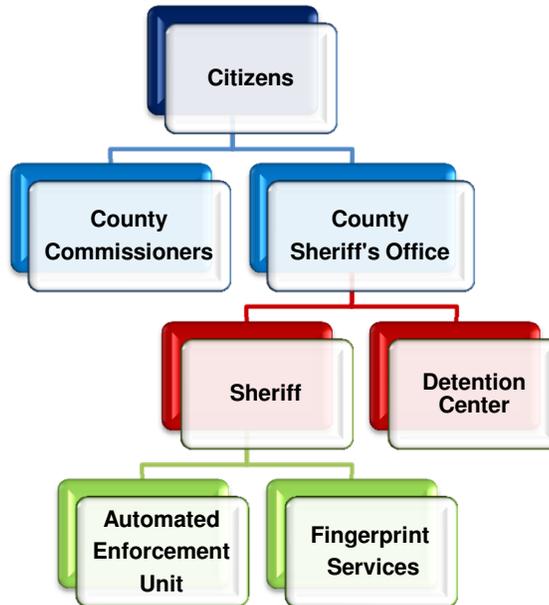
Non-Emergency 301-932-2222

Mailing Address: PO Box 189, La Plata, MD 20646

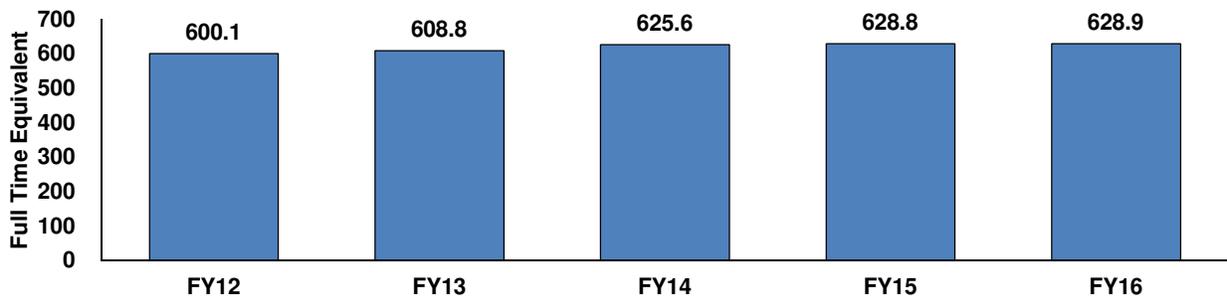
Physical Address: 6915 Crain Highway, La Plata, MD 20646

[www.ccsso.us](http://www.ccsso.us)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$43,660,439	\$45,081,800	\$45,115,800	\$0	\$34,000	0.1%
Fringe Benefits	19,469,550	21,116,500	21,579,000	0	462,500	2.2%
Operating Costs	9,707,370	10,824,800	10,855,200	0	30,400	0.3%
Agency Funding	5,745	24,000	24,000	0	0	0.0%
Transfers Out	513,397	615,800	620,900	0	5,100	0.8%
Capital Outlay	1,185,745	792,700	767,300	0	(25,400)	-3.2%
<b>Total Baseline</b>	<b>\$74,542,247</b>	<b>\$78,455,600</b>	<b>\$78,962,200</b>	<b>\$0</b>	<b>\$506,600</b>	<b>0.6%</b>
Request Greater Than Baseline			9,044,600	0	9,044,600	New
<b>Total Expenditures</b>	<b>\$74,542,247</b>	<b>\$78,455,600</b>	<b>\$88,006,800</b>	<b>\$0</b>	<b>\$9,551,200</b>	<b>12.2%</b>
<b>Revenues</b>	<b>\$5,242,080</b>	<b>\$4,807,700</b>	<b>\$5,376,200</b>	<b>\$0</b>	<b>\$568,500</b>	<b>11.8%</b>
<b>Total Expenditures as % of Budget:</b>	<b>22.2%</b>	<b>22.1%</b>	<b>24.1%</b>	<b>0.0%</b>		



### Staffing History



### Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Sheriff	447.3	449.0	463.2	465.9	465.5
Corrections	150.1	155.1	155.1	155.1	155.1
Automated Enforcement Unit (AEU)	2.6	4.6	6.6	6.1	6.1
Fingerprinting Services	0.0	0.0	0.6	1.6	2.2
<b>Total Full Time Equivalent</b>	<b>600.1</b>	<b>608.8</b>	<b>625.6</b>	<b>628.8</b>	<b>628.9</b>

## Public Safety

**Department:** Sheriff's Office 01.24.24  
**Division\Program:** Sheriff [www.ccsso.us](http://www.ccsso.us) Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$33,436,733	\$34,616,500	\$34,616,500		\$0	0.0%
Fringe Benefits	16,000,864	17,328,700	17,609,600		280,900	1.6%
Operating Costs	4,935,648	5,091,400	5,091,400		0	0.0%
Agency Funding	5,009	21,700	21,700		0	0.0%
Transfers Out	513,397	615,800	620,900		5,100	0.8%
Capital Outlay	1,152,911	589,100	619,900		30,800	5.2%
<b>Total Baseline</b>	<b>\$56,044,563</b>	<b>\$58,263,200</b>	<b>\$58,580,000</b>	<b>\$0</b>	<b>\$316,800</b>	<b>0.5%</b>
Request Greater Than Baseline			6,859,100		6,859,100	New
<b>Total Expenditures</b>	<b>\$56,044,563</b>	<b>\$58,263,200</b>	<b>\$65,439,100</b>	<b>\$0</b>	<b>\$7,175,900</b>	<b>12.3%</b>
<b>Revenues</b>	<b>\$1,765,389</b>	<b>\$1,694,100</b>	<b>\$1,720,800</b>	<b>\$0</b>	<b>\$26,700</b>	<b>1.6%</b>

### Description:

The Charles County Sheriff's Office, a full-service law enforcement agency, is committed to protecting the lives and property of the citizens of Charles County. The Sheriff's Office carries out this mission through the preservation of peace and order, enforcement of all laws and ordinances, confining of prisoners, and thorough crime prevention efforts. The Sheriff's Office is a progressive law enforcement agency committed to protecting and serving more than 150,000 citizens. The Sheriff's Office is the major law enforcement agency in the County. The Agency serves as the County Police Department as well as performing the traditional Sheriff's services

### Mission Statement

The men and women of the Charles County Sheriff's Office are dedicated to service through superior performance. We believe mutual respect, trust and pride in our organization combined with traditional values and innovative techniques will ensure the community's right to a safe environment.

### Value Statements

The men and women of the Charles County Sheriff's Office are bound by the highest standards of conduct, as exemplified in the following values:

Life - We believe the protection of life is our highest priority.

Respect - We believe in individual human dignity and the preservation of human rights under the rule and spirit of law, always treating others as we would like to be treated.

Integrity - We believe in maintaining the public trust by holding ourselves accountable to the highest moral and ethical standards.

Fairness - We believe in the delivery of service that provides fair and equal treatment to all citizens without regard to age, gender, race, creed, color, religion or national origin.

Trust - We believe in order to provide effective service we must develop and maintain the confidence of the community.

Partnerships - We believe in working in partnership with the community and each other to identify and resolve problems and issues, which affect the safety of our citizens.

Loyalty - We believe in an allegiance to the community, to the organization and to each other.

Professionalism - We believe in delivering a level of service, which will reflect the pride we have in our community and organization.

Specialized Units within the Agency have been very successful in combating the ever rising crime rate.

Police Communications	Child Support Enforcement Unit	Domestic Violence Unit	Auto Theft Unit
D.A.R.E Unit	Asset Forfeiture/Drug Division Unit	Warrants/Fugitives Unit	Boat Unit
K-9 Unit	Crime Prevention Unit	Civil Unit	COPS in School
Traffic Safety Unit	Crimes Against Persons Units	Court/Judicial Security Unit	Crime Laboratory Unit
Narcotics Task Force	Crimes Against Property Unit	Emergency Services Team	Robbery Unit
Alcohol Enforcement Unit	Crimes Against Dependent Persons Units		Teen Court

The Sheriff's Office will continue to reach out to the community, not only in terms of traditional law enforcement, but also by taking an active role in contributing to the quality of life in Charles County.

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
<b><u>Sworn Officer</u></b>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	0.0	1.0	1.0	0.5	0.0
Major	2.0	2.0	2.0	2.0	2.0
Captains	8.0	8.0	9.0	9.0	9.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	42.0	42.0	44.0	44.0	44.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	148.0	147.0	154.0	154.5	155.0
Total Sworn Officers	292.0	292.0	302.0	302.0	302.0
Liquor board Allocated	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Child Support	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Vehicle Theft Grant	0.0	(2.0)	(2.0)	(2.0)	(2.0)
Total Other Funding	(5.0)	(7.0)	(7.0)	(7.0)	(7.0)
<b>Total Officers funded by General Fund</b>	<b>287.0</b>	<b>285.0</b>	<b>295.0</b>	<b>295.0</b>	<b>295.0</b>
 <b><u>Office of the Sheriff</u></b>					
Chief of Staff	0.0	0.0	0.0	0.5	1.0
General Counsel	1.0	1.0	1.0	1.0	1.0
Associate Counsel	0.0	0.0	0.8	1.0	1.0
Law Clerk	0.0	1.0	0.2	0.0	0.0
Legal Specialist	1.0	0.0	0.0	0.0	0.0
Executive Office Administrator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Executive Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Part-time	0.6	1.2	1.2	0.6	0.6
	<b>5.6</b>	<b>6.2</b>	<b>6.2</b>	<b>6.1</b>	<b>6.6</b>
 <b><u>Patrol Division</u></b>					
Administrative Coordinator	1.0	1.0	1.0	1.0	0.6
	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.6</b>
 <b><u>Executive Services Division</u></b>					
Deputy Director, Planning & Accreditation	1.0	1.0	1.0	1.0	1.0
Press Secretary	1.0	1.0	1.0	1.0	1.0
Public Information Specialist	0.0	0.0	0.0	0.5	1.0
Media Relations Officer	1.0	1.0	1.0	0.5	0.0
Civilian Planner I - II	2.0	2.0	2.0	2.0	2.0
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	4.1	4.7	4.7	2.1	0.0
	<b>10.1</b>	<b>10.7</b>	<b>10.7</b>	<b>8.1</b>	<b>6.0</b>
 <b><u>Information Services Division - Communications</u></b>					
Communications Supervisor	5.0	5.0	5.0	4.5	4.0
Police Comm. Officer I & II	15.0	15.0	15.0	15.5	16.0
Telephone Report Writers	0.0	0.0	0.0	0.0	0.0
Secretary II	1.0	1.0	1.0	1.0	1.0
Part Time	0.0	0.0	0.0	0.6	0.6
	<b>21.0</b>	<b>21.0</b>	<b>21.0</b>	<b>21.6</b>	<b>21.6</b>
 <b><u>Informational Services Division - Station Clerks</u></b>					
Station Clerk Supervisor	4.0	4.0	4.0	4.0	4.0
Station Clerk I - III	18.0	18.0	18.0	18.0	18.0
	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

<b><u>Positions:</u></b>	<b><u>FY10</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
<b><u>Administrative Services Division - Records Management</u></b>					
Records Supervisor	1.0	1.0	1.0	1.0	1.0
Manager, Police Records	1.0	1.0	1.0	0.5	0.0
Deputy Director, Records Management	0.0	0.0	0.0	0.5	1.0
Police Records Tech. I - III	9.0	9.0	9.0	9.0	9.0
Part Time	0.6	0.6	0.6	0.6	0.6
	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>

### **Administrative Services**

Director, Administrative Services	0.0	0.0	0.0	0.5	1.0
Deputy Director, Financial Services	1.0	1.0	1.0	0.5	0.0
Deputy Director, Budgeting	0.0	0.0	0.0	0.5	1.0
Deputy Director, Accounting	0.0	0.0	0.0	0.5	1.0
Accounting Manager	1.0	1.0	0.0	0.0	0.0
Finance Manager	0.0	0.0	1.0	0.5	0.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Accounting Assistant	1.0	1.0	1.0	1.0	1.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Office Associate - Red Light Program	1.0	1.0	1.0	1.0	1.0
Office Associate - Speed Program	0.0	0.0	1.0	1.0	1.0
Deputy Director, Human Resources	1.0	1.0	1.0	0.5	0.0
Human Resources Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Assistant	1.0	1.0	2.0	2.0	2.0
Human Resources Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Background/Recruiting Supervisor	0.0	0.0	0.0	0.4	1.0
Background Supervisor	0.9	0.9	0.9	0.4	0.0
Background Investigator	0.0	0.0	0.0	0.5	0.9
Part Time	3.6	3.6	3.6	3.6	2.6
Grant/Program Funded Positions	(1.0)	(1.0)	(2.0)	(1.5)	(1.5)
	<b>13.3</b>	<b>13.3</b>	<b>14.3</b>	<b>15.2</b>	<b>14.8</b>

### **Informational Services Division - Management Information System**

Deputy Director, MIS	1.0	1.0	1.0	1.0	1.0
Application Support Supervisor	1.0	1.0	0.0	0.0	0.0
CAD/RMS Manager	0.0	0.0	1.0	1.0	0.0
CAD/RMS Support Supervisor	0.0	0.0	0.0	0.0	1.0
CAD/RMS Support Specialist I	0.0	0.0	0.0	0.0	1.0
PC Operations Administrator	1.0	1.0	0.0	0.0	0.0
PC Operations Manager	0.0	0.0	1.0	1.0	1.0
Systems Administrator	1.0	1.0	0.0	0.0	1.0
Systems Operations Administrator	1.0	0.0	0.0	0.0	0.0
Systems Operations Manager	0.0	0.0	1.0	1.0	1.0
Database Administrator	1.0	1.0	1.0	1.0	1.0
Applications Specialist I - II	2.0	2.0	2.0	2.0	0.0
PC Operations Specialist I - II	2.0	2.0	2.0	2.7	3.0
Network Specialist II	1.0	1.0	1.0	0.3	0.0
MIS Support Specialist	1.0	1.0	1.0	1.0	1.0
Part Time	0.6	0.6	0.6	0.6	0.6
	<b>12.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>

## Public Safety

**Department:** Sheriff's Office 01.24.24  
**Division\Program:** Sheriff Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
<b><u>Training Division</u></b>					
Training Coordinator - Academy	1.0	1.0	1.0	1.0	1.0
Training Specialist	1.0	1.0	1.0	1.0	1.0
Chief Firearm Instructor	0.9	0.9	0.9	0.9	0.9
Part Time - Firearm's Instructor	1.8	1.8	1.8	1.8	1.8
Part Time	0.0	0.0	0.0	2.1	4.2
	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>	<b>6.8</b>	<b>8.9</b>

### **Criminal Investigation Division**

CID - Administrator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0	1.0
Fingerprint Specialist	2.0	2.0	2.0	2.0	2.0
Forensic Science Technician I -III	3.0	3.0	3.0	3.0	3.0
Crime Analyst	2.0	2.0	2.0	1.5	1.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist (Grant)	1.0	0.6	0.6	0.0	0.0
Intelligence Specialist	0.0	0.0	0.4	1.0	1.0
Part Time	1.2	1.6	1.6	1.6	1.2
Grant Funded Positions	(1.0)	(0.6)	(0.6)	0.0	0.0
	<b>12.2</b>	<b>12.6</b>	<b>13.0</b>	<b>13.1</b>	<b>12.2</b>

### **Special Operations Division**

Community Organizer	1.0	1.0	1.0	1.0	1.0
Teen Court Coordinator	1.0	1.0	1.0	1.0	1.0
Red Light Specialist III - Red Light	1.0	0.0	0.0	0.0	0.0
AEU Supervisor - Civilian	0.0	1.0	1.0	1.0	1.0
AEU Office Specialist	0.0	1.0	2.0	2.0	2.0
AEU Deputy (Special)	0.0	1.0	1.0	1.0	1.0
Technical Assistant (PT) - Red Light	0.6	0.6	0.6	0.6	0.6
Community Traffic Safety Coordinator	0.2	0.0	0.0	0.0	0.0
K-9 Instructor	0.0	0.0	1.0	1.0	1.0
Part Time	0.0	0.6	0.6	1.1	1.9
Grant Funded Positions	(0.2)	0.0	0.0	0.0	0.0
Other Funding Source	(1.6)	(3.6)	(4.6)	(4.6)	(4.6)
	<b>2.0</b>	<b>2.6</b>	<b>3.6</b>	<b>4.1</b>	<b>4.9</b>

### **Special Services Division - Court Security**

Transport Officer	5.0	5.0	5.0	5.0	5.0
Court Holding Officer (CO)	3.0	3.0	3.0	3.0	3.0
Court Security Officer (CO)	2.0	2.0	2.0	2.0	2.0
Court Security Deputy	5.4	6.4	8.0	8.0	8.0
Court Security Unit Coordinator	1.0	1.0	0.0	0.0	0.0
Part Time	4.2	4.2	3.0	3.0	3.0
	<b>20.6</b>	<b>21.6</b>	<b>21.0</b>	<b>21.0</b>	<b>21.0</b>

## Public Safety

**Department:** Sheriff's Office 01.24.24  
**Division\Program:** Sheriff Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

<u>Positions:</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Title	FTE	FTE	FTE	FTE	FTE
<b><u>Special Services Division - Judicial Services</u></b>					
Warrant Specialist I & II	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	2.0	2.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator (Grant)	0.7	0.3	0.0	0.0	0.0
Domestic Violence Coordinator	0.0	0.7	1.0	1.0	1.0
VICS Supervisor	0.0	0.0	0.0	1.0	1.0
VICS Coordinator	1.0	1.0	1.0	0.0	0.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Part Time	3.0	3.0	4.2	4.2	4.2
Part-time (VICS)	0.6	0.6	0.6	0.6	0.6
Grant Funded Positions	(3.9)	(3.5)	(3.2)	(3.2)	(3.2)
Other Funding Source (VICS)	(3.6)	(3.6)	(3.6)	(2.6)	(2.6)
	<b>12.8</b>	<b>13.5</b>	<b>15.0</b>	<b>16.0</b>	<b>16.0</b>
<b><u>Special Services Division - Property Management</u></b>					
Quartermaster	1.0	1.0	1.0	1.0	1.0
Assistant Quartermaster	0.0	0.0	0.0	0.0	0.0
Quartermaster Specialist (I-II-III)	2.0	2.0	2.0	2.0	2.0
Fleet Technician Specialist	1.0	1.0	1.0	1.0	1.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.9	0.9	0.9	0.9	0.9
Purchasing Agent	1.0	0.0	0.0	0.0	0.0
Procurement Specialist	0.0	1.0	1.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Property Assistant	0.0	0.0	0.8	1.0	1.0
Agency Facilities Manager	0.0	0.9	0.9	0.9	0.9
Firearms Specialist I - II	1.0	1.0	1.0	1.0	1.0
Part Time	1.8	1.8	1.8	1.8	1.8
	<b>10.7</b>	<b>11.6</b>	<b>12.4</b>	<b>12.6</b>	<b>12.6</b>
<b>SWORN PERSONNEL:</b>					
General Funded	287.0	285.0	295.0	295.0	295.0
Grant/Other Funding	5.0	7.0	7.0	7.0	7.0
Total Sworn Personnel:	<b>292.0</b>	<b>292.0</b>	<b>302.0</b>	<b>302.0</b>	<b>302.0</b>
<b>CLASSIFIED PERSONNEL:</b>					
General Funded	160.3	164.0	168.2	170.9	170.5
Grant/Other Funding	11.4	12.4	14.0	11.9	11.9
Total Classified Personnel:	<b>171.7</b>	<b>176.4</b>	<b>182.2</b>	<b>182.8</b>	<b>182.4</b>
<b>TOTAL PERSONNEL</b>					
Full -time	440.8	443.4	459.2	459.8	460.0
Part-time	22.9	25.1	25.1	25.1	24.5
Total:	<b>463.7</b>	<b>468.4</b>	<b>484.2</b>	<b>484.8</b>	<b>484.4</b>

Part-time FTE is based on an annual work year of 1950 or 2080 hours, depending on position.  
 Crossing Guard part-time salaries are excluded.

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## Public Safety

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<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

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### Goals & Objectives:

#### Patrol Division

Goal: To increase staffing by 20 with the Patrol Division, to cover the increase need for service.  
Objectives: 1. Hire and Train New Patrol Officers in July, 2015.  
Status: *New FY-16 Request*

#### Special Operations Division

Goal: To upgrade communication's headsets and lighting system for issued handguns.  
Objectives: 1. Purchase Tactical Comms Suits 1B and radio connections.  
2. Purchase Surefire X300 Ultra500 Lumen handgun lights.  
Status: *New FY-16 Request*

Goal: Replacement of two K-9 dogs.  
Objectives: 1. Due to age of K-9 funding is needed in FY-16 to purchase untrained dogs.  
Status: *New FY-16 Request*

#### Criminal Investigations Division- Investigations Section

Goal: Enable employees to have necessary training to perform their duties and better serve the community.  
Objectives: 1. Increase the training budget to allow employees the required training to perform their job duties.  
Status: *New FY-16*

#### Executive Services Division- Planning & Accreditation

Goal: Re-organize the section, to be able to properly support the CALEA function and agency needs.  
Objectives: 1. Reassign and promote personnel in this section to maintain AOM and CALEA files. Attend conferences and training, update policies and gather information for the files. The next CALEA on Site audit is in 2016.  
Status: *New FY-16*

#### Office of Professional Responsibility

Goal: To maintain openness and transparency when conducting critical incident investigations.  
Objective: 1. To provide training to all sworn and correctional officers on the critical incident response by the Agency.  
Status: *On Going*

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## Public Safety

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<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

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### Information Services Division- Management Information Section

**Goal:** Provide effective network connectivity and continuity for all Agency sites through replacement of the core CISCO switch at D-I.

**Objectives:**

1. Procure all the switches necessary.
2. Plan move of Lan connections and server connections. Install switches and cabling.
3. Configure new switches. Cutover all connections to the new setup.

**Status:** *New FY-16 Request*

**Goal:** To establish a two campus operational support plan.

**Objectives:**

1. Purchase a VMware server.
2. Create and setup servers on the new server.
3. Change the user profiles to access the new servers.
4. Move Home Folders/Shared Folders to the D-III server for all sections and personnel in that area.

**Status:** *New FY-16 Request*

**Goal:** To continue the ability to effectively process all functionality of CAD and RMS data processing through replacement of the CAD.RMS servers.

**Objectives:**

1. Procure server and software.
2. Setup servers with Universe and with the Veritas software. Copy the configuration files cover.
3. Plan installation with concentration on minimal downtime.
4. Install servers and attach to EMC disk arrays. Check replication and failover.
5. Install additional software on servers (VNC, Backup Agent).

**Status:** *New FY-16 Request*

**Goal:** To continue accurate and reliable recording of all incoming phone calls in the District 1 Call Center through replacing the phone recording system used in the District 1 Call Center.

**Objectives:**

1. Procure the server and software
2. Coordinate the installation and cutover with the vendor.
3. Test the recording capabilities with the new system

**Status:** *Recording System purchased in FY-15.*

### Special Services Division:

**Goal:** To replace the aging fleet with new patrol vehicles.

**Objective:**

1. To provide officers with new vehicles and reduce the cost of repairs and maintenance to an agency fleet. Purchases through lease/purchase and the general fund.

**Status:** *(43) new patrol vehicles were approved in FY15 Lease/Purchase program; requesting (60) new patrol vehicles in FY16.*

### Training Division:

**Goal:** Provide practical driver training for all employees who operate an Agency owned vehicle in a controlled environment

**Objective:**

1. To purchase a Driving Simulator and provide training to all agency employees.

**Status:** *On Hold*

### Special Operations Division:

**Goal:** To provide a School Resource Officer for the new St. Charles High School

**Objectives:**

1. Hire and Train New Patrol Officers in July, 2015

**Status:** *New for FY-15. Did not receive the COPS grant for this position. Utilizing a Patrol Officer until FY-16 funding is received.*

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

<b><u>Objectives &amp; Measurements:</u></b>	<b>CY10 Actual</b>	<b>CY11 Actual</b>	<b>CY12 Actual</b>	<b>CY13 Actual</b>	<b>CY14 Unofficial</b>
<u>Uniform Crime Report</u>					
Murder	2	3	6	3	3
Rape	35	26	32	24	23
Robbery	171	176	154	147	149
Aggravated Assault	505	383	383	414	372
Breaking & Entering	707	767	614	704	507
Larceny	2,715	2,731	2,543	3,631	2,387
Motor Vehicle Theft	290	280	186	192	156
<b>Total</b>	<b>4,425</b>	<b>4,366</b>	<b>3,918</b>	<b>5,115</b>	<b>3,597</b>
- Police Calls for Service	216,701	230,390	235,371	253,292	258,591
Population	146,551	149,130	151,148	152,067	152,067
- Police Call for Service Per Capita	1.5	1.5	1.6	1.7	1.7
# of Sworn Officers	291	291	301	301	301
- Police Calls for Service per Officer	745	792	782	842	859
Volunteers in Community Service	3,171	2,962	3,056	3,011	3,000

**NOTES:**

CY10-13 data is from "Crime in Maryland," annual report prepared by the Maryland State Police, actual UCR data is countywide.

## Public Safety

**Department:** Sheriff's Office 01.24.37  
**Division\Program:** Corrections Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$10,017,778	\$10,151,100	\$10,151,100		\$0	0.0%
Fringe Benefits	3,412,880	3,699,700	3,874,500		174,800	4.7%
Operating Costs	3,357,646	4,019,900	4,019,900		0	0.0%
Agency Funding	736	2,300	2,300		0	0.0%
Capital Outlay	32,834	136,400	136,400		0	0.0%
<b>Total Baseline</b>	<b>\$16,821,874</b>	<b>\$18,009,400</b>	<b>\$18,184,200</b>	<b>\$0</b>	<b>\$174,800</b>	<b>1.0%</b>
Request Greater Than Baseline			2,185,500		2,185,500	New
<b>Total Expenditures</b>	<b>\$16,821,874</b>	<b>\$18,009,400</b>	<b>\$20,369,700</b>	<b>\$0</b>	<b>\$2,360,300</b>	<b>13.1%</b>
<b>Revenues</b>	<b>\$999,433</b>	<b>\$873,200</b>	<b>\$822,200</b>	<b>\$0</b>	<b>(\$51,000)</b>	<b>-5.8%</b>

### Description:

The Charles County Detention Center opened August 1995. It is comprised of 135,000 square feet, 206 cells with 508 beds including Work Release. The Detention Center is comprised of four sections: Administrative Services, Custody and Security, Support Services and Annex. The Detention Center Annex reopened July 2007, with 148 beds, currently holding Work Release, Work Release authorized and weekends.

### Positions:

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
<b><u>Correctional Officers</u></b>					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	9.0	9.0	10.0	10.0	10.0
Sergeant	17.0	17.0	16.0	16.0	16.0
Corporal	21.0	21.0	22.0	22.0	22.0
Corr. Officer - First Class, II & I	86.0	91.0	90.0	90.0	90.0
<b>Total Correctional Officers</b>	<b>138.0</b>	<b>143.0</b>	<b>143.0</b>	<b>143.0</b>	<b>143.0</b>

### Civilians

Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Receptionist II	1.0	1.0	1.0	1.0	1.0
Inmate Accounting Specialist II	1.0	1.0	1.0	1.0	1.0
Work Release Investigator	1.0	1.0	1.0	1.0	1.0
Central Process. Supervisor	1.0	1.0	1.0	1.0	1.0
Central Process. Specialist I & II	5.0	5.0	5.0	5.0	5.0
Part Time	2.6	2.6	2.6	2.6	2.6
<b>Total Civilians</b>	<b>12.6</b>	<b>12.6</b>	<b>12.6</b>	<b>12.6</b>	<b>12.6</b>
<b>Total Full Time Equivalent</b>	<b>150.6</b>	<b>155.6</b>	<b>155.6</b>	<b>155.6</b>	<b>155.6</b>
Allocated to VICS Program*	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
<b>Net Cost to General Fund</b>	<b>150.1</b>	<b>155.1</b>	<b>155.1</b>	<b>155.1</b>	<b>155.1</b>

\* The VICS program was moved from Corrections to under Sheriff: Special Services Division – Judicial Services

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.37
<b>Division\Program:</b>	Corrections	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

### Goals & Objectives:

#### **Mission Statement**

The Sheriff of Charles County is responsible for protecting all citizens of Charles County by providing a secure holding facility for persons legally confined in the County. The Corrections Division shall provide for the safety of the inmates, staff and citizens by maintaining a humane living and working environment at the Detention Center in accordance with Federal and State regulations.

The facility will operate based on the following principles:

- the physical, emotional, and psychological well-being of inmates of prime concern
- a variety of programs are provided to aid interested inmates with their reintegration process

In order to meet these goals, a sufficient number of trained staff are provided to maintain the operation of the facility. The administration and staff are dedicated to providing a correctional program that meets applicable County, State, and Federal standards. Concerted efforts will be made to ensure that the inmates human rights and dignity are not violated.

The staff will be firm, fair and above all consistent in dealing with inmates.

These goals can be achieved through a cohesive staff effort and enthusiastic support of correctional programs.

- |             |  |
|-------------|--|
| Goal:       | To provide a safe working environment for staff, officers, visitors, volunteers and inmates. Eliminate breaches of security in the daily operation of the detention center and annex.  |
| Objective:  | <ol style="list-style-type: none"> <li>1. Replace current intercom system.</li> <li>2. Have a more secure facility</li> <li>3. Enable officers to do their job more efficiently</li> </ol>   |
| Status:     | <i>Complete.</i>   |
| Goal:       | Alleviate storage issues and congestion to the secure entrance and open avenues for future development. To eliminate all deliveries, except food, from coming into the secure portion of the jail. To relocate food to general storage in compliance with Health General Article 21-207, 208 and 209.  |
| Objectives: | <ol style="list-style-type: none"> <li>1. Purchase a 60x80 pole building.</li> <li>2. Open loading dock for food deliveries only, area stay secure.</li> <li>3. Empty general storage of all su storage for foot future use.</li> <li>4. Direct entrance to the kitchen ability to secure food as indicated by law.</li> <li>5. Increase much needed storage space in the detention center; planning for future growth.</li> </ol> |
| Status:     | <i>On Going</i>  |
| Goal:       | Provide a safe and secure holding environment for inmates. Comply with sight and sound laws for holding juveniles. Provide security personnel to handle attorney visits for inmates. Provide transport for inmates to and from detention facilities.   |
| Objectives: | <ol style="list-style-type: none"> <li>1. Increase Security and Transport staff for new District Court Building.</li> <li>2. Hire ten correctional officers to fulfill the needs of additional judiciary and additional transportation.</li> </ol>   |
| Status:     | <i>On Going</i>  |
| Goal:       | To maintain the security of the detention center.  |
| Objective:  | <ol style="list-style-type: none"> <li>1. Provide continuous security for cell blocks, cells and all doors within the facility. Purchase necessary equipment through the County's CIP Project.</li> </ol>  |
| Status:     | <i>New for FY-14. On hold due to funding issues.</i>   |
| Goal:       | To Provide a safe working environment for the Emergency Response team members by provide a higher level of stab vests.   |
| Objective:  | <ol style="list-style-type: none"> <li>1. Purchases to be made through the Body Armor Vest Grant.</li> </ol>   |
| Status:     | <i>New for FY-14. Requested to purchase in FY-15.</i>  |

#### **Objectives & Measurements:**

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
Average Daily Population	417	386	368	404	404
Prisoners Transported	11,027	10,311	10,407	11,447	12,591
# of Prisoner Transports	2,589	2,634	2,742	3,016	3,317
Transport Miles	73,393	70,020	69,931	76,924	64,616
Inmates Processed	3,833	3,573	3,573	3,911	4,302
Work Release Inmates	419	380	302	317	346
Total Drug Screening	1,054	932	653	718	789
Emergency Response Team Responses	1,309	1,164	1,312	1,443	1,587
Bookings	11,308	10,706	11,106	12,216	13,437

## Public Safety

**Department:** Sheriff's Office 01.24.85  
**Division\Program:** Automated Enforcement Unit (AEU) Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$190,170	\$280,700	\$280,700		\$0	0.0%
Fringe Benefits	54,174	78,200	80,600		2,400	3.1%
Operating Costs	1,312,171	1,640,000	1,665,400		25,400	1.5%
Capital Outlay	0	67,200	11,000		(56,200)	-83.6%
<b>Total Expenditures</b>	<b>\$1,556,515</b>	<b>\$2,066,100</b>	<b>\$2,037,700</b>	<b>\$0</b>	<b>(\$28,400)</b>	<b>-1.4%</b>
<b>Revenues</b>	<b>\$2,326,787</b>	<b>\$2,123,500</b>	<b>\$2,672,900</b>	<b>\$0</b>	<b>\$549,400</b>	<b>25.9%</b>

### Description:

#### **Red Light Camera**

The red light camera program was initially implemented in an effort to reduce the number of red light runners. Traffic safety is the Sheriff's Office main goal behind the cameras. The program is designed to lower the collision rate at the designated intersections, and increase the compliance with the law that requires drivers to stop at red lights. The cameras are positioned near a stop light and linked to the timing of the light. A car that continues through the light after it turns red is photographed. A \$75 civil citation is issue to the red light violator. Funds from this program are used to cover the cost of the program. During FY-14 the camera were expanded to 24 locations. The red-light camera program began with the installation of four camera locations in October, 2001. During fiscal year 2005 the camera file system changed from wet file to laser (digital). Additionally, two camera locations were added in February, 2005 and eight additional locations were added in February 2006. Fourteen additional locations were added between September 2013 and March 2014. During FY 2015 - 5 camera locations were deactivated, leaving 19 active camera locations.

#### **Speed Camera**

The speed camera program was implemented in an effort to reduce speeders in school zones. Child safety is a high priority in Charles County. The Sheriff's Office believes the cameras have the potential to be effective in reducing the number of speeders. A \$40 civil citation is issued to the speed camera violator. Funds from this program are used to cover the cost of the current program. Initially portable cameras will be used and additional cameras will be added at a later date. The speed camera program follow the same basic guidelines as the Red Light Camera program. During FY-2015 3 additional camera sites were added. Upon review in FY-2016 additional camera sites will also be added.

### Positions:

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
AEU Supervisor - Civilian	0.0	1.0	1.0	1.0	1.0
Red Light Specialist III	1.0	0.0	0.0	0.0	0.0
AEU Office Specialist	0.0	1.0	2.0	2.0	2.0
AEU Deputy	0.0	1.0	1.0	1.0	1.0
Office Associate	1.0	1.0	2.0	1.5	1.5
Part Time - Red Light Technician	0.6	0.6	0.6	0.6	0.6
<b>Total Full Time Equivalent</b>	<b>2.6</b>	<b>4.6</b>	<b>6.6</b>	<b>6.1</b>	<b>6.1</b>

### Objectives & Measurements:

	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Projected</u>	<u>FY15 Estimated</u>
Number of Red Light Citations Issued:	12,319	11,388	25,858	23,840	22,600
Number of Speed Camera Citations Issued:	0	35,236	24,459	28,900	29,300

## Public Safety

**Department:** Sheriff's Office 01.24.99  
**Division\Program:** Fingerprinting Services Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$15,759	\$33,500	\$67,500		\$34,000	101.5%
Fringe Benefits	1,632	9,900	14,300		4,400	44.4%
Operating Costs	101,905	73,500	78,500		5,000	6.8%
<b>Total Expenditures</b>	<b>\$119,295</b>	<b>\$116,900</b>	<b>\$160,300</b>	<b>\$0</b>	<b>\$43,400</b>	<b>37.1%</b>
<b>Revenues</b>	<b>\$150,472</b>	<b>\$116,900</b>	<b>\$160,300</b>	<b>\$0</b>	<b>\$43,400</b>	<b>37.1%</b>

### Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes funding for two additional part time positions.

### Description:

The Live Scan fingerprinting technology replaces the current rolling process using ink. Live Scan reduces many of the problems associated with ink prints, such as, smudging, smearing and over or under inking. A major benefit of the Live Scan is the processing speed for returning requested background information on the individual. Depending of the type of fingerprint check the cost from the State, along with the agency's cost can vary from \$20.00 to \$50.00.

### Positions:

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Electronic F.P. Technician	0.0	0.0	0.0	1.0	1.0
Part Time	0.0	0.0	0.6	0.6	1.2
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>0.0</b>	<b>0.6</b>	<b>1.6</b>	<b>2.2</b>

### Objectives & Measurements:

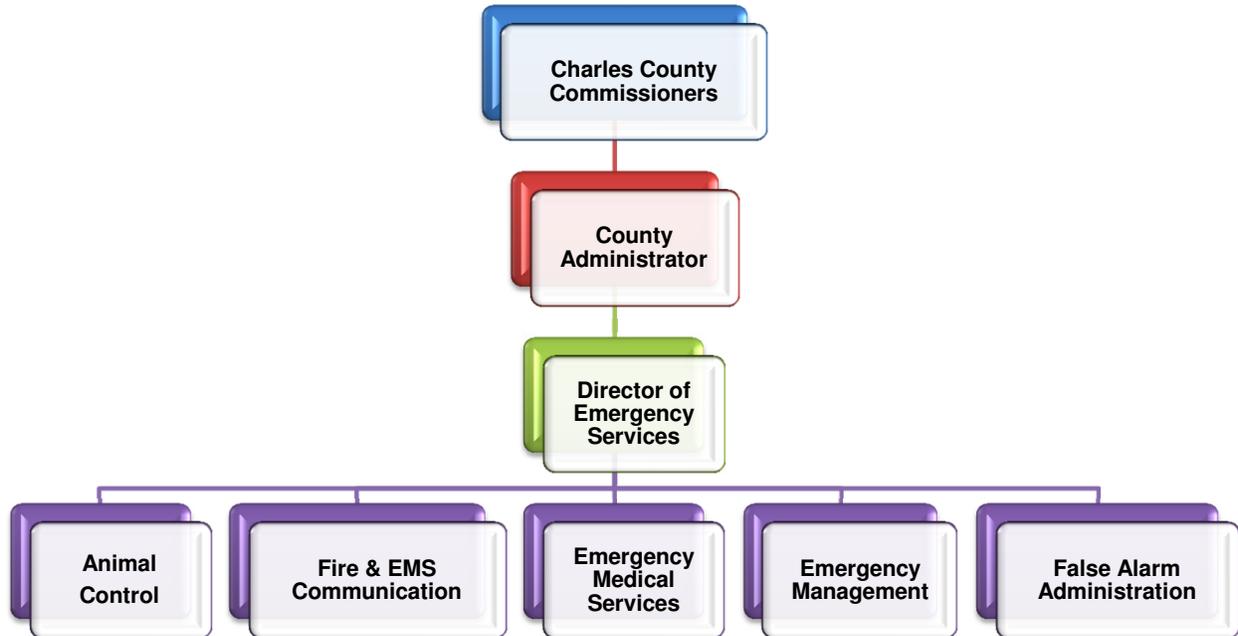
	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Projected</u>	<u>FY16 Estimated</u>
Number of Fingerprint cards processed:	1,960	2,777	3,139	3,500	3,800

## Public Safety - Emergency Services Summary

William Stephens, Director of Emergency Services  
 Mailing Address: P.O. Box 2150, La Plata, MD 20646  
 Physical Address: 10425 Audie Ln., La Plata, MD 20646  
[www.charlescountymd.gov/es/welcome](http://www.charlescountymd.gov/es/welcome)

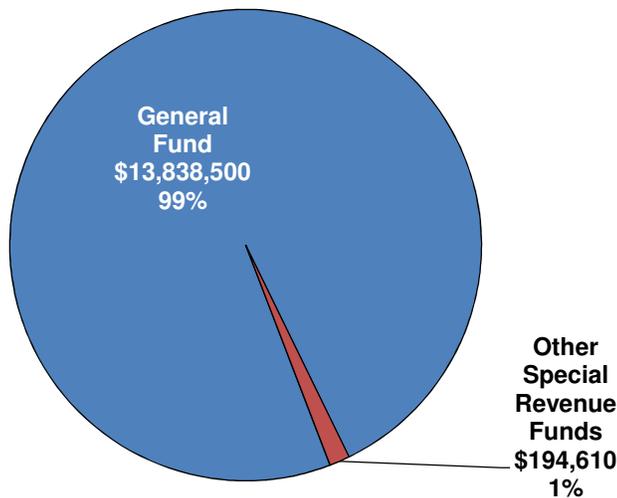
301-609-3401  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$8,328,231	\$8,642,300	\$8,645,000	\$0	\$2,700	0.0%
Fringe Benefits	2,184,826	2,422,700	2,417,200	0	(5,500)	-0.2%
Operating Costs	2,171,564	2,677,300	2,553,600	0	(123,700)	-4.6%
Transfers Out	118,959	96,200	96,200	0	0	0.0%
<b>Total Baseline</b>	<b>\$12,803,580</b>	<b>\$13,838,500</b>	<b>\$13,712,000</b>	<b>\$0</b>	<b>(\$126,500)</b>	<b>-0.9%</b>
Request Greater Than Baseline			2,991,700		2,991,700	New
<b>Total Expenditures</b>	<b>\$12,803,580</b>	<b>\$13,838,500</b>	<b>\$16,703,700</b>	<b>\$0</b>	<b>\$2,865,200</b>	<b>20.7%</b>
<b>Revenues</b>	<b>\$5,629,804</b>	<b>\$5,452,500</b>	<b>\$5,516,200</b>	<b>\$0</b>	<b>\$63,700</b>	<b>1.2%</b>
<b>Total Expenditures as % of Budget:</b>	<b>3.8%</b>	<b>3.9%</b>	<b>3.8%</b>	<b>0.0%</b>		



### TOTAL FY2015 DEPARTMENT BUDGET \$14,033,110

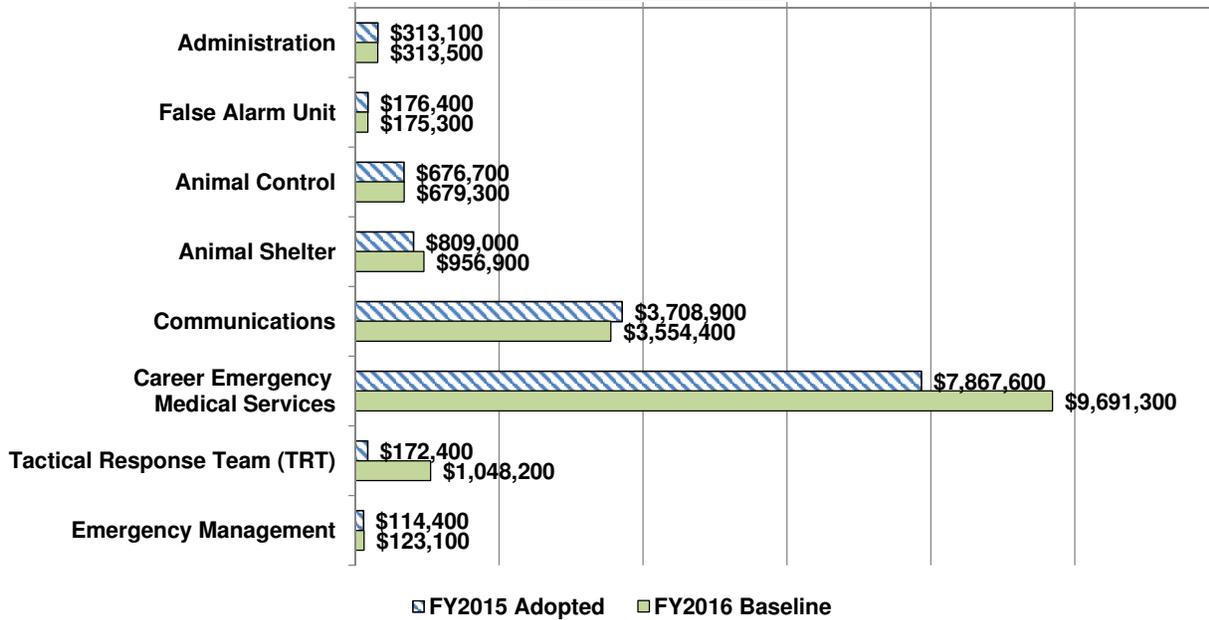
*(Totals for funds other than the General Fund exclude transfers-in from the General Fund)*



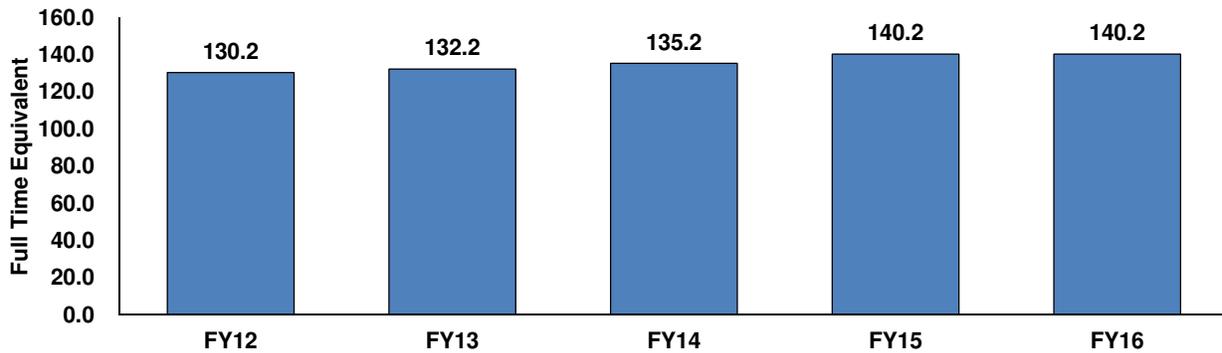
As indicated by the graph, the Department of Emergency Services is mostly funded by the General Fund.

# Other Public Safety Expenditure and Staff History

## GENERAL FUND



## Staffing History



### Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Administration	2.9	2.9	3.3	3.3	3.3
False Alarm Reduction Unit (FARU)	2.0	2.0	2.0	2.0	2.0
Animal Control	6.0	6.0	6.0	6.0	6.0
Animal Shelter	13.2	13.2	13.2	13.2	13.2
Fire/EMS Communications	24.7	24.7	26.7	31.7	31.7
Career Emergency Medical Services	79.1	81.1	81.1	81.1	81.1
Tactical Response Team (TRT)	1.7	1.7	1.7	1.7	1.7
Emergency Management	0.6	0.6	1.3	1.3	1.3
<b>Total Full Time Equivalent</b>	<b>130.2</b>	<b>132.2</b>	<b>135.2</b>	<b>140.2</b>	<b>140.2</b>

## Public Safety

**Department:** Emergency Services 01.26.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** William Stephens, Director of Emergency Services  
[www.charlescountymd.gov/es/welcome](http://www.charlescountymd.gov/es/welcome)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$219,464	\$235,600	\$235,700		\$100	0.0%
Fringe Benefits	61,181	63,400	63,700		300	0.5%
Operating Costs	9,859	14,100	14,100		0	0.0%
Transfers Out	18,758	0	0		0	N/A
<b>Total Baseline</b>	<b>\$309,262</b>	<b>\$313,100</b>	<b>\$313,500</b>	<b>\$0</b>	<b>\$400</b>	<b>0.1%</b>
Request Greater Than Baseline			161,700		161,700	New
<b>Total Expenditures</b>	<b>\$309,262</b>	<b>\$313,100</b>	<b>\$475,200</b>	<b>\$0</b>	<b>\$162,100</b>	<b>51.8%</b>
<b>Revenues</b>	<b>\$314,950</b>	<b>\$249,000</b>	<b>\$254,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>2.0%</b>

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

- The **Fringe Benefits** increase is a result of the adjusting the Workers Compensation rate for FY 2016 and adjusting the Health & Dental budget by a 4.5% rate increase.
- **Revenues** represent income from Tower Rentals.

### **Description:**

The Department of Emergency Services provides eight (8) distinct areas of service for Charles County:

- 1.) The management and direction of the Charles County Emergency Management Division
- 2.) The management and direction of the Charles County 911 Communications Division.
- 3.) The management and direction of the Charles County Emergency Medical Services Division.
- 4.) The management and direction of the Charles County Animal Control Division, and the Tri-County Animal Shelter.
- 5.) The management and direction of the Charles County False Alarm Reduction Unit
- 6.) Liaison and coordination with the Maryland Emergency Management Agency and Governor's Office of Homeland Security in matters related to planning, preparedness, response, recovery and mitigation for domestic preparedness incidents impacting Homeland Security.
- 7.) The management and direction of planning, prevention, response, recovery, and mitigation activities related to Weapons of Mass Destruction and industrial/transportation hazardous materials incidents.
- 8.) Provide support of and technical consultation to the Charles County Board of Fire & Rescue.

### **Positions:**

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time	1.3	1.3	1.3	1.3	1.3
<b>Total Full Time Equivalent</b>	<b>3.3</b>	<b>3.3</b>	<b>3.3</b>	<b>3.3</b>	<b>3.3</b>
Allocated to Special Revenue	(0.4)	(0.4)	0.0	0.0	0.0
<b>Net Cost to General Fund</b>	<b>2.9</b>	<b>2.9</b>	<b>3.3</b>	<b>3.3</b>	<b>3.3</b>

## Public Safety

**Department:** Emergency Services 01.26.151  
**Division\Program:** False Alarm Reduction Unit (FARU) Fund: General  
**Program Administrator:** Sherry Herd, Alarm Reduction Unit Administrator  
[www.charlescountymd.gov/es/faru/false-alarm-reduction-unit-faru](http://www.charlescountymd.gov/es/faru/false-alarm-reduction-unit-faru)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$108,738	\$108,000	\$108,000		\$0	0.0%
Fringe Benefits	31,815	32,800	32,200		(600)	-1.8%
Operating Costs	30,682	35,600	35,100		(500)	-1.4%
<b>Total Expenditures</b>	<b>\$171,236</b>	<b>\$176,400</b>	<b>\$175,300</b>	<b>\$0</b>	<b>(\$1,100)</b>	<b>-0.6%</b>
<b>Revenues</b>	<b>\$544,022</b>	<b>\$519,300</b>	<b>\$527,500</b>	<b>\$0</b>	<b>\$8,200</b>	<b>1.6%</b>

### Baseline Changes and Useful Information:

- **Operating Costs** were adjusted for the following reasons:
  - A \$800 increase in Contract Services to FY 2015 budget. This budget funds the annual crywolf license which assumes a 8% increase.
  - A \$300 increase in Credit Card Processing to current trends.
  - The printing budget was reduced by (\$1,600) to current trends. Less printing is required because of the cry wolf upgrade which now allows emailing of invoices.
- **Revenues** represent fees and penalties from the False Alarm program.

### Description:

Charles County police, fire and emergency medical services personnel respond to over 8,000 false alarms each year. It is estimated that Charles County's false alarm response rate has resulted in the waste of approximately 4,000 emergency personnel man hours and many thousands of dollars annually.

These unfounded alarm calls reduce the effectiveness of our emergency services and undermine their ability to respond to legitimate, critical calls. Charles County False Alarm Ordinance No. 98-48 was adopted on June 1, 1998 by the Charles County Commissioners to address this abuse and waste of emergency resources and to reduce unnecessary safety risks posed to County emergency response personnel and citizens during a false alarm response.

The False Alarm Reduction Unit (FARU) of the Charles County Department of Emergency Services was created to administer False Alarm Ordinance No. 98-48. The FARU's main function is to reduce the number of false alarms to which police, fire and emergency medical services respond to each year. The FARU:

- licenses alarm companies;
- registers alarm users;
- sends notification of false alarms and levies civil monetary penalties for excessive false alarms to alarm users;
- provides advance notification to alarm users and alarm companies of applicable registration renewal dates;
- ensures that appropriate inspections and upgrades of alarm systems occur;
- administers the False Alarm Appeals Process;
- develops and administers a public information program to educate alarm system users on provisions of the False Alarm Ordinance and the proper maintenance and use of alarm systems;
- assist in the goal to reduce false alarms in Charles County.

### Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
False Alarm Reduction Unit Administrator	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective #1: To maximize public awareness of false alarm issues and reduce their impact on our local emergency response personnel (Police, Fire and Emergency Medical Services).</i>					
Ratio of False Alarms per Registered User	0.41	0.39	0.38	0.39	0.38

## Public Safety

**Department:** Emergency Services 01.26.27  
**Division\Program:** Animal Control Fund: General  
**Program Administrator:** Edward Tucker, Chief of Animal Control  
[www.charlescountymd.gov/es/animalcontrol/animal-control](http://www.charlescountymd.gov/es/animalcontrol/animal-control)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$392,644	\$408,400	\$410,600		\$2,200	0.5%
Fringe Benefits	135,921	142,600	144,700		2,100	1.5%
Operating Costs	127,384	125,700	124,000		(1,700)	-1.4%
<b>Total Expenditures</b>	<b>\$655,948</b>	<b>\$676,700</b>	<b>\$679,300</b>	<b>\$0</b>	<b>\$2,600</b>	<b>0.4%</b>
<b>Revenues</b>	<b>\$29,070</b>	<b>\$29,900</b>	<b>\$29,400</b>	<b>\$0</b>	<b>(\$500)</b>	<b>-1.7%</b>

### Baseline Changes and Useful Information:

- **Personal Services** includes additional funding for overtime to current trends. Overtime costs have increased due to the work associated with unscheduled hold over and call out hours.
- The **Fringe Benefits** increase is a result of the adjusting the Workers Compensation rate for FY 2016 and adjusting the Health & Dental budget by a 4.5% rate increase.
- **Operating Costs** were adjusted for the following reasons:
  - The Vehicle Repairs & Maintenance budget was increased by \$500 to current trends.
  - The Uniforms budget was reduced by (\$1,500) due to the FY 2015 one time cost to replace three Body Armor/Bullet Proof Vests.
  - The Employee Vaccinations budget was reduced by (\$700) to current trends. This account has not been used since FY 2013. The requested FY 2016 budget is currently \$100.
- **Revenues** represent animal licenses and dog fines.

### Description:

Animal Control Officers are sworn Peace Officers commissioned by The Charles County Commissioners under the authority of the Annotated Code of Maryland. A synopsis of the primary duties and responsibilities that a Charles County Animal Control Officer follows:

- Enforcement of all County and State Laws, Ordinances and Regulations relevant to domestic animals including livestock and wild animals kept in captivity. This is to include criminal animal cruelty investigations on these types of
- Provide 24 hour emergency services for the rescue of injured animals and public safety situations, 365 days a year.
- Issue citations for violations of animal regulations, prepare and file applications for charging document with the District Court Commissioner, serve and respond to Court and Animal Matters Board meetings and summonses.
- Chemically tranquilize and impound animals posing a threat to public safety that cannot be captured by more conventional means.
- Conduct inspections of and issue licenses to all Commercial Animal Establishments in Charles County.
- Perform vehicular and foot patrols in the performance of these duties.
- Conduct periodic Rabies Vaccination clinics to assist in controlling the spread of Rabies through the domestic pet population.

### Positions:

Title	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
Chief of Animal Control Services	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	4.0	4.0	4.0	4.0	4.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
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*Objective: To ensure that the public and animal needs are being met while keeping costs to a minimum and to identify areas for specialized training.*

# of CAD Events	5,832	5,646	7,053	7,500	7,600
# of Neglect & Cruelty Investigations	625	695	714	720	725
# of Animals Impounded/Transported	5,659	5,185	4,689	4,800	4,900

## Public Safety

**Department:** Emergency Services 01.26.28  
**Division\Program:** Animal Shelter Fund: General  
**Program Administrator:** Kim Stephens, Animal Shelter Supervisor  
[www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter](http://www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$416,397	\$458,800	\$458,800		\$0	0.0%
Fringe Benefits	122,495	151,900	143,100		(8,800)	-5.8%
Operating Costs	159,464	198,300	199,600		1,300	0.7%
<b>Total Baseline</b>	<b>\$698,355</b>	<b>\$809,000</b>	<b>\$801,500</b>	<b>\$0</b>	<b>(\$7,500)</b>	<b>-0.9%</b>
Request Greater Than Baseline			155,400		155,400	New
<b>Total Expenditures</b>	<b>\$698,355</b>	<b>\$809,000</b>	<b>\$956,900</b>	<b>\$0</b>	<b>\$147,900</b>	<b>18.3%</b>
<b>Revenues</b>	<b>\$447,976</b>	<b>\$539,000</b>	<b>\$533,900</b>	<b>\$0</b>	<b>(\$5,100)</b>	<b>-0.9%</b>

### Baseline Changes and Useful Information:

- **Fringe Benefits** was adjusted to reflect current trends in the Health & Dental Budget and assumes a rate increase in Workers Compensation.
- **Operating Costs** were adjusted for the following reasons:
  - A \$2,500 increase in Training. This will allow for annual workshops to be conducted through the Humane Society Academy on topics such as Compassion Fatigue, Team Building and Communication skills. These workshops have been identified as needed through a review of operations that included the need for animal handling and assessment training. Combined these annual updates/continuing education, along with humane euthanasia training will cost \$6,000/year
  - A \$600 increase in Veterinarian Expense and a \$1,500 increase in Insurance to current trends.
  - The Food/Meals budget was reduced by (\$3,000) and the Uniforms budget was reduced by (\$300) to reflect recent trends.
- The Animal Shelter is a Tri-County effort. **Revenues** represent funding from St. Mary's and Calvert Counties and Boarding fees.

### Description:

The Tri-County Animal Shelter (TCAS) serves the 254,000 plus citizens of Charles, Calvert and St. Mary's Counties. These three counties consist of 1,134 square miles. Over 10,000 animals were received by the Tri-County Animal Shelter in FY 2013. The Tri-County Animal Shelter receives stray and unwanted animals. The Shelter then attempts to ascertain the identity of the owner of these animals and may release the animals to them after payment of the mandated fees. If the animal is unwanted or unredeemed in accordance with State, County and Shelter regulations, it may then be placed for adoption/rescue. The Tri-County Animal Shelter may euthanize unredeemed, unwanted or diseased animals. The Tri-County Animal Shelter also acts as the Tri-County region's rabies quarantine center. The Shelter holds animals under the guidelines of the Health Departments and if deemed a necessity will euthanize suspected carriers of rabies for testing at State labs.

The Tri-County Animal Shelter shall continue to provide humane treatment of all animals, at all times, under its care. All citizens coming in contact with the Tri-County Animal Shelter shall continue to be treated with courtesy and consideration.

### Positions:

Title	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
Animal Shelter Supervisor	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant	3.0	3.0	3.0	3.0	3.0
Animal Shelter Technician	3.0	3.0	3.0	3.0	3.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Services/Clerical Assistant	1.0	1.0	1.0	1.0	1.0
Animal Shelter Van Driver	0.7	0.7	0.7	0.7	0.7
Part-time Positions	3.2	3.2	3.2	3.2	3.2
<b>Total Full Time Equivalent</b>	<b>13.9</b>	<b>13.9</b>	<b>13.8</b>	<b>13.8</b>	<b>13.8</b>
Allocated to Special Revenue	(0.7)	(0.7)	(0.7)	(0.7)	(0.7)
<b>Net Cost to General Fund</b>	<b>13.2</b>	<b>13.2</b>	<b>13.2</b>	<b>13.2</b>	<b>13.2</b>

## Public Safety

**Department:** Emergency Services 01.26.28  
**Division\Program:** Animal Shelter Fund: General  
**Program Administrator:** Kim Stephens, Animal Shelter Supervisor  
[www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter](http://www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter)

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
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*Objective: Tracking the number of animals processed allows management to assess the effectiveness of the community outreach and spay/neuter programs.*

# of Animals Processed	11,120	10,049	8,987	9,100	9,100
Average Daily Population of dogs and cats	179	161	158	164	161
# of Adoptable/Rescueable/Reclaimable Animals	10,772	9,243	8,349	8,500	8,500
# of Animals Adopted	946	778	847	875	875
# of Animals Rescued	2,597	3,521	3,164	3,100	3,100
# of Animals Reclaimed	1,078	930	960	950	950

**Department:** Emergency Services 01.26.29  
**Division\Program:** Fire/EMS Communications Fund: General  
**Program Administrator:** Tony W. Rose, Chief of Fire/EMS Communications  
[www.charlescountymd.gov/es/communications/fire-and-ems-communications](http://www.charlescountymd.gov/es/communications/fire-and-ems-communications)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$1,564,614	\$1,782,500	\$1,782,500		\$0	0.0%
Fringe Benefits	447,640	582,000	535,700		(46,300)	-8.0%
Operating Costs	1,047,381	1,344,200	1,204,600		(139,600)	-10.4%
Transfers Out	184	200	200		0	0.0%
Capital Outlay	0	0	0		0	N/A
<b>Total Baseline</b>	<b>\$3,059,819</b>	<b>\$3,708,900</b>	<b>\$3,523,000</b>	<b>\$0</b>	<b>(\$185,900)</b>	<b>-5.0%</b>
Request Greater Than Baseline			31,400		31,400	New
<b>Total Expenditures</b>	<b>\$3,059,819</b>	<b>\$3,708,900</b>	<b>\$3,554,400</b>	<b>\$0</b>	<b>(\$154,500)</b>	<b>-4.2%</b>
<b>Revenues</b>	<b>\$1,045,190</b>	<b>\$1,090,000</b>	<b>\$1,090,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

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

- The **Fringe Benefits** decrease is a result of the change in the annual required contribution for the Dispatchers who are part of the Sheriff's Officers Pension plan.
- **Operating Costs** were adjusted for the following reasons:
  - To cover a \$27,000 increase in the cost of the Motorola contract due to the addition of channels.
  - To add a second beacon at the Waldorf tower and Indian Head tower which is required by the Federal Aviation Administration (FAA). Total cost - \$25,000
  - To purchase two radio system antennas - \$5,200.
  - To test a remote generator power at radio sites. Total request - \$2,500
  - Due to increased staff, the Division is requesting additional Training and Uniform funds. Total request - \$2,000.
  - One time costs and other line items, were reduced by a total of (\$201,300).
- **Revenues** represent primarily from Local 911 fees.

## Public Safety

**Department:** Emergency Services 01.26.29  
**Division\Program:** Fire/EMS Communications Fund: General  
**Program Administrator:** Tony W. Rose, Chief of Fire/EMS Communications  
[www.charlescountymd.gov/es/communications/fire-and-ems-communications](http://www.charlescountymd.gov/es/communications/fire-and-ems-communications)

**Description:**

The function of this division is to process emergency and non-emergency requests for public safety assistance and then coordinate the response of appropriate resources to resolve the situation. It is the goal of this division to provide this service through the establishment, implementation and application of a number of programs designed to facilitate the prompt and efficient delivery of emergency services.

Such programs include "911 Addressing" which is intended to identify, verify, and assign an address to all new and existing residences in Charles County thereby creating a physical location database.

Other programs include Enhanced 911, Reverse 911, Computer Aided Dispatch, Automatic Fire/Intrusion Alarm monitoring, Emergency Medical Dispatch/Pre-Arrival Instructions, Severe Weather Alerting, Public Education, Road Name Approvals, management & operation of Public Safety/Service Radio System & associated infrastructure and administrative support to Fire/EMS associations.

Personnel are on duty twenty four hours per day, seven days a week. Staff is responsible for the direction, administration, configuration, and the operation of the Charles County 911 system and the emergency communications system.

**Positions:**

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Radio System Support Supervisor	0.0	0.0	1.0	1.0	1.0
Training / Quality Assurance Captain	0.0	0.0	1.0	1.0	1.0
Communications Supervisor	5.0	5.0	5.0	5.0	5.0
Dispatcher I & II	15.0	15.0	15.0	20.0	20.0
Database Specialist (GIS)	1.0	1.0	1.0	1.0	1.0
Database Specialist (CAD)	1.0	1.0	1.0	1.0	1.0
Part Time Position	0.7	0.7	0.7	0.7	0.7
<b>Total Full Time Equivalent</b>	<b>24.7</b>	<b>24.7</b>	<b>26.7</b>	<b>31.7</b>	<b>31.7</b>

**Objectives & Measurements:**

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>Objective: Through management of the 911 Fire/EMS Communications Division, coordinate and provide 24-hour-a-day emergency Fire and Emergency Medical Services (EMS) response, manage emergency communications systems, administer and deliver 911 services, 911 Addressing, Public Safety GIS services, EOC support, QA/QI, maintain staff / Center proficiency by continues training and certification to national standards, promotion of public awareness regarding proper use of 911 services.</u></i>					
Number of 911 Calls Received	74,866	73,182	72,231	75,000	80,000

## Public Safety

**Department:** Emergency Services 01.26.97  
**Division\Program:** Career Emergency Medical Services Fund: General  
**Program Administrator:** John Filer, Chief of Emergency Medical Services  
[www.charlescountymd.gov/es/ems/emergency-medical-services-ems](http://www.charlescountymd.gov/es/ems/emergency-medical-services-ems)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$5,516,541	\$5,570,400	\$5,570,400		\$0	0.0%
Fringe Benefits	1,362,938	1,438,900	1,485,800		46,900	3.3%
Operating Costs	720,335	858,300	876,600		18,300	2.1%
Transfers Out	0	0	0		0	N/A
<b>Total Baseline</b>	<b>\$7,599,815</b>	<b>\$7,867,600</b>	<b>\$7,932,800</b>	<b>\$0</b>	<b>\$65,200</b>	<b>0.8%</b>
Request Greater Than Baseline						
Volunteer Companies			937,400		937,400	New
Other			821,100		821,100	New
<b>Total Expenditures</b>	<b>\$7,599,815</b>	<b>\$7,867,600</b>	<b>\$9,691,300</b>	<b>\$0</b>	<b>\$1,823,700</b>	<b>23.2%</b>
<b>Revenues</b>	<b>\$3,229,927</b>	<b>\$3,025,300</b>	<b>\$3,081,400</b>	<b>\$0</b>	<b>\$56,100</b>	<b>1.9%</b>

### Baseline Changes and Useful Information:

- The **Fringe Benefits** increase is a result of the adjusting the Workers Compensation rate for FY 2016 and adjusting the Health & Dental budget by a 4.5% rate increase.
- The **Operating Costs** budget increase is due to the following reasons:
  - An increase in the Billing Contract based on EMS service collections. Total increase - \$9,000
  - The Medical Expenses budget was increased by \$6,800 to provide physicals for 82 employees.
  - 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.
  - The Bank Expenses budget was increased by \$1,600 to equal FY 2014 actual.
  - One time costs were reduced by a total of (\$3,000).
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services.

### Description:

The Emergency Medical Services Division of the Department of Emergency Services was created in July 2001 to provide Advanced Life Support (ALS), and when needed to augment the volunteer stations in providing Basic Life Support (BLS) services from various stations within the county. Career EMS personnel are currently deployed and provide 24/7 EMS services as follows:

EMS 3 - Waldorf	EMS 8 - Tenth District (Marbury)
EMS 12 - Westlake/Waldorf	EMS 14 - Newburg
EMS 51 - La Plata	EMS 2- Hughesville
EMS 11- Bryan's Road	Charles County Mobile Intensive Care Unit
CCSO District III - EMS Supervisor in Chase Vehicle	
EMS 16 - La Plata - EMS Supervisor in Chase Vehicle	

### Positions:

<u>Title</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>	<u>FY16</u> <u>FTE</u>
Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
EMS Captain	2.0	2.0	2.0	2.0	2.0
Paramedic Supervisor/Lieutenant	8.0	8.0	8.0	8.0	8.0
Paramedics	36.0	38.0	38.0	36.0	36.0
Emergency Medical Tech.	28.0	28.0	28.0	30.0	30.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
<b>Total Full Time Equivalent</b>	<b>79.1</b>	<b>81.1</b>	<b>81.1</b>	<b>81.1</b>	<b>81.1</b>

## Public Safety

**Department:** Emergency Services 01.26.97  
**Division\Program:** Career Emergency Medical Services Fund: General  
**Program Administrator:** John Filer, Chief of Emergency Medical Services  
[www.charlescountymd.gov/es/ems/emergency-medical-services-ems](http://www.charlescountymd.gov/es/ems/emergency-medical-services-ems)

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i>Objective: To provide Advanced Life Support Emergency Medical Services to all residents of the county within nine (9) minutes or less 90% of the time and Basic Life Support Emergency Medical Services within ten (10) minutes of less 80% of the time.</i>					
Responses by Career EMS	11,903	12,290	13,188	13,800	13,800
Responses by Volunteer Companies	<u>10,032</u>	<u>10,207</u>	<u>9,040</u>	<u>9,800</u>	<u>9,800</u>
Total Number of Responses	21,935	22,497	22,228	23,600	23,600
Percent of Responses by Career EMS	54%	55%	59%	58%	58%
EMS Transports	6,832	7,194	7,055	7,800	7,800
Volunteer Transports	<u>4,438</u>	<u>4,497</u>	<u>3,612</u>	<u>4,200</u>	<u>4,200</u>
Total Number of Transports*	11,270	11,691	10,667	12,000	12,000
Percent of Transports by Career EMS	61%	62%	66%	65%	65%

\*Transports data includes both ALS and BLS patient transports.

## Public Safety

**Department:** Emergency Services 01.26.86  
**Division\Program:** Tactical Response Team (TRT) Fund: General  
**Program Administrator:** John Filer, Chief of Emergency Medical Services  
[www.charlescountymd.gov/es/ems/tactical-response-team](http://www.charlescountymd.gov/es/ems/tactical-response-team)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$93,926	\$68,800	\$68,800		\$0	0.0%
Fringe Benefits	18,734	7,200	7,800		600	8.3%
Operating Costs	71,867	96,400	94,900		(1,500)	-1.6%
<b>Total Baseline</b>	\$184,527	\$172,400	\$171,500	\$0	(\$900)	-0.5%
Request Greater Than Baseline			876,700		876,700	New
<b>Total Expenditures</b>	\$184,527	\$172,400	\$1,048,200	\$0	\$875,800	508.0%
<b>Revenues</b>	\$18,670	\$0	\$0	\$0	\$0	N/A

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

- The **Fringe Benefits** increase is a result of the adjusting the Workers Compensation rate for FY 2016.
- The FY 2015 **Operating Costs** budget were reduced to current trends. Vehicle fuel was reduced by (\$300) and Contract Services was reduced by (\$1,200).

### **Description:**

The Tactical Response Team Division of the Department of Emergency Services was created in December 2003 to support planning, prevention, response and mitigation activities related to Chemical, Biological, Radiological, Nuclear and Explosive Weapons of Mass Destruction and industrial/transportation hazardous materials incidents. This program is a mandated capability pursuant to local, regional, and state level Homeland Security directives.

Funding is used for operations, training, equipment maintenance, upkeep and replacement, and the acquisition of special detection/mitigation technology.

### **Positions:**

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Part Time	1.7	1.7	1.7	1.7	1.7
<b>Total Full Time Equivalent</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>

### **Objectives & Measurements:**

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To provide an all-hazards response, mitigation, protection and support solution to hazardous materials, specialized rescue, chemical, biological, radiological, nuclear, and explosive incidents.</i>					
Responses by Tactical EMS	92	134	139	140	140
Responses by Hazmat Team	248	244	240	276	280

## Public Safety

**Department:** Emergency Services 01.26.89  
**Division\Program:** Emergency Management Fund: General  
**Program Administrator:** Michelle Lilly, Chief of Emergency Management  
[www.charlescountymd.gov/es/em/emergency-management](http://www.charlescountymd.gov/es/em/emergency-management)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$15,906	\$9,800	\$10,200		\$400	4.1%
Fringe Benefits	4,102	3,900	4,200		300	7.7%
Operating Costs	4,593	4,700	4,700		0	0.0%
Transfers Out	100,017	96,000	96,000		0	0.0%
<b>Total Baseline</b>	\$124,618	\$114,400	\$115,100	\$0	\$700	0.6%
Request Greater Than Baseline			8,000	0	8,000	New
<b>Total Expenditures</b>	\$124,618	\$114,400	\$123,100	\$0	\$8,700	7.6%

### Baseline Changes and Useful Information:

- This Division is partially grant funded. The FY 2015 grant budget assumed funding would flat for FY 2015. This caused an increase to **Personal Services** and **Fringe Benefits**.
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant.

### Description:

The Emergency Management Division of the Department of Emergency Services is responsible to develop, coordinate and promote a comprehensive emergency management program incorporating planning, preparedness, response, and recovery activities relative to emergency or disasters.

The division's primary responsibility is the development and maintenance of the County's basis emergency operations plan which provides a framework for the coordination of emergency response activities across a broad spectrum of disciplines and agencies.

Other responsibilities include public education and information, promotion of mitigation activities, liaison and collaboration with local, state and federal governmental agencies, for profit and nonprofit public and private institutions and volunteer organizations, as well as other activities related to the establishment of a comprehensive emergency management program.

### Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Emergency Management	1.0	1.0	1.0	1.0	1.0
Emergency Services Specialist	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
Allocated to Special Revenue	(1.4)	(1.4)	(0.8)	(0.8)	(0.8)
<b>Net Cost to General Fund</b>	<b>0.6</b>	<b>0.6</b>	<b>1.3</b>	<b>1.3</b>	<b>1.3</b>

### Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Number of Emergency Response Events	31	37	13	45	45

## Public Safety

**Department:** Volunteer Fire Protection & Emergency Medical Services 01.10  
**Division\Program:** Charles Co. Volunteer Fireman's Association (CCVFA) & Fund: General  
 Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)  
**Program Administrator:** George Hayden, CCVFA President / Bill Deer, CCAEMS President  
[www.charlescountymd.gov/maps/volunteer-fire-and-ems](http://www.charlescountymd.gov/maps/volunteer-fire-and-ems)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	\$9,692	\$9,000	\$13,700		\$4,700	52.2%
<b>Total Expenditures</b>	<b>\$9,692</b>	<b>\$9,000</b>	<b>\$13,700</b>	<b>\$0</b>	<b>\$4,700</b>	<b>52.2%</b>

### Baseline Changes and Useful Information:

- The **Operating Costs** budget is to fund water & sewer fees for the following facilities: Waldorf Volunteer Fire Department, Benedict Volunteer Fire Department, Charles County Mobile Intense Care Unit, Bryans Road Volunteer Fire Department, Potomac Heights Volunteer Fire Department and Cobb Island Volunteer Fire Department & EMS.
- The **Operating Costs** budget was adjusted to reflect current activity.

### Description:

Per October 17, 1994 County Commissioner minutes, Water & Sewer Fees for Fire, Rescue, and EMS facilities are to be waived. When the County waives water & sewer fees, the General Fund bares the responsibility of funding these costs.

## Debt

**Department:** Debt Service 01.18  
**Division\Program:** Fiscal & Administrative Services Fund: General  
**Program Administrator:** David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	\$81,262	\$206,300	\$206,300		\$0	0.0%
Debt Service	20,137,526	21,048,600	23,990,500		2,941,900	14.0%
Transfers Out	368,300	451,200	482,900		31,700	7.0%
<b>Total Expenditures</b>	<b>\$20,587,087</b>	<b>\$21,706,100</b>	<b>\$24,679,700</b>	<b>\$0</b>	<b>\$2,973,600</b>	<b>13.7%</b>
<b>Revenues</b>	<b>\$874,514</b>	<b>\$2,792,100</b>	<b>\$2,806,900</b>	<b>\$0</b>	<b>\$14,800</b>	<b>0.5%</b>

### Baseline Changes and Useful Information:

- **Revenues** includes the use of Fund Balance from the 2014 Bond Premium in FY2016.

### Description:

This department is used to account for the annual General Fund principal, interest, and bond expenses associated with general obligation bonds and capital lease agreements. Debt service requirements are reviewed periodically in order to maintain a strong fiscal position relative to infrastructure financing.

### A breakdown of the annual debt service payment by function is listed below:

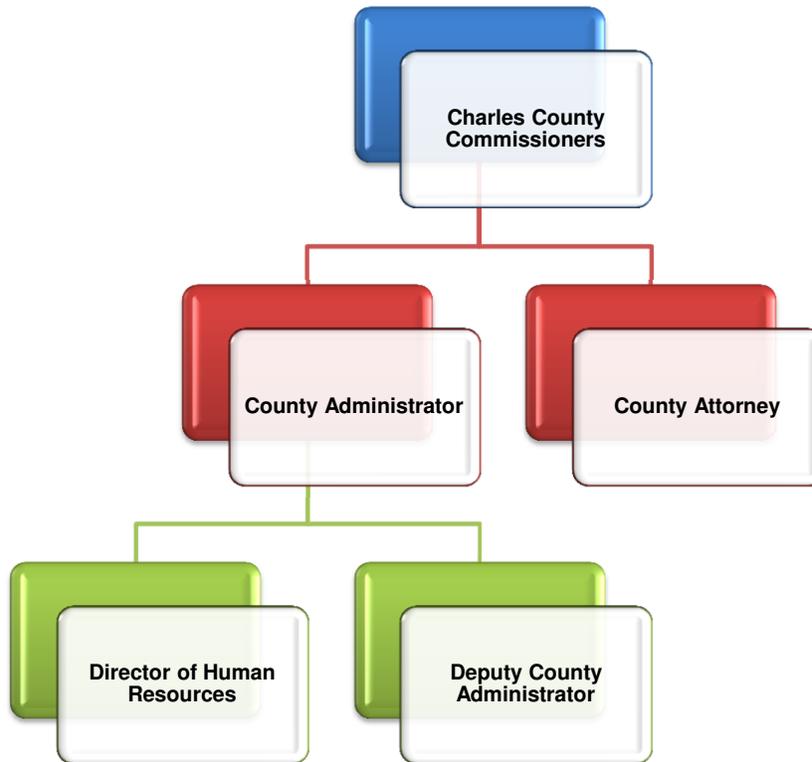
	FY2014 Actual	FY2015 Adopted	FY2016 Request	\$ Change from FY2015	% Chg.
<b>Bonds</b>					
Board Of Education	\$3,719,887	\$3,692,400	\$3,590,400	(\$102,000)	-2.8%
College of Southern Maryland	1,289,914	1,360,300	1,544,300	184,000	13.5%
General Government	4,929,371	4,721,300	5,356,200	634,900	13.4%
Public Safety	2,208,526	1,824,800	1,698,700	(126,100)	-6.9%
Transportation	6,811,270	7,591,100	8,275,100	684,000	9.0%
Miscellaneous	84,291	99,500	99,500	0	0.0%
Est. 2015 Bond Issue	0	0	306,700	306,700	New
<b>Bond Principal &amp; Interest</b>	<b>\$19,043,259</b>	<b>\$19,289,400</b>	<b>\$20,870,900</b>	<b>\$1,581,500</b>	<b>8.2%</b>
<b>Leases</b>					
Public Works - Facilities	\$361,750	\$357,000	\$477,700	\$120,700	33.8%
Emergency Services	251,656	397,100	551,500	154,400	38.9%
Fiscal & Administrative Services	67,958	4,400	6,100	1,700	38.6%
Community Services	6,683	7,800	10,500	2,700	34.6%
General Government	5,155	5,100	5,000	(100)	-2.0%
County Administered	\$693,202	\$771,400	\$1,050,800	\$279,400	36.2%
Sheriff	363,041	803,000	1,468,200	665,200	82.8%
Volunteer Fire & EMS	0	143,300	555,600	412,300	287.7%
Library	5,535	5,500	5,500	0	0.0%
Other Agencies	32,488	36,000	39,500	3,500	9.7%
Other Departments	\$401,064	\$987,800	\$2,068,800	\$1,081,000	109.4%
<b>Capital Lease Principal &amp; Interest</b>	<b>\$1,094,266</b>	<b>\$1,759,200</b>	<b>\$3,119,600</b>	<b>\$1,360,400</b>	<b>77.3%</b>
<b>Transfer to Enterprise Fund</b>	<b>\$368,300</b>	<b>\$451,200</b>	<b>\$482,900</b>	<b>\$31,700</b>	<b>7.0%</b>
<b>Operating Costs</b>	<b>\$81,262</b>	<b>\$206,300</b>	<b>\$206,300</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total</b>	<b>\$20,587,087</b>	<b>\$21,706,100</b>	<b>\$24,679,700</b>	<b>\$2,973,600</b>	<b>13.7%</b>

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Estimated
<i>Objective: To maintain or improve the County's bond rating. The higher the rating, the lower the interest rate will be on County issued bonds; which translates into less revenue needed to meet the costs.</i>					
Standard & Poor's	AA	AA	AA	AA+	AAA
Moody's Investors Service	Aa2	Aa1	Aa1	Aa1	Aa1
Fitch Investors Service	AA+	AA+	AAA	AAA	AAA

## General Government Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$5,630,556	\$6,599,300	\$6,874,100	\$0	\$274,800	4.2%
Fringe Benefits	2,246,523	3,975,200	4,217,900	0	242,700	6.1%
Operating Costs	3,800,006	4,272,900	4,405,000	0	132,100	3.1%
Transfers Out	327,632	394,900	421,500	0	26,600	6.7%
Agency Funding	752,729	761,000	1,011,000	0	250,000	32.9%
Capital Outlay	45,641	26,400	26,400	0	0	0.0%
<b>Total Baseline</b>	<b>\$12,803,085</b>	<b>\$16,029,700</b>	<b>\$16,955,900</b>	<b>\$0</b>	<b>\$926,200</b>	<b>5.8%</b>
Request Greater Than Baseline			611,100		611,100	New
<b>Total Expenditures</b>	<b>\$12,803,085</b>	<b>\$16,029,700</b>	<b>\$17,567,000</b>	<b>\$0</b>	<b>\$1,537,300</b>	<b>9.6%</b>
<b>Total Expenditures as % of Budget:</b>	<b>3.8%</b>	<b>4.5%</b>	<b>4.6%</b>	<b>0.0%</b>		
<b>Revenues</b>	<b>\$502,115</b>	<b>\$519,100</b>	<b>\$535,400</b>	<b>\$0</b>	<b>\$16,300</b>	<b>3.1%</b>

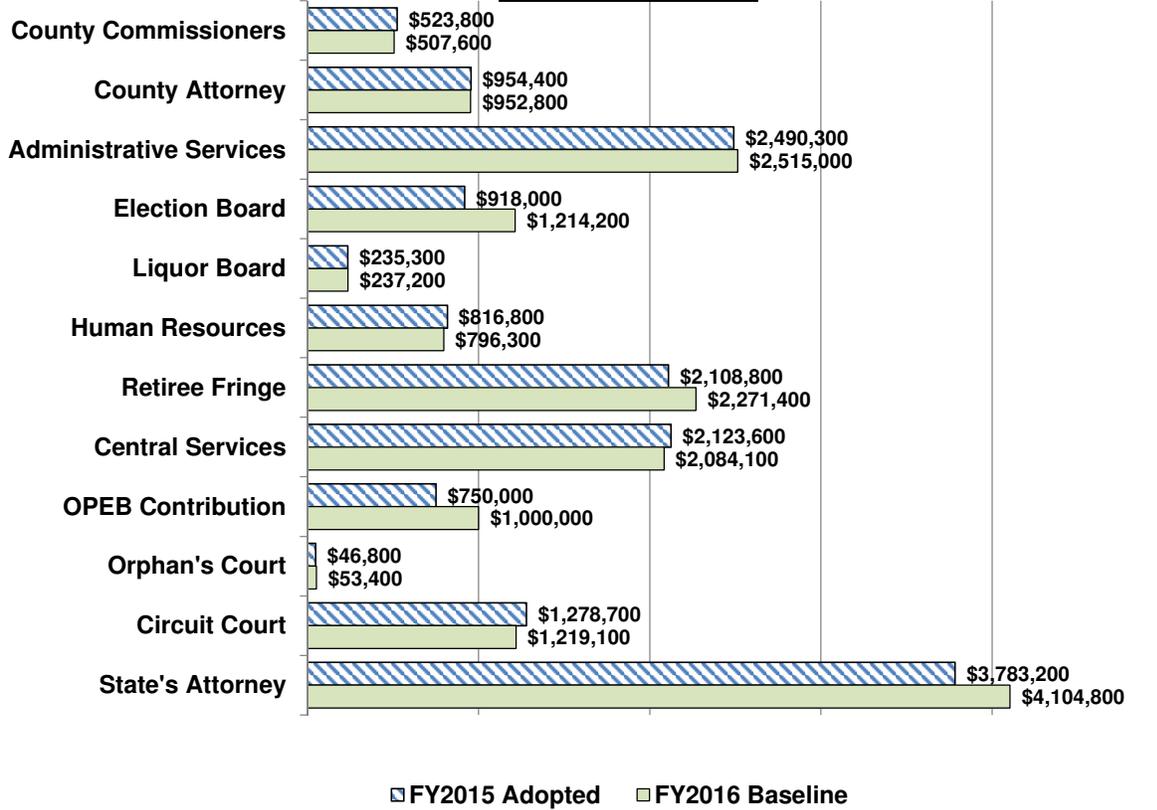


**General Government Agencies which receive County funding:**

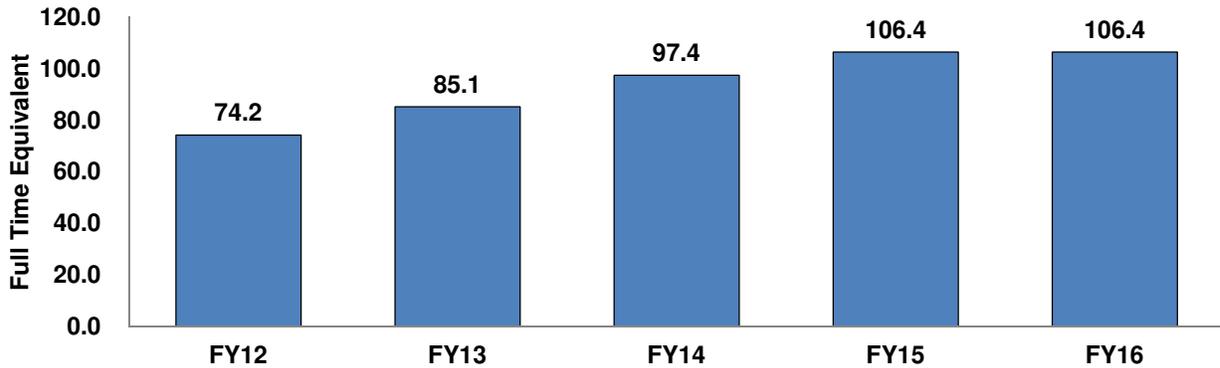
SDAT Cost Share	Orphan's Court
Election Board	Circuit Court
Liquor Board	State's Attorney

# General Government Expenditure and Staff History

## GENERAL FUND



## Staffing History



### Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
County Commissioners	5.0	5.0	5.0	5.0	5.0
County Attorney	7.1	8.0	8.0	8.0	8.0
Administrative Services	15.6	19.8	23.0	24.0	24.0
Liquor Board	1.9	1.9	1.9	1.9	1.9
Human Resources	7.0	8.0	8.0	8.0	8.0
Circuit Court	15.9	14.2	14.2	14.2	14.2
State's Attorney	21.8	28.4	37.4	45.4	45.4
<b>Total Full Time Equivalent</b>	<b>74.2</b>	<b>85.1</b>	<b>97.4</b>	<b>106.4</b>	<b>106.4</b>

## General Government

**Department:** Board of County Commissioners 01.01  
**Division\Program:** Board of County Commissioners Fund: General  
**Program Administrator:** Peter F. Murphy, Ken Robinson; Debra Davis, Bobby Rucci, Amanda Stewart  
[www.charlescountymd.gov/commissioners/welcome](http://www.charlescountymd.gov/commissioners/welcome)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$250,962	\$251,000	\$251,000		\$0	0.0%
Fringe Benefits	89,925	91,900	75,700		(16,200)	-17.6%
Operating Costs	155,894	180,900	180,900		0	0.0%
<b>Total Expenditures</b>	<b>\$496,782</b>	<b>\$523,800</b>	<b>\$507,600</b>	<b>\$0</b>	<b>(\$16,200)</b>	<b>-3.1%</b>

### Baseline Changes and Useful Information:

- Change in **Fringe Benefits** is due to a decrease in Health and Dental participation.

### Description:

The County Commissioners are responsible for establishing executive and legislative policy for the County Government and its related agencies. Through an annual budget process, they establish spending levels for each of the major departments/agencies and adopt tax rates and other fees/charges to support the approved budget(s). They ensure that the government is operated in an open and accessible environment, is based on a comprehensive long/short term planning and has an appropriate managerial staff tempered by fiscal responsibility.

### Positions:

Title	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
County Commissioners Office:					
President	1.0	1.0	1.0	1.0	1.0
Members	4.0	4.0	4.0	4.0	4.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

	Commissioner President	Commissioner #1	Commissioner #2	Commissioner #3	Commissioner #4	Total
Personal Services	58,200	48,200	48,200	48,200	48,200	\$251,000
Fringe Benefits	17,600	15,600	9,600	10,200	18,700	\$71,700
Conferences	2,300	2,300	2,300	2,300	2,300	\$11,500
Mileage	2,200	2,200	2,200	2,200	2,200	\$11,000
Projects	1,000	1,000	1,000	1,000	1,000	\$5,000
Meetings	2,300	2,300	2,300	2,300	2,300	\$11,500
<b>Subtotal</b>	<b>\$83,600</b>	<b>\$71,600</b>	<b>\$65,600</b>	<b>\$66,200</b>	<b>\$74,700</b>	<b>\$361,700</b>
Pension Retirees						\$6,500
Operating Costs - Supports all Commissioners						141,900
<b>Total</b>	<b>\$83,600</b>	<b>\$71,600</b>	<b>\$65,600</b>	<b>\$66,200</b>	<b>\$74,700</b>	<b>\$510,100</b>

\*Pension for individual commissioners is included in the Fringe Benefits.

\*Operating Costs for individual commissioners in the sum of Conferences, Mileage, Projects, and Meetings.

## General Government

**Department:** County Attorney 01.16  
**Division\Program:** County Attorney Fund: General  
**Program Administrator:** Elizabeth D. Theobalds, Esq., Acting County Attorney  
[www.charlescountymd.gov/coattny/welcome](http://www.charlescountymd.gov/coattny/welcome)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$551,577	\$624,200	\$624,900		\$700	0.1%
Fringe Benefits	150,212	170,900	168,600		(2,300)	-1.3%
Operating Costs	289,214	159,300	159,300		0	0.0%
<b>Total Baseline</b>	<b>\$991,003</b>	<b>\$954,400</b>	<b>\$952,800</b>	<b>\$0</b>	<b>(\$1,600)</b>	<b>-0.2%</b>
Request Greater Than Baseline			\$31,100		\$31,100	New
<b>Total Expenditures</b>	<b>\$991,003</b>	<b>\$954,400</b>	<b>\$983,900</b>	<b>\$0</b>	<b>\$29,500</b>	<b>3.1%</b>

### Baseline Changes and Useful Information:

- **Personal Services** is increasing by \$700, due to an increase in Full-Time Staff Salaries.
- The rise in costs for **Fringe Benefits** is due to increased participants in Health and Dental, along with an increase in the Worker's Compensation rate.
- **Operating Costs** are expected to remain the same for FY16.

### Description:

The Office of the County Attorney is responsible for all legal affairs of County government. Legal advice and representation regarding a wide range of County issues is provided for the County Commissioners, County Administrator, Department Directors, and all County agencies, boards and commissions. Significant areas of practice include: Land Use, Planning & Zoning, Emergency & Public Safety, Procurement & Contract review and Drafting, Civil litigation, Human Resources, Legal Opinions, Legislation, Resolutions, Administrative Law, Ethics, Public Information & Open Meetings Act, Housing & Community Services Programs, Public Utilities, Water & Sewer Infrastructure, Financing, Construction & Operation, Transportation, Property Acquisition & highway planning and construction, Real Estate Law, Collections & Public Finance Laws, Environmental Law & Constitutional Law, and Parliamentary Procedure.

### Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
County Attorney	1.0	1.0	1.0	1.0	1.0
Deputy County Attorney	1.0	1.0	1.0	1.0	1.0
Assistant County Attorney I-II	2.6	2.6	2.6	2.6	2.6
Legal Office Administrator	0.5	0.5	0.5	0.5	0.5
Paralegal Supervisor	1.0	1.0	1.0	1.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Part Time	0.0	0.6	0.6	0.6	0.6
<b>Total Full Time Equivalent</b>	<b>8.1</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>
Allocated to Capital Projects	(1.0)	(0.8)	(0.8)	(0.8)	(0.8)
<b>Net Cost to General Fund</b>	<b>7.1</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

### Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Documents/matters received for legal	4,464	6,284	8,700	8,700	8,700
Litigation/enforcement actions/complaints	1,626	1,232	992	1,050	1,100
Permits Issued	499	480	415	410	410

## General Government

**Department:** Administrative Services 01.03.13  
**Division\Program:** Commissioner Office Administration Fund: General  
**Program Administrator:** Board of County Commissioners/Deborah Hall, Acting County Administrator  
[www.charlescountymd.gov/commissioners/clo/citizens-liaison-office](http://www.charlescountymd.gov/commissioners/clo/citizens-liaison-office)  
[www.charlescountymd.gov/coadmin/clerk/clerk-commissioners](http://www.charlescountymd.gov/coadmin/clerk/clerk-commissioners)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$333,621	\$375,300	\$355,800		(\$19,500)	-5.2%
Fringe Benefits	79,498	93,300	112,900		19,600	21.0%
Operating Costs	12,544	17,600	16,100		(1,500)	-8.5%
<b>Total Expenditures</b>	<b>\$425,663</b>	<b>\$486,200</b>	<b>\$484,800</b>	<b>\$0</b>	<b>(\$1,400)</b>	<b>-0.3%</b>

### Baseline Changes and Useful Information:

- **Personal Services** is decreasing due to a reduction in Full-Time Salaries due to turnover.
- The rise in costs for **Fringe Benefits** is due to the increased Worker's Compensation rate and Health and Dental
- **Operating Expenses** are decreasing due to the following:
  - Decrease of (\$600) in Printing based on current activity
  - Reduction Employee Education by (\$500).
  - Decrease of Office Supplies by (\$400) based on current activity.

### Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

<b>Positions:</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Citizens' Liaison	1.0	1.0	1.0	0.0	0.0
Assistant to the Commissioner President	0.0	0.0	0.0	1.0	1.0
Executive Office Manager	0.0	0.0	1.0	1.0	1.0
Clerk to the Commissioners	1.0	1.0	1.0	1.0	1.0
Exec. Asst. to the Commissioner President	1.0	1.0	0.0	0.0	0.0
Commissioner Specialist - Scheduler	1.0	1.0	1.0	1.0	1.0
Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Part Time Help	0.6	0.6	0.6	0.6	0.6
<b>Total Full Time Equivalent</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>

## General Government

**Department:** Administrative Services 01.03.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Deborah Hall, Acting County Administrator  
[www.charlescountymd.gov/coadmin/welcome](http://www.charlescountymd.gov/coadmin/welcome)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$415,931	\$507,600	\$579,200		\$71,600	14.1%
Fringe Benefits	112,388	145,800	168,200		22,400	15.4%
Operating Costs	7,881	187,700	117,700		(70,000)	-37.3%
<b>Total Expenditures</b>	<b>\$536,199</b>	<b>\$841,100</b>	<b>\$865,100</b>	<b>\$0</b>	<b>\$24,000</b>	<b>2.9%</b>

### Baseline Changes and Useful Information:

- Budget for the **Waldorf Urban Revitalization Corridor (WURC)** program of \$300,000 was transferred from the Central Services division to the County Administrator Administration budget in Fiscal Year 2015.
- The rise in **Personal Services** is due to full year budget of the WURC Administrative Coordinator and leave payout.
- **Fringe Benefits** is increasing due to a rise in the Worker's Compensation rate along with increased Pension and Health and Dental costs.
- **Operating Cost** related to the WURC program were decreased to fund the full year impact of the WURC Administrative Coordinator.

### Description:

The County Administrator is responsible for daily planning, directing, and reviewing of all operations within the county government. Overall supervision of departmental actions, personnel matters, budgetary and fiscal procedures and administrative functions are also performed. Reviews with staff and recommends department needs and requirements; defines proposals, and recommends appropriate action to the Board of County Commissioners. Prepares and supervises preparation of special studies and reports as requested by the Board.

<u>Positions:</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
County Administrator	1.0	1.0	1.0	1.0	1.0
Deputy County Administrator	1.0	1.0	1.0	1.0	1.0
Executive Assistant to the Co. Admin.	1.0	1.0	1.0	1.0	1.0
WURC Manager	0.0	0.0	1.0	1.0	1.0
WURC Administrative Coordinator	0.0	0.0	0.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>

## General Government

**Department:** Administrative Services 01.03.90  
**Division\Program:** Security Fund: General  
**Program Administrator:** Deborah Hall, Acting County Administrator / John McConnell, Security Building Officer

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$104,292	\$114,000	\$117,700		\$3,700	3.2%
Fringe Benefits	17,166	18,300	18,800		500	2.7%
Operating Costs	1,968	7,200	4,900		(2,300)	-31.9%
<b>Total Baseline</b>	\$123,426	\$139,500	\$141,400	\$0	\$1,900	1.4%
Request Greater Than Baseline			\$50,500		\$50,500	New
<b>Total Expenditures</b>	\$123,426	\$139,500	\$191,900	\$0	\$52,400	37.6%

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

- The rise in costs for **Fringe Benefits** is due to an increase in the Worker's Compensation rate.
- The **Operating Cost** decrease is due to one time costs to purchase a replacement I.D. Card Printer in FY15.

### **Description:**

The Security Division, under the supervision of the Deputy County Administrator, is responsible for the safety and security of persons, equipment and facilities on all County Government property.

The work involves inspecting County Property and buildings for security and making necessary recommendations for improvements in security. It also involves physical protection responsibilities which include asset protection, workplace violence prevention, access control systems, video surveillance, and other security related issues.

### **Positions:**

	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Security Building Officer	1.0	1.0	1.0	1.0	1.0
Part-Time	1.9	1.9	1.9	1.9	1.9
<b>Total Full Time Equivalent</b>	<b>2.9</b>	<b>2.9</b>	<b>2.9</b>	<b>2.9</b>	<b>2.9</b>

### **Objectives & Measurements:**

	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>
Visitors to Government Building	38,029	36,165	36,192	36,000	36,000
Security Incidents	0	0	0	0	0

## General Government

**Department:** Administrative Services 01.03.141  
**Division\Program:** Media Fund: General  
**Program Administrator:** Deborah Hall, Acting County Administrator  
[www.charlescountymd.gov/coadmin/pio/public-information-office](http://www.charlescountymd.gov/coadmin/pio/public-information-office)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	11,630	15,200	0	0	(15,200)	-100.0%
<b>Total Expenditures</b>	<b>\$11,630</b>	<b>\$15,200</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$15,200)</b>	<b>-100.0%</b>

### Baseline Changes and Useful Information:

- The **Operating Cost** decrease is a result of dues/subscriptions being moved to the Cable TV/I-Net Fund.

### Description:

The Media Office facilitates the communication of information to internal and external customers with the goal of improving citizen perception, bolstering public understanding, support, and confidence, and encouraging citizen participation. The Office maintains and promotes the Charles County Government brand by consistently and effectively implementing strategic marketing communications initiatives and providing creative services.

### Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Public Information Officer	1.0	1.0	1.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Media Specialist	1.0	1.0	1.0	1.0	1.0
Public Information Specialist	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	1.0	1.0	1.0	2.0	2.0
Communications Coordinator	0.0	0.0	0.0	1.0	1.0
Assistant Graphics Designer	0.0	0.0	0.0	1.0	1.0
Part Time Help	0.5	0.8	1.5	0.3	0.3
<b>Total Full Time Equivalent</b>	<b>5.5</b>	<b>5.8</b>	<b>6.5</b>	<b>8.3</b>	<b>8.3</b>
Allocated to Special Revenue Fund	(5.5)	(5.8)	(6.5)	(8.3)	(8.3)
<b>Net Cost to General Fund</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

### Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To inform the media/press/public, within 5 days, of important and relevant County Government events.</i>					
# of news releases	502	401	393	400	400
% revised	1%	1%	1%	1%	1%
# of Social Media Posts	n/a	348	1,956	2,500	2,500
# of Media Inquires	n/a	243	140	180	180

## General Government

**Department:** Administrative Services 01.03.69  
**Division\Program:** Tourism Fund: General  
**Program Administrator:** Deborah Hall, Acting County Administrator / Timothy Morgan, Chief of Tourism  
[www.charlescountymd.gov/coadmin/tourism/tourism-office](http://www.charlescountymd.gov/coadmin/tourism/tourism-office)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$188,079	\$331,500	\$348,900		\$17,400	5.2%
Fringe Benefits	42,681	85,600	77,800		(7,800)	-9.1%
Operating Costs	186,569	432,800	436,600		3,800	0.9%
Transfers Out	1,500	0	0		0	N/A
<b>Total Expenditures</b>	<b>\$418,829</b>	<b>\$849,900</b>	<b>\$863,300</b>	<b>\$0</b>	<b>\$13,400</b>	<b>1.6%</b>

### Baseline Changes and Useful Information:

- The increase in **Personal Services** is due to full staffing in the Tourism Office.
- The decrease in **Fringe Benefits** is due to changes in Health and Dental participation.
- Increase in **Operating Cost** is due to the following:
  - A \$1,200 increase in Dues and Subscriptions to cover expenses associated with joining a trade industry association, Destination Marketing Association International (DMAI).
  - \$2,600 increase in Training to cover expenses associated with travel due to joining DMAI.

### Description:

The goal of the office of Tourism is to stimulate and promote the coordinated, efficient and beneficial development of travel and tourism in Charles County, so the County can derive the economic, social and cultural benefits of travel and tourism to the fullest extent possible.

### Positions:

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Chief of Tourism and Special Events	0.0	0.0	1.0	1.0	1.0
Tourism Marketing Coordinator	1.0	1.0	1.0	1.0	1.0
Promotions Specialist	1.0	1.0	1.0	1.0	1.0
Sales Specialist	0.0	1.0	0.0	0.0	0.0
Office Associate II	0.0	0.0	1.0	1.0	1.0
Part Time	3.2	3.2	4.5	4.5	4.5
<b>Total Full Time Equivalent</b>	<b>5.2</b>	<b>6.2</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>
Allocated to Special Revenue Fund	(3.2)	0.0	0.0	0.0	0.0
<b>Net Cost to General Fund</b>	<b>2.0</b>	<b>6.2</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

### Objectives & Measurements:

	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Projected</u>	<u>FY16 Estimated</u>
Welcome Center Visitation	32,218	31,828	33,612	34,000	35,000
Hotel / Motel Tax	1,066,852	987,960	912,531	940,000	949,000
Amusement / Admission Tax	717,118	796,989	757,375	842,200	797,200

## General Government

**Department:** Administrative Services 01.03.52  
**Division\Program:** Safety Fund: General  
**Program Administrator:** Deborah Hall, Acting County Administrator / Joane Gulvas, Safety Officer  
[www.charlescountymd.gov/coadmin/safety/safety-office](http://www.charlescountymd.gov/coadmin/safety/safety-office)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$77,689	\$76,700	\$76,700		\$0	0.0%
Fringe Benefits	18,067	18,700	18,700		0	0.0%
Operating Costs	70,207	63,000	65,000		2,000	3.2%
<b>Total Baseline</b>	<b>\$165,962</b>	<b>\$158,400</b>	<b>\$160,400</b>	<b>\$0</b>	<b>\$2,000</b>	<b>1.3%</b>
Request Greater Than Baseline			\$19,600		\$19,600	New
<b>Total Expenditures</b>	<b>\$165,962</b>	<b>\$158,400</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$21,600</b>	<b>13.6%</b>

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

- **Operating Costs** increase is due to a decrease in Safety Supplies being charged to Enterprise Funds based on activity.

### **Description:**

The Safety Division is responsible for compliance with equal opportunity programs including ADA, employee safety issues, CDL drug & alcohol program, OSHA/MOSHA compliance rules, Life Safety Codes, and Worker's Compensation.

### **Positions:**

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Safety Officer	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

### **Objectives & Measurements:**

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

***OBJECTIVE:** To minimize the number of work related accidents/incidents by thoroughly conducting investigations of accidents, inspection of facilities, and providing safety training to the County work force.*

# of safety inspections (facility related)	35	30	20	40	25
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### **DRUG & ALCOHOL TESTING:**

# of Commercial Driver License Drivers	74	74	74	90	85
DOT requirement alcohol testing	10%	10%	10%	10%	10%
% actual alcohol testing	26%	57%	32%	25%	25%
# of alcohol tests	19	42	24	25	25
# of tests failing the standard	0	0	0	0	0
DOT requirement drug test	50%	50%	50%	50%	50%
% actual drug testing	46%	68%	54%	50%	50%
# of drug testing	34	50	40	40	43
# of tests failing the standard	0	0	0	0	0

### **WORK RELATED INJURIES (This information includes Sheriff's workers comp)**

# of work related injuries	52	50	38	150	75
# of work related injuries investigated	52	50	38	150	75
Average cost per work related injury claim	\$2,500	\$4,247	\$2,047	\$3.00/100 payroll	\$3.00/100 payroll
# of work days lost to related injuries*	139.5	143.0	228.0	150.0	100.0
Avg. # of work days lost per work related injury	2.68	2.86	6.00	7.00	3.00
% of work days lost	20.0%	35.0%	17.0%	21.0%	15.0%

*\*This figure includes Weekends & Holidays in accordance with the OSHA 300 Log Regulations which went into effect on January 1, 2002.*

## General Government

**Department:** Election Board 01.12  
**Division\Program:** Election Board Fund: General  
**Program Administrator:** Tracy Dickerson, Election Director  
 Mailing Address: P.O. Box 2150, La Plata, MD 20646 301-934-8972 301-870-3167  
 Physical Address: 201 East Charles Street, La Plata, MD 20646 800-222-VOTE  
[www.charlescountymd.gov/boe/welcome](http://www.charlescountymd.gov/boe/welcome) 8:00 a.m.-4:30 p.m. M-F

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$130,343	\$174,200	\$196,400		\$22,200	12.7%
Fringe Benefits	3,643	14,100	16,000		1,900	13.5%
Operating Costs	679,367	729,700	1,001,800		272,100	37.3%
Capital Outlay	6,980	0	0		0	N/A
<b>Total Expenditures</b>	<b>\$820,332</b>	<b>\$918,000</b>	<b>\$1,214,200</b>	<b>\$0</b>	<b>\$296,200</b>	<b>32.3%</b>

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

- **Personal Services and Fringe Benefits** increase includes providing funding for temporary help at the Election Board (\$7,500) and additional judges for two early voting sites for the Primary Election held during FY 2016 (\$14,700). The FY 2015 adopted budget only assumed funding for one early voting site. For the most recent election in November, the Election Board received permission for two early voting sites.
- **Operating Costs** adjustments includes the following:
  - \$54,000 for new voting equipment. Cost estimate assumes Charles County pays 2.56% of the overall local government share of the voting equipment over the next seven years.
  - \$120,000 for new 600 voting booths.
  - Equipment request also includes \$48,000 for 48 new carts.
  - The Rent budget was increased by \$18,900. The increase includes \$4,800 to rent two locations for early voting. The remaining difference of \$14,100 is due to a revised rental agreement for the Election Board offices in La Plata.
  - Election Board Staff Salaries are increasing by \$16,200 to equal estimated actual. Election Board employees are State employees and the County reimburses the State for their salary and fringe costs.
  - Printing was increased by \$10,000 to print new manuals for judges.
  - Office Supplies request was increased by \$5,000 due to higher voting volume for the Presidential Primary.
  - Includes additional \$5,000 for the Maryland Voters Registration System software and pollbook maintenance.
  - Requesting \$1,200 in funding to rent cell phones for the day of the election for Election Judges to use.
  - Requesting \$300 to fund confirmation mailings which is a yearly fee.
  - Employee Education was reduced by (\$6,500).

### **Description:**

The Charles County Board of Election is responsible for all National, State, and County elections. We furnish the towns, Indian Head and La Plata, certified list of voters and support for the town elections. It has the authority to make all necessary rules and regulations with reference to registration of voters and the conduct of elections. Supervisory authority rests with the State Board of Elections.

### **Positions:**

<b>Title</b>	<b>FY12 FTE</b>	<b>FY13 FTE</b>	<b>FY14 FTE</b>	<b>FY15 FTE</b>	<b>FY16 FTE</b>
*Director	1.0	1.0	1.0	1.0	1.0
*Deputy Director	1.0	1.0	1.0	1.0	1.0
*Regional Manager	0.0	0.0	0.0	0.3	0.3
*IT specialist	1.0	1.0	1.0	1.0	1.0
*Election Supervisor	3.0	3.0	1.0	1.0	1.0
*Data Applications	0.0	0.0	2.0	2.0	2.0
*Election Clerk	0.0	0.0	1.0	1.0	1.0
Part-time positions	2.3	2.3	2.3	1.8	1.8
<b>Total Full Time Equivalent</b>	<b>8.3</b>	<b>8.3</b>	<b>9.3</b>	<b>9.0</b>	<b>9.0</b>

\*State Employees who are reimbursed by the County.

## General Government

**Department:** Election Board 01.12  
**Division\Program:** Election Board Fund: General  
**Program Administrator:** Tracy Dickerson, Election Director

<b><u>Objectives &amp; Measurements:</u></b>	<b>'10 General Election</b>	<b>12 Primary* Election</b>	<b>12 General Election</b>	<b>14 Primary Election</b>	<b>14 General Election</b>
Total Registered Voters	89,989	77,071	97,687	99,857	100,449
% Democratic	56.9%	67.8%	57.0%	58.4%	59.3%
% Republican	27.6%	32.2%	25.9%	24.3%	24.5%
% Other	0.6%	0.0%	0.6%	0.5%	0.5%
% Declines	14.5%	0.0%	16.1%	16.3%	15.3%
Total Voting Percentage	46.2%	17.9%	77.3%	22.1%	47.5%
Democratic- Voting Percentage	48.3%	10.5%	43.1%	15.3%	28.0%
Republicans- Voting Percentage	50.1%	6.8%	18.9%	5.0%	13.6%
Other- Voting Percentage	0.3%	0.0%	0.9%	0.0%	0.2%
Declines- Voting Percentage	4.5%	0.0%	9.5%	1.1%	5.4%

\* Only Democrats and Republicans are eligible to vote in a Presidential Primary  
 Charles County only has a Non-Partisan Primary ballot in a Gubernatorial Primary

## General Government

**Department:** Liquor Board 01.15  
**Division\Program:** Liquor Board Fund: General  
**Program Administrator:** Pamela Smith, Chairman

[www.charlescountymd.gov/commissioners/boards/board-license-commissioners-liquor-board](http://www.charlescountymd.gov/commissioners/boards/board-license-commissioners-liquor-board)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$162,005	\$164,400	\$164,400		\$0	0.0%
Fringe Benefits	71,281	67,000	68,900		1,900	2.8%
Operating Costs	3,488	3,900	3,900		0	0.0%
<b>Total Expenditures</b>	<b>\$236,773</b>	<b>\$235,300</b>	<b>\$237,200</b>	<b>\$0</b>	<b>\$1,900</b>	<b>0.8%</b>
<b>Revenues</b>	<b>\$168,910</b>	<b>\$174,000</b>	<b>\$187,500</b>	<b>\$0</b>	<b>\$13,500</b>	<b>7.8%</b>

### Baseline Changes and Useful Information:

- **Personal Services** are to remain flat this year.
- **Fringe Benefits** are increasing due to Uniform Pension increases and a rise in Health and Dental costs.
- **Operating Costs** are decreasing due to:
  - A \$100 increase in the budget for Office Supplies.
  - Employee Education is being reduced by (\$100).
- Liquor Board **Revenues** increased due to the passage of House Bill 248 which increased various Class B alcoholic beverages license fees in Charles County in FY15. FY16 includes proposed increases for all other classes of licenses.

### Description:

The Board consists of five members appointed by the County Commissioners who are granted with the authority to grant, fine, suspend, and/or revoke retail alcoholic beverage licenses in Charles County. In addition to actual Board members, staff includes Counsel to the Board, enforcement officers (who are also sworn officers of the Office of the Sheriff), and an administrative clerk. Among its duties, the Board conducts public hearings to consider and act on new and transfer applications for alcoholic beverage licenses, applications for special and/or temporary licenses, requests for special exceptions, investigations pertaining to the enforcement of Article 2B of the Annotated Code of Maryland and the Rules and Regulations of the Board of License Commissioners for Charles County, Maryland. In 1989, the law provided for one license for every 1,350 per election district for any license with an off-sale provision.

### Positions:

	FY12	FY13	FY14	FY15	FY16
Title	FTE	FTE	FTE	FTE	FTE
Assistant County Attorney I - II	0.4	0.4	0.4	0.4	0.4
Legal Office Administrator	0.5	0.5	0.5	0.5	0.5
Sheriff Deputy Officer	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i>Objective: The Board of Licensed Commissioners (Liquor Board) for Charles County, Maryland, is charged with enforcement Article 2B of the Annotated Code of Maryland and the Charles Board of Licensed Commissioners Rules and Regulations of Charles County. These laws/rules govern the sale, consumption, regulation and enforcement of alcoholic beverage laws of the State and Charles County.</i>					
Number of Licenses Issued	181	184	181	183	183
Application/Transfer Fees	\$167,216	\$171,285	\$164,860	\$177,800	\$213,800
Fines Collected	\$18,725	\$9,700	\$4,050	\$9,700	\$9,700

## General Government

**Department:** Human Resources 01.17  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Megan Donnick, Acting Director of Human Resources  
[www.charlescountymd.gov/hr/welcome](http://www.charlescountymd.gov/hr/welcome)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$516,724	\$516,800	\$513,200		(\$3,600)	-0.7%
Fringe Benefits	159,041	164,900	158,400		(6,500)	-3.9%
Operating Costs	116,569	135,100	124,700		(10,400)	-7.7%
<b>Total Baseline</b>	<b>\$792,335</b>	<b>\$816,800</b>	<b>\$796,300</b>	<b>\$0</b>	<b>(\$20,500)</b>	<b>-2.5%</b>
Request Greater Than Baseline			\$66,300		\$66,300	New
<b>Total Expenditures</b>	<b>\$792,335</b>	<b>\$816,800</b>	<b>\$862,600</b>	<b>\$0</b>	<b>\$45,800</b>	<b>5.6%</b>
<b>Revenues</b>	<b>\$82,972</b>	<b>\$82,900</b>	<b>\$83,300</b>	<b>\$0</b>	<b>\$400</b>	<b>0.5%</b>

### Baseline Changes and Useful Information:

- **Personal Services** is decreasing due to a (\$3,600) reduction of the Part-Time I budget to cover annual license fee for NeoGov.
- The **Fringe Benefits** decrease is a result of Part-Time Salaries being decreased by \$3,600 and adjustments to Health and Dental based on participation.
- The **Operating Costs** budget decrease is due to the following:
  - 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.
  - Based on previous years trends, Job Ads is being decreased by (\$5,000).
  - A budget increase of \$500 in Flexible Spending Administration Fees based on FY15 costs.
  - A \$100 budget increase in Printing to account for toner cost of new printer.
- **New Requests** see attached.

### Description:

The Human Resources Department is responsible for personnel policy, recruitment, employee relations, classification and compensation, compliance with equal opportunity programs, employee training, all health and welfare benefits, deferred compensation, and retirement.

### Positions:

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Director of Human Resources	1.0	1.0	1.0	1.0	1.0
Assistant Director of Human Resources	1.0	1.0	1.0	1.0	1.0
Benefits Coordinator	1.0	1.0	1.0	1.0	1.0
Recruitment Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Coordinator	0.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	2.0	2.0	2.0	2.0	2.0
<b>Total Full Time Equivalent</b>	<b>7.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

## General Government

<b>Department:</b>	Human Resources	01.17
<b>Division\Program:</b>	Administration	Fund: General
<b>Program Administrator:</b>	Megan Donnick, Acting Director of Human Resources	

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<b>ADMINISTRATION/RECRUITMENT:</b>					
<i><u>Objective: Measures employment and recruitment activity.</u></i>					
% Timely completion of appraisals	90%	93%	96%	100%	100%
# of formal staff grievances	0	0	0	0	0
% of FT positions filled	95%	96%	95%	95%	95%
diversity of all applicants % women/%minority	37%/24%	47%/33%	50%/37%	54%/45%	55%/50%
# of FT applications for all positions	3,228	3,271	4,116	5,000	5,200
Average # of applications per job	57	58	70	72	74
Annual turnover ratio	5.00	4.00	5.00	5.00	5.00

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<b>BENEFITS:</b>					
<i><u>OBJECTIVE: To accurately determine participation in County benefit program and to assist in future staffing needs &amp; budget planning.</u></i>					
# of employees in medical & vision prescription plans *	1,323	1,359	1,385	1,440	1,498
% of total	79.7%	79.9%	81.1%	81.1%	81.1%
# of employees in dental plans*	1,460	1,502	1,529	1,590	1,653
% of total	88.0%	88.3%	89.6%	89.6%	89.5%
<i>*The figures listed above include the County, Circuit Court, State's Attorney, Sheriff's Office, Soil Conservation, Retirees and Library.</i>					
# of employees serviced for fringe benefits per Benefits FTE	1,659 921	1,700 850	1,707 854	1,775 888	1,846 923
<u>For reference purposes, the following are the number of healthcare subscribers used to calculate the above PMs:</u>					
Eligible Employees	1,262	1,280	1,276	1,327	1,380
Charles County Library	38	46	44	45	48
Retirees	359	374	387	402	418
TOTAL	1,659	1,700	1,707	1,774	1,846

<b>TRAINING:</b>					
<i><u>OBJECTIVE: Employee training is a benefit for Charles County Government employees. Quality training that is accessible to the most number of employees can increase productivity.</u></i>					
# of employee training hours	10,272	11,630	15,313	15,500	15,700
# of training classes offered (Core/IT)	89/38	122/42	127/59	140/65	140/65
<i>*Includes webinars.</i>					

## General Government

**Department:** Central Services 01.23.50  
**Division\Program:** Other Benefits Fund: General  
**Program Administrator:** Megan Donnick, Acting Director of Human Resources

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Retiree Health Benefits	\$1,835,649	\$2,078,800	\$2,246,400		\$167,600	8.1%
Operating Costs	629	30,000	25,000		(5,000)	-16.7%
<b>Total Expenditures</b>	<b>\$1,836,278</b>	<b>\$2,108,800</b>	<b>\$2,271,400</b>	<b>\$0</b>	<b>\$162,600</b>	<b>7.7%</b>

**Baseline Changes and Useful Information:**

- **The Retiree Health Benefits** increase is due to the an increase in the number of participants as well as the cost of health benefits for retirees' being assigned to the General Fund.
- **Operating Costs** for Contract Services are decreasing by (\$5,000) due to current activity.

**Description:**

This division accounts for costs associated with retiree health premiums and unexpected health claims. The county offers retirees health benefits based on age and years of service.

**Objectives & Measurements:**

	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
# of retirees processed	8	26	33	34	35
# retirees on retiree health insurance	291	304	302	314	326
Cost of Retiree Health Benefits (all funds)	\$1,656,499	\$1,703,168	\$1,968,769	\$2,264,083	\$2,603,696
% increase from prior year	6%	3%	15.5%	15.0%	15.0%

## General Government

**Department:** Central Services 01.23  
**Division\Program:** Central Services Fund: General  
**Program Administrator:** David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Fringe Benefits	(\$1,077,110)	\$75,000	\$96,500		\$21,500	28.7%
Operating Costs	1,351,375	1,351,400	1,268,600		(82,800)	-6.1%
Operating Costs - SDAT	586,877	659,800	681,600		21,800	3.3%
Agency Funding - OPEB	750,000	750,000	1,000,000		250,000	33.3%
Agency Funding - Trust	2,729	11,000	11,000		0	0.0%
Capital Outlay	95	26,400	26,400		0	0.0%
<b>Total Expenditures</b>	<b>\$1,613,966</b>	<b>\$2,873,600</b>	<b>\$3,084,100</b>	<b>\$0</b>	<b>\$210,500</b>	<b>7.3%</b>
<b>Revenues</b>	<b>\$9,956</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

### Baseline Changes and Useful Information:

- **Fringe Benefits** represents a centralized budget for self-insured unemployment claims and as a final accounting for actual results from paid premiums versus medical expenses. After adoption, the centralized budget is then transferred to the departments that incur unemployment claims. The \$21,500 increase is due to an increase in Unemployment claims.
- The **Operating Cost** decrease is due to the following reasons:
  - A decrease of (\$101,300) in the Miscellaneous account due to one time appropriation in FY2015 for the golf cart account receivable .
  - A decrease of (\$2,700) in Equipment Repairs & Maintenance .
  - A (\$1,000) decrease in the Collateral Custody Expense account due to current activity.
  - A decrease of (\$800) in the Postage Account.
  - A net increase of \$9,000 in the various Insurance accounts associated with Central Services.
  - A \$9,000 increase for Charity Tracker software to assist Non-Profit Agencies with managing and tracking their assistance to avoid duplicated services.
  - A \$4,300 increase in the Equipment Rental account to include the lease on the mail and letter opener.
  - A \$700 increase in bank expenses due to White Plains Golf Course being moved to the General Fund.
- **Operating Costs - State Department of Assessments and Taxation (SDAT)** represents the County's share of the local SDAT office.
- **Agency Funding - Other Post-Employment Benefits (OPEB)** per the strategic financial plan of funding OPEB over a period of years.
- **Capital Outlay** budget represents the cost for various camera and security upgrades.
- **Revenues** related to the Nuisance Abatement program have been transferred to a new fund.

### Description:

This budget is used to account for the general administrative costs of county government by acquiring asset, vehicle, and personal liability insurance coverage; handling the expenses of photocopying, postage, community promotions, SDAT, OPEB, and other general miscellaneous needs.

The Department of Fiscal and Administrative Services is responsible for the management of insurance coverage to include: Public Official Liability, General Liability, Sheriff's Office Liability, vehicle liability & property damage, property coverage, Environmental Liability, Fiduciary, Surety Bonds, & Crime Bond Coverage.

### Positions:

There is no direct staff allocated to this budget.

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i><u>OBJECTIVE: To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.</u></i>					
<u>Average cost of insurance coverage:</u>					
per vehicle for vehicle damage	\$334	\$338	\$297	\$260	\$270
per vehicle for vehicle liability	\$242	\$240	\$237	\$220	\$245
<u>Average cost of property coverage:</u>					
per \$1M worth of County assets	\$847	\$817	\$867	\$900	\$950
# of property damage claims	4	2	2	2	2
% of claims paid to premiums	20%	4%	7%	15%	15%

## General Government

**Department:** Orphan's Court 01.71  
**Division\Program:** Orphan's Court Fund: General  
**Program Administrator:** Honorable Warren Bowie, Chief Judge  
 Mailing Address: P.O. Box 3080, La Plata, MD 20646 301-932-3345  
 Physical Address: 200 Charles St., La Plata, MD 20646  
[www.mdcourts.gov/orphanscourt](http://www.mdcourts.gov/orphanscourt)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$30,116	\$30,000	\$32,400		\$2,400	8.0%
Fringe Benefits	9,536	9,600	13,800		4,200	43.8%
Operating Costs	6,941	7,200	7,200		0	0.0%
<b>Total Expenditures</b>	<b>\$46,592</b>	<b>\$46,800</b>	<b>\$53,400</b>	<b>\$0</b>	<b>\$6,600</b>	<b>14.1%</b>

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

- **Personal Services** was adjusted to reflect 2014 State Legislation approval that mandated that the Charles County Orphan's Court Judges received a an increase in pay.
- **Fringe Benefits** increase is due to a retired judge receiving the Elected Official Pension benefit.

### **Description:**

The Court of Orphans' was one of the high privileges afforded the citizens of that free city. The idea as well as the name came with the early settlers to Maryland, Pennsylvania, Delaware, Virginia, and New Jersey. That the people of these colonies might enjoy the same protection and high privilege, the idea was transplanted into our early Constitution. The name was modified to Orphans' Court, and thus a jurisdiction over the estates of minors was expanded to include the administration of decedents' estates as well.

The object of the Orphans' Court was to have a jurisdiction under which an entire probate proceeding could be conducted and supervised in one court, from the probate of a will, grant of letters, and the supervision of the fiduciary to the final distribution of the estate. Not only was the idea and the name transplanted into our law, but the establishment and continuity of the Orphans' Court System was embedded in our Constitution of 1776.

Maryland has maintained the "legal purity" of the Orphans' Court System while our Testamentary law has been reviewed and revised into a single modern volume entitled Estates and Trusts Article-Annotated Code of Maryland. The Orphan's Court reviews regular estates and provides action of differences or disputes. In addition, the Court approves all petitions for commissions, attorney fees, and funeral expenses.

### **Positions:**

Provides funding for 3 elected Orphan Court judges.

### **Objectives & Measurements:**

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i>Objective: The Orphan's Court is responsible for the timely and economical decisions in accordance with the Annotated Code of Maryland Estates and Trusts.</i>					
# of Hearings	378	393	355	420	400
# of petitions granted	972	1,209	1,020	1,300	1,200

## General Government

**Department:** Circuit Court 01.09  
**Division\Program:** Circuit Court, Grand Jury, and Law Library Fund: General  
**Program Administrator:** Honorable Amy J. Bragunier, County Administrative Judge  
 Mailing Address: P.O. Box 970, La Plata, MD 20646 301-932-3202 301-870-2659  
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:30 a.m.-4:30 p.m. M-F  
[www.courts.state.md.us/clerks/charles](http://www.courts.state.md.us/clerks/charles)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$678,925	\$777,900	\$721,100		(\$56,800)	-7.3%
Fringe Benefits	186,357	231,300	208,900		(22,400)	-9.7%
Operating Costs	143,524	170,900	190,500		19,600	11.5%
Transfers Out	85,571	98,600	98,600		0	0.0%
Capital Outlay	38,566	0	0		0	N/A
<b>Total Baseline</b>	\$1,132,943	\$1,278,700	\$1,219,100	\$0	(\$59,600)	-4.7%
Request Greater Than Baseline			443,600		443,600	New
<b>Total Expenditures</b>	\$1,132,943	\$1,278,700	\$1,662,700	\$0	\$384,000	30.0%
<b>Revenues</b>	\$174,877	\$186,900	\$186,000	\$0	(\$900)	-0.5%

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

- **Personal Services** and associated **Fringe Benefits** decreased due to refilling vacant positions at a lower salary.
- **Operating Costs** increased due to the following:
  - \$300 increase in printing based on actual printing expenses in FY2015.
  - \$1,000 increase in office supplies - grant funded programs with limited or no office supplies budgets.
  - \$2,500 increase in Jury Selection due to requirement/procedure to increase Jury Pool availability for efficiency of Court operations.
  - \$15,800 increase in office supplies, postage, and printing for Assignment Office which in prior years was born by the Clerk of the Courts Office. MD Rule 16-101d2(C) stipulates this should be the responsibility of the Administrative Judge.
- **Transfers Out** is for the County's local match on the Child Support Program.
- **Revenues** decrease is due to rate change for indirect cost allocation.

### **Description:**

**Circuit Court:** The Circuit Court is a trial court of general jurisdiction which handles major civil cases and serious criminal matters; also exercises appellate jurisdiction over the District Court, Orphans Court, and certain administrative agencies. The Circuit Court has full common law and equity powers and jurisdiction in all civil and criminal cases filed in Circuit Court and all additional powers and jurisdiction conferred by the Constitution and by law, except where, by law, jurisdiction has been limited or conferred upon another tribunal.

**Jury Service:** The right to a trial by jury is guaranteed by the United States Constitution and the Maryland Declaration of Rights. The current jury system had it's beginning in English Law and was part of the civil liberties granted by King John of England on June 15, 1215 and recorded in the document known as the Magna Carta. Jury duty is an opportunity to serve the community and be an integral part of the court system.

A grand jury is made up of 23 people, who receive and hear evidence to determine whether probable cause exists to charge someone with a crime. In a criminal case a petit jury is made up of 12 individuals who listen to evidence at a trial and determine guilt or innocence of the person charged with the crime. In a civil trial a petit jury is made up of 6 individuals who listen to the evidence in dispute at a trial and determine the facts.

**Law Library:** \$3,000 of the transfer out line is reserved as a Local subsidy for the Law Library. The Law Library is funded primarily with attorney fees, fines and bond forfeitures. The Law Library is one of the County's Special Revenue funds.

## General Government

**Department:** Circuit Court 01.09  
**Division\Program:** Circuit Court, Grand Jury, and Law Library Fund: General  
**Program Administrator:** Honorable Amy J. Bragunier, County Administrative Judge  
 Mailing Address: P.O. Box 970, La Plata, MD 20646 301-932-3202 301-870-2659  
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:30 a.m.-4:30 p.m. M-F  
[www.courts.state.md.us/clerks/charles](http://www.courts.state.md.us/clerks/charles)

<b>Positions:</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
County Court Administrator	1.0	1.0	1.0	1.0	1.0
Family Services Director	1.0	1.0	1.0	1.0	1.0
Differentiated Case Manager	0.0	1.0	1.0	1.0	1.0
Assignment Director	1.0	1.0	1.0	1.0	1.0
Law Librarian	1.0	1.0	1.0	1.0	1.0
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Drug Court Clerk	0.0	0.0	0.0	0.5	0.6
Administrative Associate	2.0	2.0	2.0	2.0	1.0
Administrative Assistant	0.0	0.0	0.0	0.0	2.0
Judicial Secretary	4.0	4.0	4.0	4.0	4.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Secretary IV	1.0	1.0	1.0	1.0	1.0
JDC Case Manager	0.0	0.0	0.0	0.0	1.0
Assignment Clerk (I -II)	4.0	4.0	4.0	4.0	3.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	0.0
Part-Time positions	2.9	0.7	0.7	0.2	0.2
<b>Total Full Time Equivalent</b>	<b>22.9</b>	<b>21.7</b>	<b>21.7</b>	<b>21.7</b>	<b>21.8</b>
Allocated to Grants	(7.0)	(7.5)	(7.5)	(7.5)	(7.7)
<b>Net Cost to General Fund</b>	<b>15.9</b>	<b>14.2</b>	<b>14.2</b>	<b>14.2</b>	<b>14.2</b>

### **Objectives & Measurements:**

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Estimated</b>
<i>Objective: In 2000, the Maryland Judicial Council adopted case time standards for the state's trial courts that provide guidelines for the time within which cases should reach resolution. As such, the Circuit Court is responsible for the timely scheduling and disposition of cases, thus promoting access to justice and increased litigant satisfaction with the court system. Cases types filed with the Circuit Court include: serious criminal cases; major civil cases; juvenile cases; family law cases; child support; and appeals from the District Court, Orphan's Court, and certain Administrative Agencies.</i>					
# of Scheduled Hearings	23,663	23,743	25,218	27,480	29,953

## General Government

**Department:** State's Attorney's Office 01.08  
**Division\Program:** Criminal Justice Fund: General  
**Program Administrator:** Tony Covington, State's Attorney  
 Mailing Address: P.O. Box 3065, La Plata, MD 20646 301-932-3350 301-870-3413  
 Physical Address: 200 Charles St., La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F  
[www.charlescountymd.gov/sao/welcome](http://www.charlescountymd.gov/sao/welcome)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$2,190,293	\$2,655,700	\$2,892,400		\$236,700	8.9%
Fringe Benefits	548,190	710,000	768,300		58,300	8.2%
Operating Costs	175,328	121,200	121,200		0	0.0%
Transfers Out	240,561	296,300	322,900		26,600	9.0%
<b>Total Expenditures</b>	<b>\$3,154,372</b>	<b>\$3,783,200</b>	<b>\$4,104,800</b>	<b>\$0</b>	<b>\$321,600</b>	<b>8.5%</b>
<b>Revenues</b>	<b>\$65,400</b>	<b>\$75,300</b>	<b>\$78,600</b>	<b>\$0</b>	<b>\$3,300</b>	<b>4.4%</b>

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

- **Personal Services** and **Fringe Benefits** includes the full year impact of eight new positions approved in FY2015 and a salary increase for the State's Attorney.
- Based on the most recent Child Support Grant Award, the County's local match should be \$343,500. The **Transfers Out** budget of \$322,900 assumes 94% of the local match is needed for FY 2016. Match includes local share of new position approved during FY2015.

### **Description:**

Cases presented by the State's Attorney's Office (SAO) in District Court include misdemeanors (e.g., assault, malicious destruction, theft, controlled dangerous substance offenses) and jail able traffic offenses (e.g., drunk driving and fleeing & eluding). The SAO presents juvenile cases in the Circuit Court sitting as a juvenile court. Felonies (e.g., murder, robbery, rape, kidnapping, sexual offenses, breaking and entering, controlled dangerous substance offenses), and all jury trial prayers and appeals from District Court are prosecuted in the Circuit Court by the SAO.

The SAO is designated as the forfeiting agent for drug forfeitures involving personal property (including vehicles and money) and real property. Decisions regarding drug forfeitures involving personal property (including vehicles & money) and real property are made in consultation with the seizing police agency.

The SAO presents cases on behalf of the Child Support Enforcement Unit of the Department of Social Services in cases establishing paternity, setting child support payments and enforcing those payments.

The SAO is located in the Charles County Courthouse in La Plata, the County seat. The police consult the SAO for advice during criminal investigations. The SAO apprises victims of the status of criminal prosecution. Prosecutors appear before the four Circuit Court judges and two District Court judges to prosecute crimes. Additionally, they appear before the Master for Domestic Relations for child support matters.

## General Government

**Department:** State's Attorney's Office 01.08  
**Division\Program:** Criminal Justice Fund: General  
**Program Administrator:** Tony Covington, State's Attorney  
 Mailing Address: P.O. Box 3065, La Plata, MD 20646 301-932-3350 301-870-3413  
 Physical Address: 200 Charles St., La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F  
[www.charlescountymd.gov/sao/welcome](http://www.charlescountymd.gov/sao/welcome)

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
State's Attorney	1.0	1.0	1.0	1.0	1.0
Deputy's State's Attorney	1.0	1.0	1.0	1.0	1.0
Assistant State's Attorney	9.8	12.8	15.8	17.8	17.8
Law Clerk	1.0	1.0	1.0	1.0	1.0
Victim/Witness Liaison	2.0	2.0	5.0	6.0	6.0
Police Witness/Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	1.0	1.0	1.0
Investigator	0.0	1.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	0.0	0.0	0.0	1.0	1.0
Administrative Associate	0.0	0.0	0.0	1.0	1.0
Secretary	11.8	13.8	15.6	17.6	17.6
Receptionist	0.0	0.0	0.0	0.8	0.8
IT Specialist	0.0	0.0	0.0	1.0	1.0
Computer Technician	0.8	0.8	0.8	0.0	0.0
Part-time positions	0.0	0.6	0.6	1.6	1.6
<b>Total Full Time Equivalent</b>	<b>30.4</b>	<b>37.0</b>	<b>45.8</b>	<b>54.8</b>	<b>54.8</b>
Allocated to Grants	(8.6)	(8.6)	(8.4)	(9.4)	(9.4)
<b>Net Cost to General Fund</b>	<b>21.8</b>	<b>28.4</b>	<b>37.4</b>	<b>45.4</b>	<b>45.4</b>

\* Per agreement with the State's Attorney's Office, this position complement is subject to the amount of part-time employment in lieu of full-time employment. The County agrees to give the agency flexibility in filling vacancies.

### **Goals:**

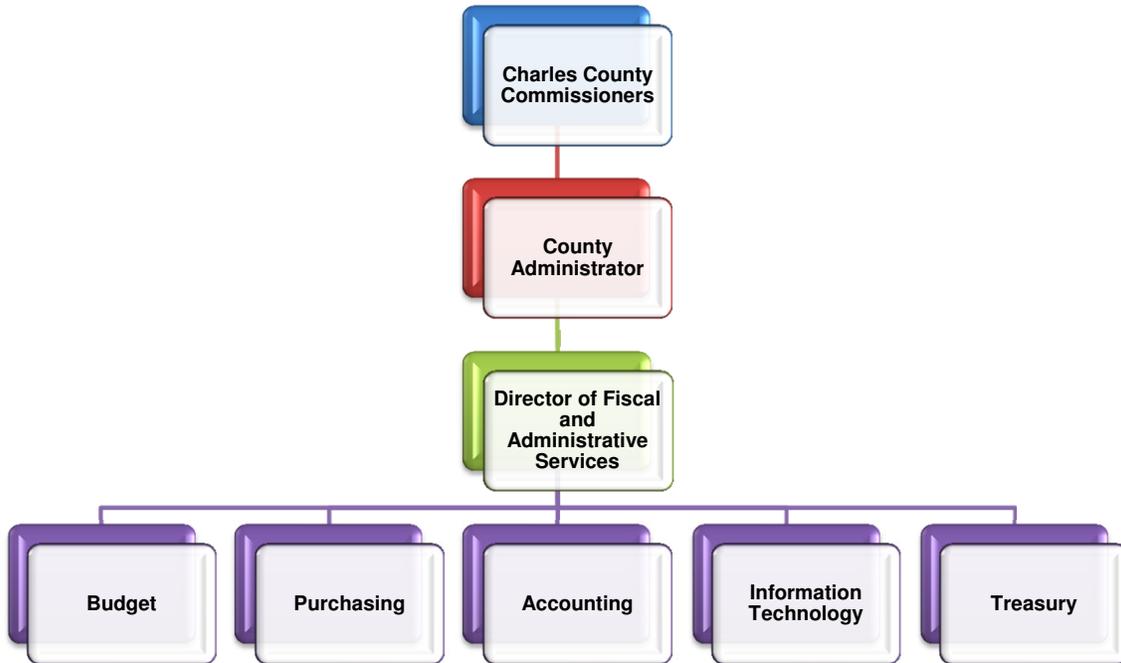
The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County.

# Fiscal & Administrative Services Summary

David Eicholtz, Director of Fiscal & Administrative Services  
 Mailing Address: P.O. Box 2150, La Plata, MD 20646  
 Physical Address: 200 Baltimore St., La Plata, MD 20646  
<http://www.charlescountymd.gov/fas/welcome>

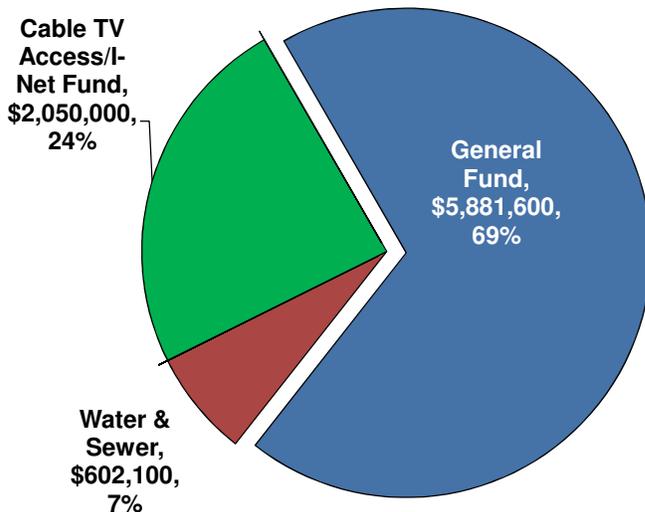
301-645-0570 301-870-2542  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$3,294,431	\$3,382,700	\$3,342,100	\$0	(\$40,600)	-1.2%
Fringe Benefits	1,100,112	1,179,100	1,185,100	0	6,000	0.5%
Operating Costs	1,254,313	1,319,800	1,364,000	0	44,200	3.3%
<b>Total Baseline</b>	<b>\$5,648,856</b>	<b>\$5,881,600</b>	<b>\$5,891,200</b>	<b>\$0</b>	<b>\$9,600</b>	<b>0.2%</b>
Request Greater Than Baseline		0	655,900	0	655,900	New
<b>Total Expenditures</b>	<b>\$5,648,856</b>	<b>\$5,881,600</b>	<b>\$6,547,100</b>	<b>\$0</b>	<b>\$665,500</b>	<b>11.3%</b>
<b>Revenues</b>	<b>\$258,053</b>	<b>\$325,000</b>	<b>\$326,100</b>	<b>\$0</b>	<b>\$1,100</b>	<b>0.3%</b>



## TOTAL FY2015 DEPARTMENT BUDGET \$8,533,700

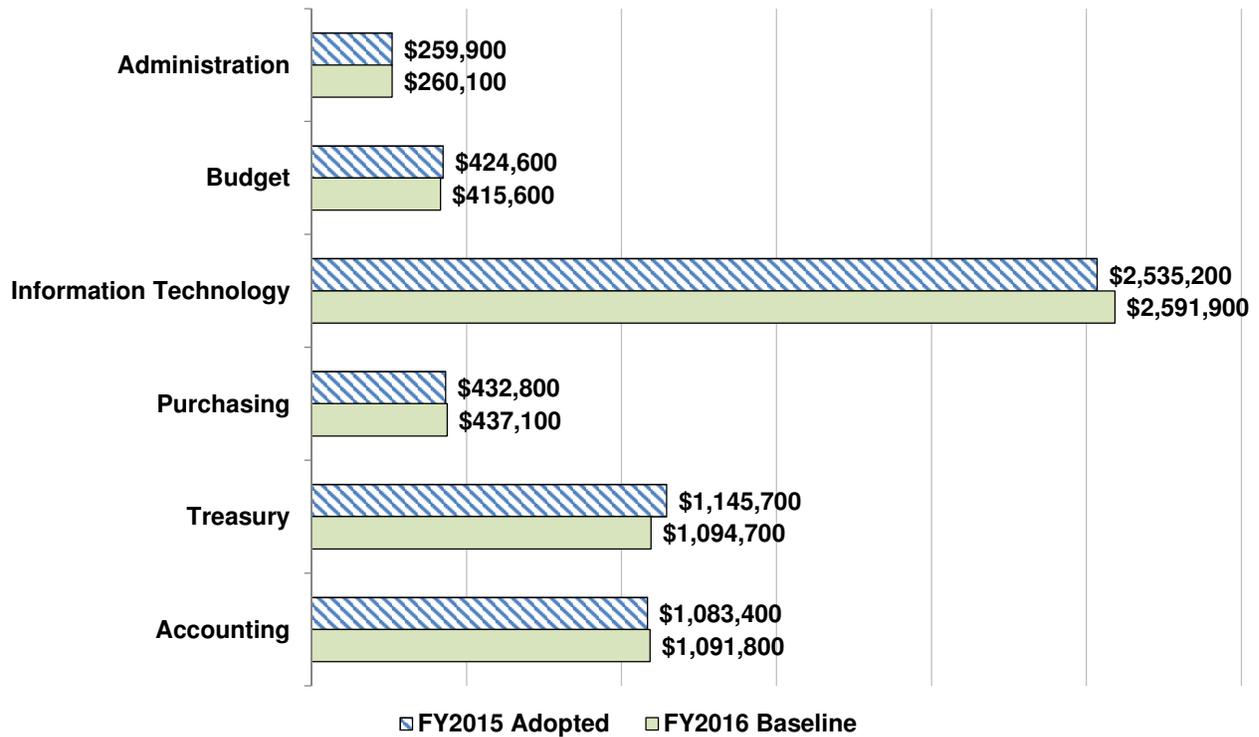
*(Totals for funds other than the General Fund exclude debt service payments.)*



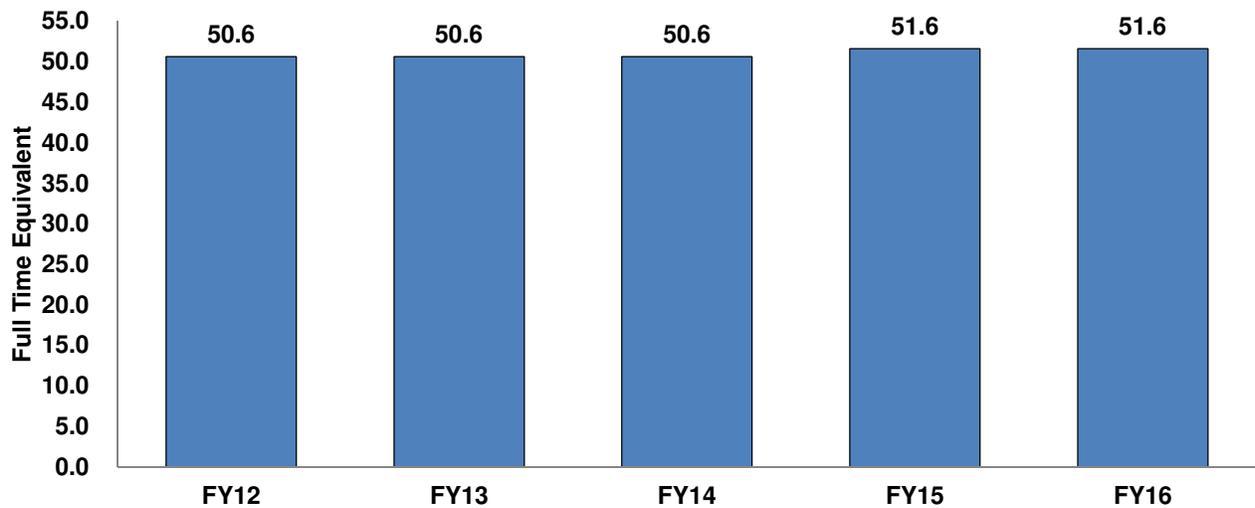
As indicated by the graph, the Department of Fiscal Services is allocated through several different funds.

# Fiscal & Administrative Services Expenditure and Staff History

## GENERAL FUND



## Staffing History



### Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Administration	2.0	2.0	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	14.8	14.8	14.8	14.8	14.8
Purchasing	5.0	5.0	5.0	5.0	5.0
Accounting	10.8	10.8	10.8	11.8	11.8
Treasury	14.0	14.0	14.0	14.0	14.0
<b>Total Full Time Equivalent</b>	<b>50.6</b>	<b>50.6</b>	<b>50.6</b>	<b>51.6</b>	<b>51.6</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** David Eicholtz, Director of Fiscal & Administrative Services  
<http://www.charlescountymd.gov/fas/welcome>

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$186,920	\$187,900	\$187,900		\$0	0.0%
Fringe Benefits	59,525	61,600	61,800		200	0.3%
Operating Costs	8,092	10,400	10,400		0	0.0%
<b>Total Expenditures</b>	<b>\$254,538</b>	<b>\$259,900</b>	<b>\$260,100</b>	<b>\$0</b>	<b>\$200</b>	<b>0.1%</b>
<b>Revenues</b>	<b>\$7,378</b>	<b>\$11,000</b>	<b>\$8,700</b>	<b>\$0</b>	<b>(\$2,300)</b>	<b>-20.9%</b>

### Baseline Changes and Useful Information:

- **Fringe Benefits** increase due to worker's compensation cost increase.
- **Revenues** are for the Purchasing Card program.

### Description:

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. The Director serves as a committee member in the administration and management of various employee benefit plans on behalf of the County's public safety and general employees.

Additionally, the Administrative Division is responsible for securing major equipment through lease purchase financing and is responsible for the planning and issuance of long term debt for all bond financed capital projects. This Division maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. The Director serves as Financial Advisor to the Board of County Commissioners and County Administrator.

### Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
# Meetings Scheduled	868	839	1,132	950	950
# Letters/Memorandums Typed	788	830	624	650	650
# Mail received/mailed	3,390	3,670	3,292	3,200	3,200

Objective: To oversee, review and make recommendations on the various retirement plans for employees of the County.

# of Pension Plans Administered	4	4	4	4	4
Market Value of Pension Plans	\$270,186,265	\$314,006,006	\$373,259,011	\$402,186,584	\$433,356,045

Objective: To secure adequate financing for the purchase of equipment and as provided by the Capital Improvement Program for infrastructure such as buildings, roads, and parks.

Value of Capital Lease Agreement	\$1,531,700	\$2,459,700	\$6,346,800	\$8,220,700	\$9,975,000
Value of Bond Issue	\$55,240,000	\$28,200,000	delay issue	\$39,000,000	\$40,000,000

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.04  
**Division\Program:** Budget Fund: General  
**Program Administrator:** Jenifer Ellin, Chief of Budget  
[www.charlescountymd.gov/fas/budget/budget](http://www.charlescountymd.gov/fas/budget/budget)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$258,550	\$303,500	\$303,500		\$0	0.0%
Fringe Benefits	98,756	115,100	106,100		(9,000)	-7.8%
Operating Costs	3,730	6,000	6,000		0	0.0%
<b>Total Expenditures</b>	<b>\$361,036</b>	<b>\$424,600</b>	<b>\$415,600</b>	<b>\$0</b>	<b>(\$9,000)</b>	<b>-2.1%</b>
<b>Revenues</b>	<b>\$123,202</b>	<b>\$146,500</b>	<b>\$142,500</b>	<b>\$0</b>	<b>(\$4,000)</b>	<b>-2.7%</b>

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

- **Fringe Benefits** decrease due to changes in Health and Dental participation.
- **Revenues** are associated with the indirect cost reimbursement for work associated with grants and is determined based on salary levels. Decline is due to turnover at Circuit Court.

### **Description:**

The functions of the Budget Division are to:

- (1) coordinate, compile and review all departmental and agency requests,
- (2) compile and recommend revenue estimates for all funds,
- (3) prepare five year plan forecasts,
- (4) analyze and recommend various tax and user fee rates based on requested, proposed, and approved operating budgets,
- (5) prepare monthly management reports to include income statements, year-end revenue and expense estimates, and changes in fund balance for all major funds,
- (6) coordinate the official Offering Statement associated with new bond issues,
- (7) prepare special financial reports for bond rating agency presentations,
- (8) assists Director with overall debt management of the County,
- (9) monitor all budgets throughout the year,
- (10) prepare quarterly capital project financial status reports,
- (11) provide general financial support to departments and the general public,
- (12) administer budget position control system, and
- (13) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost Allocated plan, and compilation of federal grant information for completion of the A-133 single audit.

### **Positions:**

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst I - III	2.0	2.0	2.0	2.0	2.0
Grants Analyst	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
<b>Net Cost to General Fund</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.04  
**Division\Program:** Budget Fund: General  
**Program Administrator:** Jenifer Ellin, Chief of Budget

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
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Objective: The ability to estimate revenues and expenditures is advantageous to the County, as it allows for fiscal decisions to be made with confidence. Revenue and Expenditure estimates prepared in December are compared to the year-end actual results to measure the accuracy of the Division's estimates.

Accuracy Rate of Mid-Year Operating Revenue and Expense Estimates:

General Fund Revenue	99.4%	99.3%	98.2%	99.0%	99.0%
General Fund Expense	99.6%	97.7%	98.3%	98.5%	98.5%
W&S Revenue	97.2%	98.2%	95.9%	97.1%	97.1%
W&S Expense	90.9%	96.4%	95.0%	94.1%	94.1%
Landfill Revenue	94.1%	96.8%	95.5%	95.5%	95.5%
Landfill Expense	99.7%	99.9%	94.3%	98.0%	98.0%
Cable Revenue	95.3%	97.0%	98.8%	97.0%	97.0%
Cable Expense	96.3%	97.7%	91.2%	94.7%	94.7%
ESF Revenue	97.3%	97.7%	95.9%	97.0%	97.0%
ESF Expense	97.5%	94.9%	95.2%	95.9%	95.9%
Watershed Revenue	N/A	N/A	99.8%	99.8%	99.8%
Watershed Expense	N/A	N/A	76.3%	95.9%	95.9%

FY15 Projected is based on a three year average of actual results.

FY16 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

Objective: The County has adopted a strict, but flexible, policy regulating transfer of budget funds between line items and programs. Significant transfer requests require approval at the County Administrator or Commissioner level. The budget policy allows for a continuous flow of operating costs, while maintaining a desired degree of control.

# of Budget Transfer Requests	530	526	562	544	544
-Avg. # of days from request to approval					
Department Head Level	3.4	2.3	4.1	4.0	4.0
County Administrator/Commissioner Level	13.8	13.2	13.5	13.5	13.5

FY14 Actual figures are estimated because actual are unavailable due to changes to the automated system.

# of budget line items to maintain	13,851	14,337	14,672	14,900	15,200
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Objective: The County has an adopted policy providing guidelines for adding staff to the payroll. All requests for new positions, or to replace existing staff due to turnover, is processed through the Budget Division.

# of personnel requisitions processed	74	66	92	77	77
-Avg. # of days from request to Budget approval	3.0	4.1	4.1	3.7	3.7

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.12  
**Division\Program:** Information Technology Fund: General  
**Program Administrator:** Evelyn Jacobson, Chief of Information Technology  
[www.charlescountymd.gov/fas/it/information-technology](http://www.charlescountymd.gov/fas/it/information-technology)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$1,090,049	\$1,112,100	\$1,101,000		(\$11,100)	-1.0%
Fringe Benefits	382,250	386,400	410,600		24,200	6.3%
Operating Costs	1,010,819	1,036,700	1,080,300		43,600	4.2%
<b>Total Baseline</b>	\$2,483,119	\$2,535,200	\$2,591,900	\$0	\$56,700	2.2%
Request Greater Than Baseline			90,500		90,500	New
<b>Total Expenditures</b>	\$2,483,119	\$2,535,200	\$2,682,400	\$0	\$147,200	5.8%

### Baseline Changes and Useful Information:

- **Personal Services** decrease due to adjusting the budget to reflect full year allocation for the State's Attorney's position. The State's Attorney's Office received funding for a new position in Information Technology to be dedicated to the agency in FY15. The employee will report to Information Technology but will be funded by the State's Attorney's Office.
- The **Fringe Benefits** increase is a result of the worker's compensation cost increase.
- The **Operating Costs** increase was for the following reasons:
  - 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

### Description:

The Information Technology (IT) Division's primary responsibilities are the acquisition, design, development, maintenance and enhancement of technology infrastructure, applications and telecommunications in support of County Government operations and services to Charles County citizens. The division is divided into three areas: Applications, Network Services and Project Management.

The Applications area is responsible for managing the County's enterprise software system, various internally developed and vendor acquired business applications, the County's internet and intranet sites, and Geographic Information Systems (GIS) applications.

The Network Services area is responsible for the County's network infrastructure, which includes multiple Local Area Networks (LANs) connected via the County's Institutional Network (I-Net), all County computers, desktops and network print services, County telecommunications, which includes Internet Protocol (IP) phones and mobile devices, the IP camera and video conferencing networks, various desktop applications, including the enterprise e-mail system, Charles County Government Television (CCGTV) support and the IT HelpDesk.

The Project Management area monitors major IT projects, as well as, projects which impact both the Applications and Network Services areas. This area also ensures that IT best practices are being followed and documented in applicable policies and/or procedures.

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.12  
**Division\Program:** Information Technology Fund: General  
**Program Administrator:** Evelyn Jacobson, Chief of Information Technology

<b>Positions:</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
Systems Analyst II	3.0	4.0	4.0	4.0	4.0
Network Specialist III	3.0	4.0	4.0	4.0	4.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.0	1.0	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist Supervisor	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	2.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
IT Specialist (SAO)	0.0	0.0	0.0	1.0	1.0
Part-time positions	0.0	0.5	0.5	1.7	1.7
<b>Total Full Time Equivalent</b>	<b>19.0</b>	<b>21.5</b>	<b>21.5</b>	<b>23.7</b>	<b>23.7</b>
Allocated to Cable TV / I-Net Fund	(4.2)	(4.6)	(4.6)	(5.8)	(5.8)
Allocated to W&S Enterprise Fund	0.0	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to State's Attorney's Office	0.0	0.0	0.0	(1.0)	(1.0)
<b>Net Cost to General Fund</b>	<b>14.8</b>	<b>14.8</b>	<b>14.8</b>	<b>14.8</b>	<b>14.8</b>

<b>Objectives &amp; Measurements:</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Estimated</b>

Objective: Provide technical support and assistance with computer related requests.

# of work requests completed	1,507	1,284	1,445	1,500	1,550
# of help desk calls completed	10,924	9,286	10,669	11,000	11,000
# of users supported	557	568	591	600	610

Objective: Operate, maintain and enhance the information technology network infrastructure.

# of PCs/laptops/tablets supported	772	843	892	930	970
# of network servers supported	111	120	150	152	155
# of virtual servers supported	53	57	77	82	86

Objective: Provide and maintain an informative and current Charles County Government website.

Average website page views per month	n/a	228,013	288,197	293,000	298,000
Average unique visitors per month (repeat visitors only counted once)	42,616	42,363	49,007	50,000	50,500

Objective: Provide telephone and voice mail service for selected county departments and agencies.

# of buildings supported	31	32	40	40	40
# of I/P telephones supported	553	727	745	755	765
# of non I/P telephones supported	80	80	116	100	100
# of CCG owned devices supported	150	138	144	160	170
# of employee owned devices supported	42	53	78	85	95

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services  
**Division\Program:** Purchasing  
**Program Administrator:** Frederick Shroyer, Chief of Purchasing  
[www.charlescountymd.gov/fas/purchasing/purchasing](http://www.charlescountymd.gov/fas/purchasing/purchasing)

01.04.14  
 Fund: General

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$297,847	\$280,200	\$291,500		\$11,300	4.0%
Fringe Benefits	111,673	134,200	128,700		(5,500)	-4.1%
Operating Costs	13,307	18,400	16,900		(1,500)	-8.2%
<b>Total Baseline</b>	<b>\$422,826</b>	<b>\$432,800</b>	<b>\$437,100</b>	<b>\$0</b>	<b>\$4,300</b>	<b>1.0%</b>
Request Greater Than Baseline			500,000		500,000	New
<b>Total Expenditures</b>	<b>\$422,826</b>	<b>\$432,800</b>	<b>\$937,100</b>	<b>\$0</b>	<b>\$504,300</b>	<b>116.5%</b>

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

- **Personal Services** increased due to a lower salary allocation to capital projects due to one time operating cost that were allocated for the Senior Procurement Specialist position in FY15.
- The **Fringe Benefits** decrease is due to changes in Health and Dental participation.
- The **Operating Costs** decrease is due to one time cost for equipment for the Senior Procurement Specialist position.

### **Description:**

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction; oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control; disposal of surplus property; and oversight of the Minority Business Enterprise (MBE) Program. Purchasing also administers the Small Local Business Enterprise (SLBE) Program, implemented in FY13, including: development of policies & procedures, marketing & outreach, processing and registration of applicants, inclusion in formal and non-formal procurement, and monitoring of performance.

### **Positions:**

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Purchasing Programs Outreach Admin.	0.0	1.0	1.0	1.0	1.0
Senior Procurement Specialist	0.0	0.0	0.0	1.0	1.0
Procurement Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Purchasing Mail Clerk	0.0	0.0	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>
Allocated to Capital Projects	0.0	(1.0)	(1.0)	(2.0)	(2.0)
<b>Net Cost to General Fund</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

## Fiscal & Administrative Services

<b>Department:</b>	Fiscal & Administrative Services	01.04.14
<b>Division\Program:</b>	Purchasing	Fund: General
<b>Program Administrator:</b>	Frederick Shroyer, Chief of Purchasing	

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<b><u>Objective:</u></b> <i>To provide accurate and efficient processing of purchase orders.</i>					
Total Purchase Orders processed	1,105	1,249	1,485	1,696	1,917
Total Purchase Order value	\$22,888,237	\$25,881,421	\$32,909,157	\$41,100,000	\$46,484,100
Average PO amount (PO value/# of POs)	\$20,713	\$20,722	\$22,161	\$24,233	\$24,248

**Objective:** *To monitor the number of significant individual procurement activities Purchasing conducts annually, and the number procurement-related protests. These procurement activities may include, but are not limited to: Formal procurement (RFQ, ITB, RFP), joint & cooperative procurement, sole source and utilization of other governments' contracts for significant amounts, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.*

Number of significant procurement activities	41	48	59	70	75
\$ Amount of significant procurement activities	N/A	N/A	35,455,174	\$38,000,000	\$40,000,000
Number of bid/award protests	1	1	0	1	1
Cost avoidance (Avg. bid minus low bid)	\$1,649,532	\$2,289,786	\$5,625,553	\$3,500,000	\$3,800,000

**Objective:** *To measure the percentage of Minority Business Enterprise (MBE) participation in Charles County contracts.*

MBE Participation	9.0%	22.3%	28.2%	33.2%	28.0%
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## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.70  
**Division\Program:** Accounting Fund: General  
**Program Administrator:** William DeAtley, Chief of Accounting  
[www.charlescountymd.gov/fas/accounting/accounting-accounts-payable](http://www.charlescountymd.gov/fas/accounting/accounting-accounts-payable)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$741,531	\$762,400	\$760,100		(\$2,300)	-0.3%
Fringe Benefits	224,497	242,400	253,800		11,400	4.7%
Operating Costs	72,436	78,600	77,900		(700)	-0.9%
<b>Total Baseline</b>	\$1,038,465	\$1,083,400	\$1,091,800	\$0	\$8,400	0.8%
Request Greater Than Baseline			65,400		65,400	New
<b>Total Expenditures</b>	\$1,038,465	\$1,083,400	\$1,157,200	\$0	\$73,800	6.8%
<b>Revenues</b>	\$0	\$49,100	\$54,500	\$0	\$5,400	11.0%

### Baseline Changes and Useful Information:

- **Personnel Services** decrease due to turnover.
- **Fringe Benefits** increase due to changes in Health and Dental participation.
- The **Operating Costs** decrease is due to (\$1,000) decrease in Dues and Subscriptions due to decision not to renew one item and an increase of \$300 for Auditing Fees.
- **Revenues** are associated with the indirect cost reimbursement to the enterprise funds.

### Description:

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, and general accounting. The water & sewer billing function is under a separate division but is administered by Accounting. Payroll records are maintained and checks are prepared for county employees, the Sheriff's employees and other outside agencies on a biweekly basis. In Accounts Payable, vendor invoices are matched with purchase orders/receiving records and processed for payment.

Checks are prepared by the Treasury Division. Check requests and invoices for non-purchase order items are also processed. Accounts Receivable prepares invoices for services provided by the county such as retiree health insurance, landfill usage, and outside agency shared costs. General Accounting includes posting journal entries generated by the above functions and by the Treasurer's office, and journal entries prepared by this and other departments to the general ledger.

Cash and investment accounts are reconciled and interest earned is recorded. Asset and Liability accounts are reconciled and maintained. Financial reports and ledgers are prepared and distributed internally. Capital asset records are maintained by accounting.

Annual financial reports are prepared, audited by external auditors, and submitted to the State as required. The Accounting division was awarded the "Certificate of Achievement for Excellence in Financial Reporting" for FY02 through FY13 by the Government Finance Officers, Association of the United States and Canada.

### Positions:

Title	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Payroll Accountant	1.0	1.0	1.0	1.0	1.0
Risk Management Accountant	1.0	1.0	1.0	1.0	1.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Billing Manager	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utility/ Billing Specialist	4.8	4.8	4.8	4.8	4.8
Accounting Technician	2.0	2.0	2.0	3.0	3.0
<b>Total Full Time Equivalent</b>	<b>17.8</b>	<b>17.8</b>	<b>17.8</b>	<b>18.8</b>	<b>18.8</b>
Allocated to W&S Fund	(7.1)	(7.1)	(7.1)	(7.1)	(7.1)
<b>Net Cost to General Fund</b>	<b>10.8</b>	<b>10.8</b>	<b>10.8</b>	<b>11.8</b>	<b>11.8</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.70  
**Division\Program:** Accounting Fund: General  
**Program Administrator:** William DeAtley, Chief of Accounting  
[www.charlescountymd.gov/fas/accounting/accounting-accounts-payable](http://www.charlescountymd.gov/fas/accounting/accounting-accounts-payable)

<u>Objectives &amp; Measurements:</u>	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<u>Objectives: a. Record invoices and requests within 7-10 days from receipt.</u>					
<u>b. Process invoices and requests for payments within payment terms of 30 days from invoice date.</u>					
# invoices/request for payments processed	44,158	44,361	51,113	52,000	54,000
- average days to process	7	7	7	7	7
- % timely payments	85%	85%	85%	85%	85%
<u>Objective: Process all 1099's required by law by the due date.</u>					
# of 1099's issued (calendar)	742	697	725	750	760
<u>Objective: Process transactions and maintain accurate records of capital assets owned by the County.</u>					
# of fixed assets maintained	3,195	3,332	3,577	3,625	3,700

**Department:** Fiscal & Administrative Services 01.04.22  
**Division\Program:** Treasury Fund: General  
**Program Administrator:** Eric Jackson, Chief of Treasury  
[www.charlescountymd.gov/fas/treasury/treasury](http://www.charlescountymd.gov/fas/treasury/treasury)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$719,534	\$736,600	\$698,100		(\$38,500)	-5.2%
Fringe Benefits	223,411	239,400	224,100		(15,300)	-6.4%
Operating Costs	145,929	169,700	172,500		2,800	1.6%
<b>Total Expenditures</b>	<b>\$1,088,874</b>	<b>\$1,145,700</b>	<b>\$1,094,700</b>	<b>\$0</b>	<b>(\$51,000)</b>	<b>-4.5%</b>
<b>Revenues</b>	<b>\$127,472</b>	<b>\$118,400</b>	<b>\$120,400</b>	<b>\$0</b>	<b>\$2,000</b>	<b>1.7%</b>

### Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease due to turnover.
- **Operating Costs** were adjusted due to the following reasons:
  - Office Supplies are increasing by \$1,000 due to activity.
  - Increase in Employee Education of \$1,000. In FY13 \$700 was transferred to the Director of Fiscal and Administrative Services but was not included in the FY14 budget. The additional increase covers quarterly GFOA that the Chief of Treasury must attend, as he is on the Board.
  - Minor adjustments in other accounts based on activity. (\$1,200)
  - The Homestead Tax Credit Program is increasing by \$2,000 based on prior years. This is a fee paid to the State.
- **Revenues** were adjusted to reflect current trends.

### Description:

The Treasury Division is responsible for the collection and investment of all County funds except pension plans. The office administers and collects County property taxes, as well as taxes for the incorporated towns of Indian Head and La Plata and for the State of Maryland. The Treasury Division collects payments for various County sponsored services such as utility bills, tag-a-bags, liquor licenses, permits, dog tags, motor vehicle registrations, and other various fees and fines.

This office maintains all property tax accounts, including processing additions, abatements, transfers, address changes, tax liens, and conducting the tax sale each year. Deeds must also be researched and validated through this office prior to recording at the Court House. The Treasury Division is responsible for the tracking and maintenance of bankruptcy cases.

All accounts payable and Section 8 rental assistance checks are disbursed by this office. The Division must assure that all deposited funds are adequately collateralized.

## Fiscal & Administrative Services

<b>Department:</b>	Fiscal & Administrative Services	01.04.22
<b>Division\Program:</b>	Treasury	Fund: General
<b>Program Administrator:</b>	Eric Jackson, Chief of Treasury	

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Chief of Treasury	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	2.0	2.0
Revenue Specialist	6.0	6.0	6.0	6.0	6.0
<b>Total Full Time Equivalent</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>

<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>

**Revenue Specialists:**     Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.

Total number of Transactions	279,801	279,925	299,597	301,000	302,000
- # of tax transactions	94,251	95,041	96,568	98,000	99,000
- # of utility transactions	123,507	125,872	127,236	129,000	130,000
- # of other transactions	62,043	59,012	75,793	74,000	73,000
- \$ amount of transactions (\$000)	\$314,000	\$319,000	\$330,000	\$333,000	\$336,000
per FTE	50,873	50,895	54,472	55,000	56,000

**Deed Specialists:**     Objective: To process recordation tax collections and deed verifications in a timely manner.

Recordation Tax instruments* (Deeds and Deeds of Trust)	7,164	6,925	8,917	7,900	8,000
Number of deed verifications	3,538	3,611	3,676	4,100	4,200
- per FTE	2,359	2,407	2,451	2,733	2,800

**Tax Specialists:**     Objective: To accurately maintain County tax property accounts.

# of tax accounts maintained	65,446	64,802	67,085	68,000	69,000
- per FTE	16,362	16,201	16,771	17,000	17,000
Number of address changes	2,575	1,615	3,135	3,200	3,300

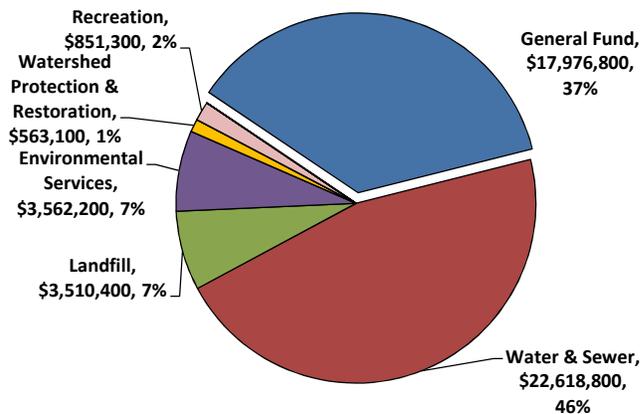
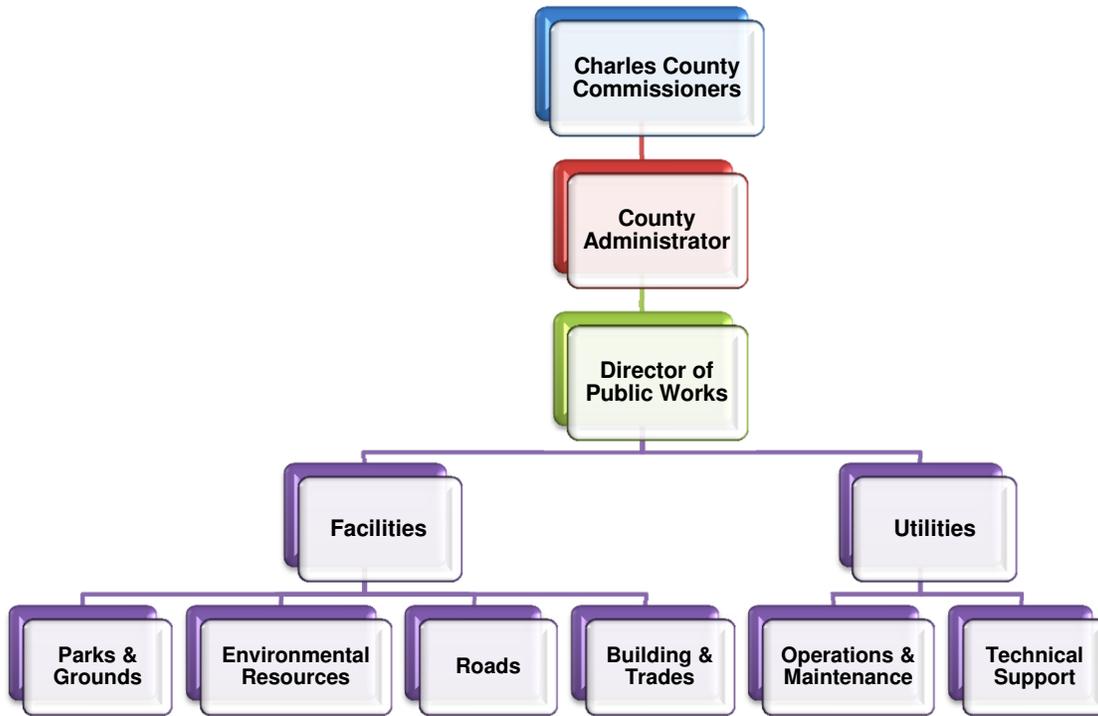
# Public Works Summary

William A. Shreve, Director of Public Works  
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646  
 Physical Address: 10430 Audie Ln., La Plata, MD 20646  
[www.charlescountymd.gov/pw/welcome](http://www.charlescountymd.gov/pw/welcome)

301-932-3440 301-870-2778  
 7:30 a.m.-4:00 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$8,198,855	\$7,969,400	\$8,447,600	\$0	\$478,200	6.0%
Fringe Benefits	2,755,976	2,758,000	2,908,400	0	150,400	5.5%
Operating Costs	8,508,864	7,236,300	7,498,200	0	261,900	3.6%
Capital Outlay / Maintenance	0	13,100	0	0	(13,100)	-100.0%
<b>Total Baseline</b>	<b>\$19,463,695</b>	<b>\$17,976,800</b>	<b>\$18,854,200</b>	<b>\$0</b>	<b>\$877,400</b>	<b>4.9%</b>
Request Greater Than Baseline		0	495,300	0	495,300	New
<b>Total Expenditures</b>	<b>\$19,463,695</b>	<b>\$17,976,800</b>	<b>\$19,349,500</b>	<b>\$0</b>	<b>\$1,372,700</b>	<b>7.6%</b>
<b>Revenues</b>	<b>\$948,706</b>	<b>\$946,300</b>	<b>\$1,584,200</b>	<b>\$0</b>	<b>\$637,900</b>	<b>67.4%</b>
<b>Total Expenditures as % of Budget:</b>	<b>5.8%</b>	<b>5.1%</b>	<b>5.2%</b>	<b>0.0%</b>		

**NOTE: Baseline percent increase excluding Golf Course operations is 0.3%**



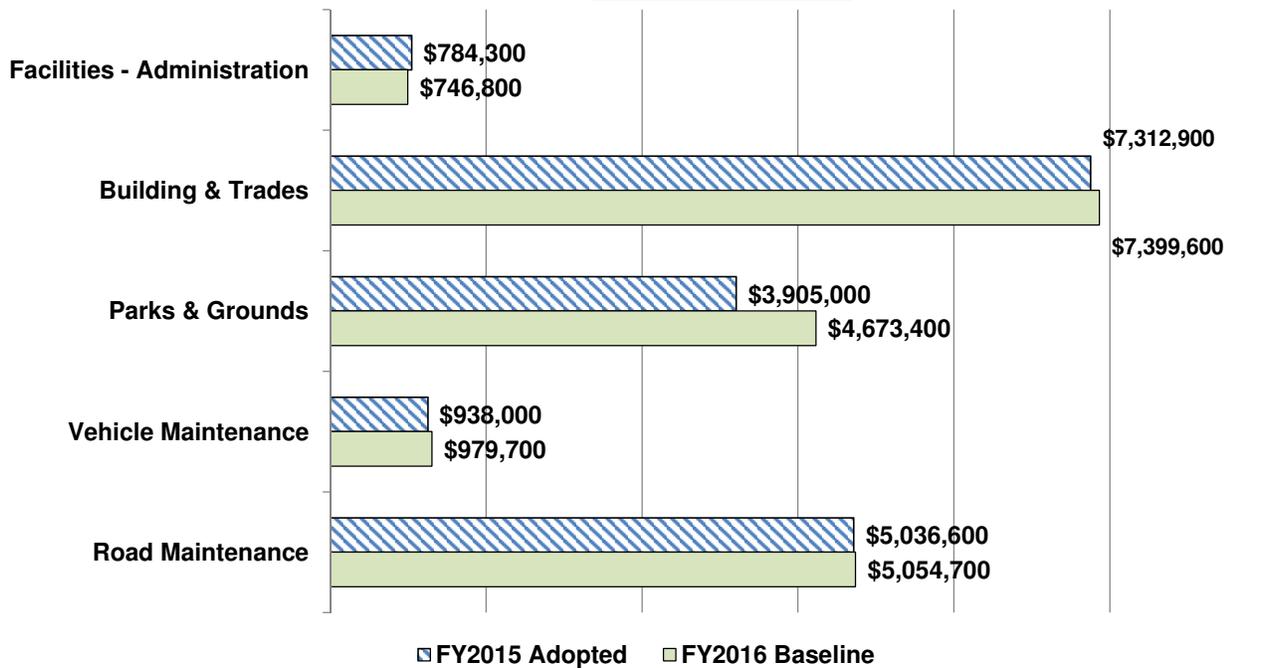
**TOTAL FY2015 DEPARTMENT BUDGET**  
**\$49,082,600**

*(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)*

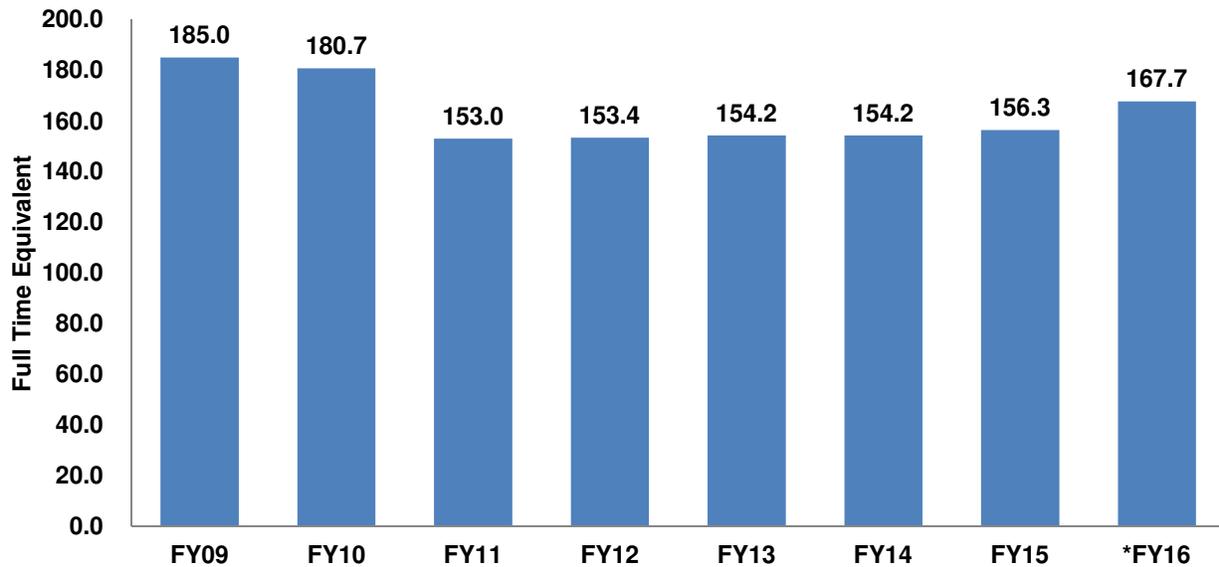
As indicated by the graph, the Department of Public Works is allocated through several different funds.

# Public Works Expenditure and Staff History

## GENERAL FUND



## Staffing History



### Positions by

#### Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Facilities - Administration	9.8	8.8	8.8	8.8	8.4
Building & Trades	49.7	50.7	50.7	52.8	52.8
* Parks & Grounds	46.1	46.8	46.8	46.8	57.5
Vehicle Maintenance	8.6	8.6	8.6	8.6	9.6
Road Maintenance	39.2	39.3	39.3	39.3	39.3
<b>Total Full Time Equivalent</b>	<b>153.4</b>	<b>154.2</b>	<b>154.2</b>	<b>156.3</b>	<b>167.7</b>

\*FY16 increase is due to 11.7 Golf Course positions being transferred to the General Fund and .4 Water/Sewer positions being transferred from the General Fund.

## Public Works

**Department:** Public Works 01.05.06  
**Division\Program:** Facilities - Administration Fund: General  
**Program Administrator:** Bill Shreve, Director of Public Works  
[www.charlescountymd.gov/pw/facilities/la-plata-office-facilities](http://www.charlescountymd.gov/pw/facilities/la-plata-office-facilities)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$517,087	\$519,000	\$511,700		(\$7,300)	-1.4%
Fringe Benefits	208,169	215,100	201,800		(13,300)	-6.2%
Operating Costs	15,997	37,100	33,300		(3,800)	-10.2%
Capital Outlay	0	13,100	0		(13,100)	-100.0%
<b>Total Expenditures</b>	<b>\$741,254</b>	<b>\$784,300</b>	<b>\$746,800</b>	<b>\$0</b>	<b>(\$37,500)</b>	<b>-4.8%</b>
<b>Revenues</b>	<b>\$12,915</b>	<b>\$9,800</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$1,200</b>	<b>12.2%</b>

### Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease due to a reallocation of personnel to Enterprise Funds based on assigned duties.
- The **Operating Costs** budget decrease is due to one time FY15 cost for one-time purchases.
- **Capital Outlay** was for one time FY15 cost for shelving and racks for Warehouse #1.
- **Revenues** are being adjusted based on actual.

### Description:

The Department of Public Works provides front line service to the citizens of Charles County through the park system, road system, solid waste services, environmental and recycling programs, and sports programs, as well as providing construction, renovation, and maintenance of County and other governmental agency facilities.

The Administration Division manages and coordinates all DPW/Facilities' operations, including personnel management of over 200 full time employees and 200 part time employees, as well as fiscal management of over \$25,000,000 in operating budgets and approximately \$30,000,000 in capital improvement projects. In addition, Inventory Control provides procurement and distribution of stocked inventory valued at over \$1,200,000 and manages the County's computerized fleet analysis and fuel management system.

### Positions:

	FY12	FY13	FY14	FY15	FY16
Title	FTE	FTE	FTE	FTE	FTE
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Asst. Director of Public Works - Facilities	1.0	1.0	1.0	1.0	1.0
Inventory & Fleet Mgmt Operations Manager	0.0	0.0	0.0	1.0	1.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Inventory Control Coordinator	1.0	1.0	1.0	0.0	0.0
Inventory Control Specialist	0.0	0.0	0.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	2.0	2.0	2.0	2.0	2.0
Inventory Control Associate	0.0	0.0	0.0	1.0	1.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Office Associate I	1.0	0.0	0.0	0.0	0.0
Supply Clerk I	2.0	2.0	2.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>12.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>
Allocated to W&S Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Allocated to Solid Waste Enterprise Fund	(0.8)	(0.8)	(0.8)	(0.8)	(0.9)
Allocated to Environmental Srvc. Fee Fund	(0.4)	(0.4)	(0.4)	(0.4)	(0.8)
<b>Net Cost to General Fund</b>	<b>9.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.4</b>

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i>Objective: Amount of requisitions received internally (DPF) and from Purchasing.</i>					
Requisitions Processed	598	565	649	650	650
<i>Objective: Amount of citizen issues that are resolved via telephone, in person or in writing.</i>					
Number of constituent issues	628	624	648	660	630
<i>Objective: Number of transactions of items obtained through Inventory Control.</i>					
# of inventory transactions	91,846	88,418	90,124	92,000	94,000
-transactions per FTE	45,923	44,209	45,062	46,000	47,000

## Public Works

**Department:** Public Works 01.05.33  
**Division\Program:** Building & Trades Fund: General  
**Program Administrator:** John Earle, Chief of Building & Trades  
[www.charlescountymd.gov/pw/bt/buildings-and-trades](http://www.charlescountymd.gov/pw/bt/buildings-and-trades)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$2,711,780	\$2,700,700	\$2,726,800		\$26,100	1.0%
Fringe Benefits	904,208	945,000	957,800		12,800	1.4%
Operating Costs	3,408,099	3,667,200	3,715,000		47,800	1.3%
<b>Total Baseline</b>	\$7,024,087	\$7,312,900	\$7,399,600	\$0	\$86,700	1.2%
Request Greater Than Baseline			167,600		167,600	New
<b>Total Expenditures</b>	\$7,024,087	\$7,312,900	\$7,567,200	\$0	\$254,300	3.5%
<b>Revenues</b>	\$542,135	\$560,700	\$602,300	\$0	\$41,600	7.4%

### Baseline Changes and Useful Information:

- **Personal Services** increase due to FY15 mid year approved position for a Custodial Worker which is paid for by the Health Department.
- The **Fringe Benefits** increase is a result of worker's compensation cost increase as well as the FY15 mid-year position.
- The **Operating Costs** adjustments are for the following reasons:
  - Utilities and Electricity are increasing by \$6,000 (\$3,000 due to Golf Course) and \$39,200 (\$36,000 due to Golf Course), the remaining increase is based on activity.
  - Adjustments in other accounts based on activity netting a \$2,600 increase.
- **Revenues** represent funds received from the Health Department and the Courthouse. Increase is to cover the Custodial Worker position.

### Description:

Buildings & Trades Division is responsible for the efficient operation and maintenance of 160 County facilities, covering over one million square feet. The Division consists of five specialized work centers that provide service, maintenance, and improvements to all County facilities. These include Building Maintenance, HVAC, Electrical, Construction and Custodial Services. Building & Trades also performs a significant amount of capital improvement projects, including new construction and renovation of existing facilities.

### Positions:

Title	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	0.0	1.0	1.0	1.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	3.0	3.0
Construction Superintendent	1.0	1.0	1.0	1.0	1.0
Construction Supervisor	1.0	1.0	1.0	1.0	1.0
HVAC Supervisor	1.0	1.0	1.0	1.0	1.0
Custodial Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician III	2.0	2.0	2.0	2.0	2.0
Custodial Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	10.0	10.0	10.0	10.0	10.0
Electrician I	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Custodial Worker II	3.0	3.0	3.0	4.0	4.0
Custodial Worker I	14.7	14.7	14.7	14.7	14.7
Part-time Positions	3.0	3.0	3.0	4.1	4.1
<b>Total Full Time Equivalent</b>	<b>52.7</b>	<b>53.7</b>	<b>53.7</b>	<b>55.8</b>	<b>55.8</b>
Allocated to W&S Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
<b>Net Cost to General Fund</b>	<b>49.7</b>	<b>50.7</b>	<b>50.7</b>	<b>52.8</b>	<b>52.8</b>

## Public Works

**Department:** Public Works 01.05.33  
**Division\Program:** Building & Trades Fund: General  
**Program Administrator:** John Earle, Chief of Building & Trades  
[www.charlescountymd.gov/pw/bt/buildings-and-trades](http://www.charlescountymd.gov/pw/bt/buildings-and-trades)

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i>Objective: To ensure a safe, satisfactory and comfortable work environment.</i>					
Square Footage Maintained	1,034,200	1,034,260	1,044,460	1,091,325	1,200,655
Per FTE	36,936	36,938	37,302	38,976	42,881
<i>Objective: To ensure all facilities are maintained to a safe and comfortable standard.</i>					
# of Work orders Received (all*)	18,856	19,890	6,474	7,770	9,325
work orders per FTE	725	765	249	299	359
<i>Objective: To ensure proper and safe operation of all systems with minimal down time.</i>					
Preventive Maintenance performed	298	395	852	940	1,030
work orders per FTE	33	44	95	104	114

## Public Works

**Department:** Public Works 01.05.41  
**Division\Program:** Parks & Grounds Fund: General  
**Program Administrator:** Thomas Roland, Chief of Parks & Grounds  
[www.charlescountymd.gov/pw/parks/parks-and-grounds](http://www.charlescountymd.gov/pw/parks/parks-and-grounds)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$2,138,066	\$2,168,600	\$2,166,500		(\$2,100)	-0.1%
Fringe Benefits	726,288	683,300	690,900		7,600	1.1%
Operating Costs	952,752	1,053,100	1,091,000		37,900	3.6%
<b>Total Baseline</b>	\$3,817,106	\$3,905,000	\$3,948,400	\$0	\$43,400	1.1%
Request Greater Than Baseline			78,600		78,600	New
<b>Total Expenditures</b>	\$3,817,106	\$3,905,000	\$4,027,000	\$0	\$122,000	3.1%
<b>Revenues</b>	\$393,655	\$375,800	\$363,300	\$0	(\$12,500)	-3.3%

### Baseline Changes and Useful Information:

- **Personal Services** decrease due to turnover.
- The **Fringe Benefits** increase is a result of the worker's compensation cost increase.
- The **Operating Costs** adjustments are for the following reasons:
  - 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.
  - Based on activity, Contract Personnel is decreasing by (\$13,800).
  - 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.
  - Minor adjustments in various other accounts, netting a increase of \$4,200.
- The adjustment to **Revenues** is based on current patronage of programs.

### INCREASE DUE TO GOLF COURSE:

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services			\$409,900		\$409,900	New
Fringe Benefits			128,500		128,500	New
Operating Costs			186,600		186,600	New
<b>Total Baseline</b>	\$0	\$0	\$725,000	\$0	\$725,000	New
<b>Revenues</b>	\$0	\$0	\$607,600	\$0	\$0	New

\*Total cost of the Golf Course operations is \$854,000. In addition to the costs in the Parks Division, \$127,500 is charged to other General Fund budgets. Building and Trades budget includes \$3,000 for Utilities, \$36,000 for Electricity and \$1,000 for Alarms. Included in Vehicle Repairs is \$400 and a position cost of \$63,300 that is no longer being allocated out. \$3,300 is part of I.T. for telephones and \$3,500 for Insurance, \$700 for Bank Expenses, and \$1,500 for Unemployment are part of Central Services. Lease payments of \$16,300 are now part of the General Fund Debt Budget.

### Description:

The Parks and Grounds Division is responsible for the County-wide delivery of leisure services. Our mission is to improve the quality of life of our residents by providing diverse and wholesome outdoor recreation opportunities. This division manages 30 parks, an 18-hole golf course, a skateboard park and numerous boat launch facilities. Parks and Grounds offer amenities such as outdoor athletic fields, picnic areas, hiking trails and tennis courts.

Most of the County's outdoor sports programs are organized and directed by the Parks and Grounds Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

In addition to maintenance and operation of our 3,600 acres of parkland, this division is responsible for grounds maintenance and snow removal at 28 government owned buildings. This division also manages a significant number of capital improvement projects including acquisition and development of new park facilities.

## Public Works

**Department:** Public Works 01.05.41  
**Division\Program:** Parks & Grounds Fund: General  
**Program Administrator:** Thomas Roland, Chief of Parks & Grounds

<b>Positions:</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Parks & Grounds	1.0	1.0	1.0	1.0	1.0
Park Services Administrator	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Operation Manager	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	5.0	5.0	5.0	5.0	5.0
Sports Program Coordinator	2.0	2.0	2.0	2.0	2.0
Golf Course Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Assistant Park Manager	7.0	7.0	7.0	6.0	6.0
Equipment Operator III	5.0	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	2.0	2.0	2.0	3.0	3.0
Grounds Maintenance Worker I	4.0	4.0	4.0	4.0	4.0
Part Time Positions	23.5	23.5	23.5	23.5	23.5
<b>Total Full Time Equivalent</b>	<b>57.5</b>	<b>57.5</b>	<b>57.5</b>	<b>57.5</b>	<b>57.5</b>
Allocated to Recreation Enterprise Fund	(10.7)	(10.7)	(10.7)	(10.7)	0.0
Allocated to Capital Projects	(0.8)	0.0	0.0	0.0	0.0
<b>Net Cost to General Fund</b>	<b>46.1</b>	<b>46.8</b>	<b>46.8</b>	<b>46.8</b>	<b>57.5</b>

<b>Objectives &amp; Measurements:</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Estimated</b>

*Objective: To effectively meet the outdoor recreation / active sports needs of county residents.*

Number of Leagues maintained	69	68	69	70	70
per FTE	23	23	23	23	23
Number of Participants	17,214	17,305	17,058	17,150	17,300
per FTE	5,738	5,768	5,686	5,717	5,767
Number of Associations	43	43	43	45	45
per FTE	14	14	14	15	15
Number of Scheduled Sessions	8,399	7,929	8,051	8,100	8,200
per FTE	2,800	2,643	2,684	2,700	2,733
Average Games per Athletic Field	82	77	78	79	80

*Objective: To provide a high level of grounds maintenance to all government buildings to ensure a safe and aesthetically pleasing product.*

Building site acres maintained	790	790	792	795	795
# of employees	10	10	10	10	10
per FTE	79	79	79	80	80

*Objective: Promote golf play and provide quality, reasonably priced golf experience.*

Number of Rounds of Golf	27,583	28,412	26,105	28,000	28,500
Number of Season Passes	125	102	101	120	125
Number of Tournaments/Outings	14	17	20	21	24

## Public Works

**Department:** Public Works 01.05.44  
**Division\Program:** Vehicle Maintenance Fund: General  
**Program Administrator:** Dennis Fleming, Chief of Environmental Resources  
[www.charlescountymd.gov/pw/facilities/la-plata-office-facilities](http://www.charlescountymd.gov/pw/facilities/la-plata-office-facilities)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$488,039	\$515,200	\$566,800		\$51,600	10.0%
Fringe Benefits	167,076	184,500	188,700		4,200	2.3%
Operating Costs	176,366	238,300	224,200		(14,100)	-5.9%
<b>Total Expenditures</b>	<b>\$831,482</b>	<b>\$938,000</b>	<b>\$979,700</b>	<b>\$0</b>	<b>\$41,700</b>	<b>4.4%</b>

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

- **Personal Services** was adjusted to reflect the impact of moving a position that is funded from the Recreation Enterprise Fund (the Golf Course) to the General Fund.
- The **Fringe Benefits** change is due to worker's compensation cost increase but this was offset by changes in the Health and Dental participation.
- The **Operating Costs** adjustments are for the following reasons:
  - Decrease in Equipment due to one time FY15 funds for an automatic coolant exchanger, canopy, vehicle lift and band saw. (\$11,600)
  - Minor adjustments in other accounts netting a (\$2,500) decrease. Includes \$400 transferred from the Golf Course for Vehicle Repairs and Maintenance.

### **Description:**

Vehicle Maintenance provides maintenance and repair of over 1,000 tagged and non-tagged vehicles and equipment, including auto body work and repair. Provides professional preventative maintenance and repairs for all County vehicles and equipment, tracks costs and repair histories, fuel usage, and makes replacement recommendations.

### **Positions:**

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Chief of Environmental Resources	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0	1.0	1.0
Auto Body Mechanic	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician III	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician I	1.8	1.8	1.8	1.8	1.8
Golf / Equipment Mechanic Assistant	1.0	1.0	1.0	1.0	1.0
Part Time Positions	0.6	0.6	0.6	0.6	0.6
<b>Total Full Time Equivalent</b>	<b>13.4</b>	<b>13.4</b>	<b>13.4</b>	<b>13.4</b>	<b>13.4</b>
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to Solid Waste Enterprise Fund	(1.8)	(1.8)	(1.8)	(1.8)	(1.8)
Allocated to Recreation Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	0.0
<b>Net Cost to General Fund</b>	<b>8.6</b>	<b>8.6</b>	<b>8.6</b>	<b>8.6</b>	<b>9.6</b>

## Public Works

<b>Department:</b>	Public Works	01.05.44
<b>Division\Program:</b>	Vehicle Maintenance	Fund: General
<b>Program Administrator:</b>	Dennis Fleming, Chief of Environmental Resources	

<u><b>Objectives &amp; Measurements:</b></u>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i><u>Objective: To complete all work orders promptly to ensure minimum downtime.</u></i>					
Work orders	5,276	5,044	5,601	5,630	5,660
per FTE	660	631	700	704	708
<i><u>Objective: To perform preventative maintenance every 7,500 miles on all tagged vehicles in order to ensure the safe operation of these vehicles.</u></i>					
Preventive maintenance completed	1,323	1,428	1,457	1,460	1,470
per FTE	165	179	182	183	184
# of vehicles maintained	855	852	887	895	900
per FTE	107	107	111	112	113

## Public Works

**Department:** Public Works 01.05.53  
**Division\Program:** Road Maintenance Fund: General  
**Program Administrator:** Steve Staples, Chief of Roads  
[www.charlescountymd.gov/pw/roads/roads](http://www.charlescountymd.gov/pw/roads/roads)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$2,343,883	\$2,065,900	\$2,065,900		\$0	0.0%
Fringe Benefits	750,234	730,100	740,700		10,600	1.5%
Operating Costs	3,955,649	2,240,600	2,248,100		7,500	0.3%
<b>Total Expenditures</b>	<b>\$7,049,766</b>	<b>\$5,036,600</b>	<b>\$5,054,700</b>	<b>\$0</b>	<b>\$18,100</b>	<b>0.4%</b>
Request Greater Than Baseline			249,100		249,100	New
<b>Total Expenditures</b>	<b>\$7,049,766</b>	<b>\$5,036,600</b>	<b>\$5,303,800</b>	<b>\$0</b>	<b>\$267,200</b>	<b>5.3%</b>

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

- The **Fringe Benefits** increase is due to an increase in worker's compensation costs.
- The **Operating Costs** adjustments increase is due to the following:
  - 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.
  - Minor adjustments in other accounts netting an increase of \$500.
- Roads division includes \$784,800 for **snow removal**.

### **Description:**

The Roads Division performs repair and maintenance for over 1,670 lane miles of County roadways. This includes resurfacing, deep patching, tree trimming, mowing, culvert and shoulder maintenance, traffic safety, as well as snow removal and emergency response to other weather related activities.

### **Positions:**

<b>Title</b>	<b>FY12 FTE</b>	<b>FY13 FTE</b>	<b>FY14 FTE</b>	<b>FY15 FTE</b>	<b>FY16 FTE</b>
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Operations Manager	1.0	0.0	0.0	0.0	0.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt/Construction Supervisor	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	5.0	5.0	5.0	5.0	5.0
Traffic/Sign Crew Leader	1.0	1.0	1.0	1.0	1.0
Sign Shop Manager	1.0	1.0	1.0	1.0	1.0
Citizen Request Coordinator	0.0	1.0	1.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	12.0	12.0	12.0	12.0	12.0
Part Time Positions	5.7	5.7	5.7	5.7	5.7
<b>Total Full Time Equivalent</b>	<b>39.7</b>	<b>39.7</b>	<b>39.7</b>	<b>39.7</b>	<b>39.7</b>
Allocated to Capital Projects	(0.5)	(0.4)	(0.4)	(0.4)	(0.4)
<b>Net Cost to General Fund</b>	<b>39.2</b>	<b>39.3</b>	<b>39.3</b>	<b>39.3</b>	<b>39.3</b>

## Public Works

**Department:** Public Works 01.05.53  
**Division\Program:** Road Maintenance Fund: General  
**Program Administrator:** Steve Staples, Chief of Roads

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i>Objective: To assure safe &amp; smooth surfaced roads, cost per mile depends on width of roadway.</i>					
Miles resurfaced	72	63	58	60	65
Cost per Mile:					
Asphalt	\$176,000	\$175,000	\$199,449	\$180,000	\$200,000
Slurry	\$26,000	\$35,500	\$29,488	\$33,000	\$35,000
Modified Seal	\$18,000	\$19,600	\$20,658	\$22,000	\$22,000
Crack Seal	\$3,000	\$3,200	\$3,552	\$3,500	\$3,600
% of Miles Resurfaced	4.50%	2.29%	2.00%	2.55%	2.10%

*Objective: To provide maximum road maintenance with minimum number of staff.*

# of lane miles maintained **	1,600	1,625	1,662	1,680	1,700
- # of employees	35	35	35	35	35
- per FTE	45.7	46.4	47.5	48.0	48.6
# of roads maintained	2,000.0	2,020.0	2,072.0	2,110.0	2,150.0
per FTE	57.1	57.7	59.2	60.3	61.4

\*\*Refined methodology with laser road profiling technology, consistent with SHA.

*Objective: To repair all reported potholes within 24 hours.*

Number of Pothole Reports	178	107	306	200	200
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*Objective: To complete all work requests promptly to ensure road safety.*

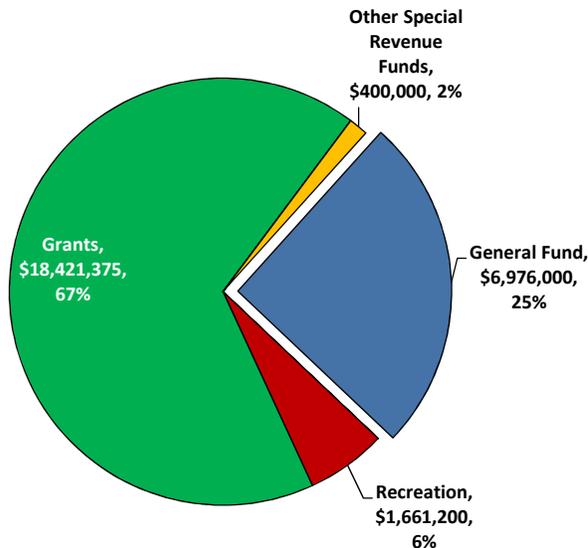
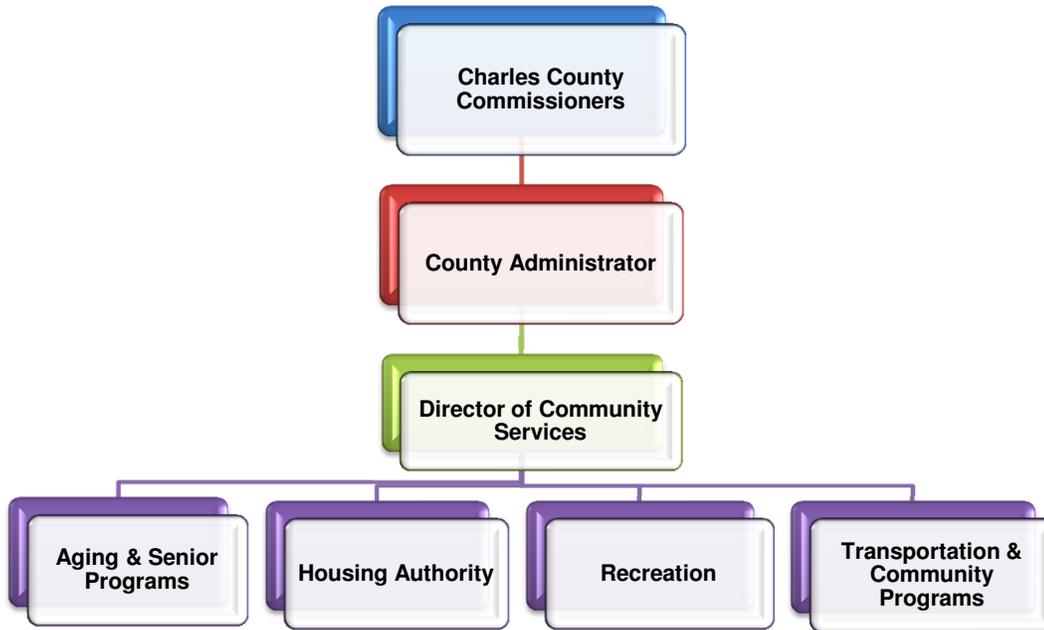
Number of Work Requests	2,028	2,115	2,196	2,300	2,400
per FTE	57.9	60.4	62.7	65.7	68.6

# Community Services Summary

Eileen Minnick, Director of Community Services  
 Mailing Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
 Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
[www.charlescountymd.gov/cs](http://www.charlescountymd.gov/cs)

301-934-9305 301-870-3388  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$2,561,626	\$2,664,900	\$2,669,300	\$0	\$4,400	0.2%
Fringe Benefits	766,665	804,600	817,300	0	12,700	1.6%
Operating Costs	394,532	483,700	436,400	0	(47,300)	-9.8%
Agency Funding	5,272	50,000	50,000	0	0	0.0%
Transfers Out	2,489,324	2,972,800	3,349,200	0	376,400	12.7%
<b>Total Baseline</b>	<b>\$6,217,419</b>	<b>\$6,976,000</b>	<b>\$7,322,200</b>	<b>\$0</b>	<b>\$346,200</b>	<b>5.0%</b>
Request Greater Than Baseline		0	181,100	0	181,100	New
<b>Total Expenditures</b>	<b>\$6,217,419</b>	<b>\$6,976,000</b>	<b>\$7,503,300</b>	<b>\$0</b>	<b>\$527,300</b>	<b>7.6%</b>
<b>Revenues</b>	<b>\$6,049</b>	<b>\$8,100</b>	<b>\$7,200</b>	<b>\$0</b>	<b>(\$900)</b>	<b>-11.1%</b>
<b>Total Expenditures as % of Budget:</b>	<b>1.9%</b>	<b>2.0%</b>	<b>2.1%</b>	<b>0.0%</b>		



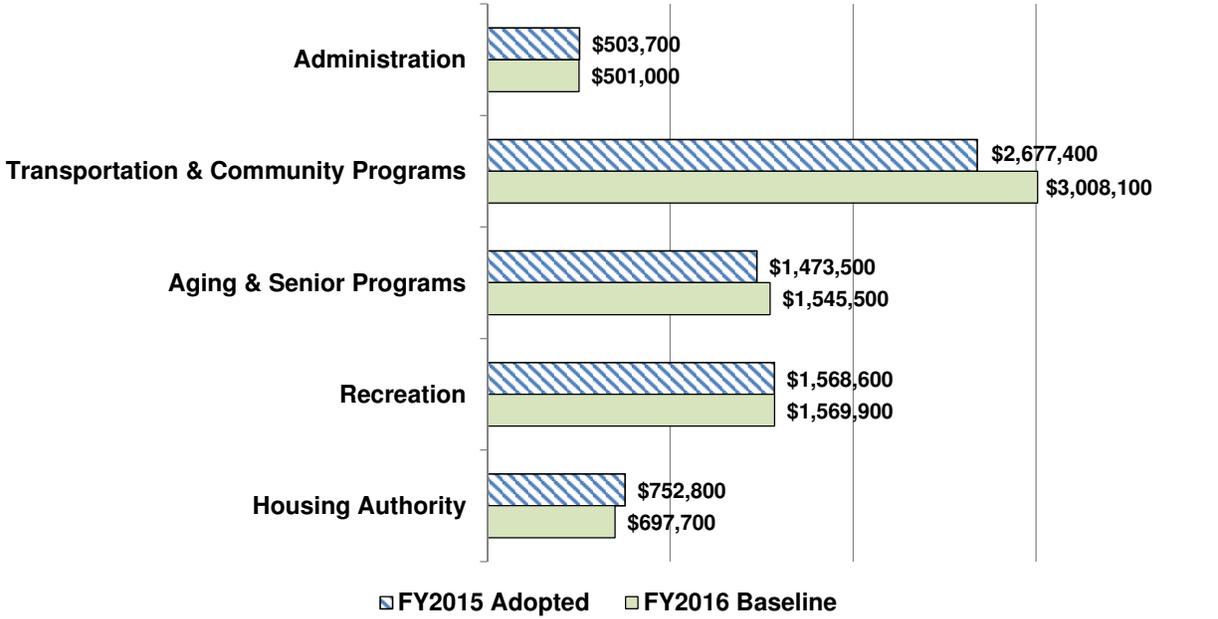
## TOTAL FY2015 DEPARTMENT BUDGET \$27,458,575

*(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)*

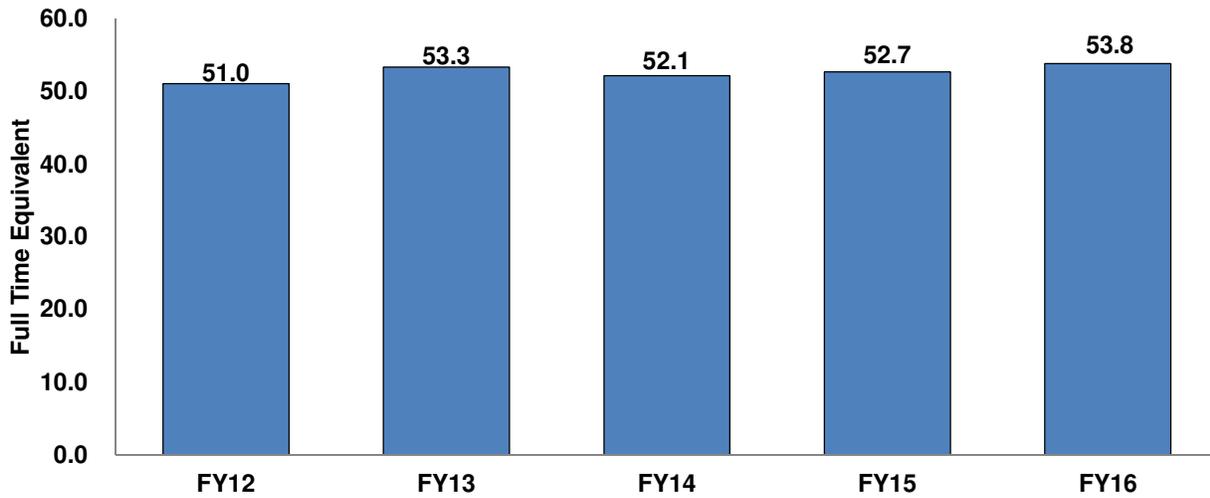
As indicated by the graph, the Department of Community Services is allocated through several different funds.

# Community Services Expenditure and Staff History

## GENERAL FUND



## Staffing History



### Positions by

<u>Program:</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Administration	4.0	5.0	5.0	5.5	5.5
Transportation & Comm. Programs	0.0	0.0	0.0	0.0	0.0
Aging & Senior Programs	17.2	18.6	17.4	16.5	17.9
Recreation	26.6	26.4	26.4	27.4	27.2
Housing Authority	3.2	3.2	3.2	3.2	3.2
<b>Total Full Time Equivalent</b>	<b>51.0</b>	<b>53.3</b>	<b>52.1</b>	<b>52.7</b>	<b>53.8</b>

## Community Services

**Department:** Community Services 01.06.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Eileen Minnick, Director of Community Services  
[www.charlescountymd.gov/cs](http://www.charlescountymd.gov/cs)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$320,650	\$334,000	\$333,900		(\$100)	0.0%
Fringe Benefits	88,955	93,100	92,600		(500)	-0.5%
Operating Costs	13,571	26,600	24,500		(2,100)	-7.9%
Agency Funding	5,272	50,000	50,000		0	0.0%
<b>Total Expenditures</b>	<b>\$428,448</b>	<b>\$503,700</b>	<b>\$501,000</b>	<b>\$0</b>	<b>(\$2,700)</b>	<b>-0.5%</b>

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

- **Operating Costs** decrease is due to spending patterns to date in Equipment Repair & Maintenance, Office Supplies, Printing, Photocopy, Vehicle Fuel, Dues & Subscriptions, Training, & Employee Education.
- **Agency Funding** is for the Tri County Youth Services Summer Youth Employment Program.

### **Description:**

The Department of Community Services is the most direct link between County Government and the public. The Department provides programs and services that affect every part of the population, consisting of six major programs, each with its own focus, all with the same goal: to provide quality programs and services to Charles County residents. The overall direction and goals for the Department of Community Services are established within the Administration Division.

The Director, working closely with the County Commissioners and the division chiefs, creates the framework for addressing community needs. The Administration Division is also responsible for the direct supervision of the child care programs.

In FY2013, the Department of Community Services enacted the Vision 2020 Pilot Program with a mission to significantly reduce the number of Charles County residents, living in poverty, by the year 2020. Ten identified individuals and/or families will participate in the program each year to achieve the goal of moving out of poverty and into long term, sustainable living conditions.

### **Positions:**

<b>Title</b>	<b>FY12 FTE</b>	<b>FY13 FTE</b>	<b>FY14 FTE</b>	<b>FY15 FTE</b>	<b>FY16 FTE</b>
Director of Community	0.8	0.8	0.8	0.8	0.8
Assistant to Director	1.0	1.0	1.0	1.0	1.0
Social Worker	0.0	1.0	1.0	1.0	1.0
Program Specialist (Recreation)	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.8	0.8	0.8	0.8	0.8
Office Associate I	1.0	1.0	1.0	1.0	1.0
Part Time Positions	0.0	0.0	0.0	0.5	0.5
<b>Total Full Time Equivalent</b>	<b>4.6</b>	<b>5.6</b>	<b>5.6</b>	<b>6.1</b>	<b>6.1</b>
Allocated to Recreation Fund	0.0	0.0	(0.3)	(0.3)	(0.3)
Allocated to Housing Assistance Fund	(0.6)	(0.6)	(0.3)	(0.3)	(0.3)
<b>Net Cost to General Fund</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.5</b>	<b>5.5</b>

## Community Services

**Department:** Community Services 01.06.110  
**Division\Program:** Transportation & Community Programs \ Transportation Fund: General  
**Program Administrator:** Jeffry Barnett, Chief of Transportation & Community Programs  
[www.charlescountymd.gov/cs/transportation/transportation-and-community-programs](http://www.charlescountymd.gov/cs/transportation/transportation-and-community-programs)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Transfers Out	2,458,594	2,677,400	3,008,100		330,700	12.4%
<b>Total Baseline</b>	\$2,458,594	\$2,677,400	\$3,008,100	\$0	\$330,700	12.4%
Request Greater Than Baseline			35,300		35,300	New
<b>Total Expenditures</b>	\$2,458,594	\$2,677,400	\$3,043,400	\$0	\$366,000	13.7%

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

- **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.

	FY2015	FY2016	Increase
5311	93,405	97,737	4,332
5307 / JARC	1,985,179	2,214,698	229,519
5307 ADA	158,537	163,870	5,333
SSTAP	328,704	331,749	3,045
Operating Match in GF	2,565,825	2,808,054	242,229
Capital Grants	111,530	200,049	88,519
	<u>2,677,355</u>	<u>3,008,103</u>	<u>330,748</u>

\*JARC / NF - In FY2016 Charles County's Portion is being rolled into 5307 and Prince Georg's County Portion will be awarded to them directly.

### **Description:**

The Transportation Program was established with the goal of providing a cost-effective, coordinated transportation service to all county residents. All transportation services are marketed as VanGO to provide an easily recognized service name to the public. VanGO services include general public fixed-route transportation, as well as specialized services. Services are provided through contract with a transportation vendor.

Transportation staff provide daily administration of the contracts and services, write grants for funds and report to federal and state governments, monitor contract performance, market transportation services, and direct daily transportation services. Community Services renewed the agreement to administer the medical assistance transportation program to provide service to eligible individuals for medically necessary appointments both within and outside of Charles County. Additionally, the DCS has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

## Community Services

<b>Department:</b>	Community Services	01.06.110
<b>Division\Program:</b>	Transportation & Community Programs \ Transportation	Fund: General
<b>Program Administrator:</b>	Jeffrey Barnett, Chief of Transportation & Community Programs	

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Chief of Transp. & Community Programs	1.0	1.0	1.0	1.0	1.0
Transportation Development Admin.	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	0.0	0.0	0.0	0.0
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
Allocated to Transportation Fund	(5.0)	(4.0)	(4.0)	(4.0)	(4.0)
<b>Net Cost to General Fund</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>
<i>Objective: Refine routes and services in order to effectively implement VanGO transit.</i>					
Number of staff	4	4	4	4	4
Budget	\$4,202,435	\$4,292,463	\$4,220,038	\$4,233,378	\$4,428,113
Number of Routes	14	14	14	14	14
- per FTE	3.5	3.5	3.5	3.5	3.5
- average cost per route	\$300,174	\$306,605	\$301,431	\$302,384	\$316,294
Total Service Miles	1,103,191	1,225,954	1,171,946	1,150,000	1,150,000
- per FTE	275,798	350,272	292,987	328,571	287,500
- average cost per mile	\$3.81	\$3.50	\$3.60	\$3.68	\$3.85
Total Hours of Operation	58,179	60,072	58,003	61,300	61,300
- per FTE	14,545	17,163	14,501	17,514	15,325
- average cost per hour	\$72.23	\$71.46	\$72.76	\$69.06	\$72.23
Total Public Transit Ridership	697,812	744,516	723,398	750,000	750,000
- per FTE	174,453	212,719	180,850	214,285	187,500
- average cost per passenger	\$6.02	\$5.77	\$5.83	\$5.64	\$5.90
Passengers per Mile	0.61	0.61	0.62	0.65	0.65
<i>Objective: To seek additional revenue for all programs.</i>					
# of grants and contracts administered	11	9	7	8	7
- total value of outside funding	\$4,591,915	\$3,161,184	\$4,070,679	\$3,714,575	\$5,189,318
<i>Objective: "90% on time" departure for fixed routes</i>					
% on time within 5 minute window	98%	98%	98%	97%	97%

Note: FY12 Actual includes one-time ARRA Capital Funding .

## Community Services

**Department:** Community Services 01.06.21  
**Division\Program:** Aging & Senior Programs Fund: General  
**Program Administrator:** Dina Barclay, Chief of Aging & Senior Programs  
[www.charlescountymd.gov/cs/aging/aging-and-senior-programs](http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$925,437	\$950,000	\$946,300		(\$3,700)	-0.4%
Fringe Benefits	328,614	339,100	345,700		6,600	1.9%
Operating Costs	167,674	184,400	179,500		(4,900)	-2.7%
Transfers Out	0	0	74,000		74,000	New
<b>Total Baseline</b>	<b>\$1,421,726</b>	<b>\$1,473,500</b>	<b>\$1,545,500</b>	<b>\$0</b>	<b>\$72,000</b>	<b>4.9%</b>
Request Greater Than Baseline			75,300		75,300	New
<b>Total Expenditures</b>	<b>\$1,421,726</b>	<b>\$1,473,500</b>	<b>\$1,620,800</b>	<b>\$0</b>	<b>\$147,300</b>	<b>10.0%</b>

### Baseline Changes and Useful Information:

- **Personal Services** decrease is the net result of turnover and grant transfers.
- The rise in costs for **Fringe Benefits** is due to increased Health and Dental expense as well as Workers Compensation.
- **Operating Costs** decrease is net result of reductions in Printing, Office & General Supplies, Food/Meals, Training, Utilities and increase in Electric.
- The **Transfers Out** is due to the change from grant funding to fee for service for the MD Access Point program. It is anticipated that there will be a delay in the transition awaiting federal approval of the State's fee plan resulting in the need for a temporary subsidy in FY2016.

### Description:

The Aging and Senior Programs Division serves as the designated Area Agency on Aging (AAA) and Maryland Access Point for Charles County, with the mission to provide a comprehensive and coordinated system for nutrition and long term care support services for qualified elderly and disabled adults. The Division performs three major activities: advocates on behalf of all older persons who reside in Charles County; identifies the needs of the elderly and develops plans for meeting those needs through a system of in-home and community services which enables the elderly to maintain their independence and dignity; and administers a wide variety of federal, state and local funds which support these services.

The Aging and Senior Programs Division provides direct services as well as information and referral for senior citizens and their families through a variety of programs and services to include many programs such as: Employment Opportunities; Housing and Assisted Living Programs; Income Tax Assistance/Consultation; Legal Services; Nutrition Education; Nursing Homes Advocacy; Senior Centers; Telephone Reassurance; Social Security Benefit Intake; Volunteer Opportunities; and Wellness and Fitness Programs. Local funding provided by County Commissioners is used as required matching funds for federal and state grants, to cover fringe benefits, and to provide support for a wide range of programs and services. Programs and services include operation of senior centers and associated facility expenses, grants to senior citizen clubs, volunteer coordination, senior information and assistance (including emergency services and benefits coordination), outreach, nutrition services (including congregate and home-delivered meals), as well as long-term care services (including guardianship, ombudsman services, respite care provider registry, assisted housing, & gap filling services for the frail & disabled.

In FY12, the Aging & Senior Programs Division expanded its role in the delivery of human services by committing to serve as the lead agency for Maryland Access Point (MAP) of Charles County. The goal of MAP is to provide a "no wrong door" approach to improve information and access to all program and services for which an elderly or disabled adult may be eligible. Persons seeking services receive navigation assistance from a single point of entry, and a toll-free number established for this program. MAP staff will assist with applications for public benefits and entitlement programs, as well as provide eligibility screening and options counseling to assist individuals with determining the programs available to meet their need for long term care and supportive services.

The Division has been tasked with implementing several new programs as the Affordable Care Act (ACA) phase-in of mandated programs continues in Maryland. Programs such as the Money Follows the Person nursing home diversion initiative, Balancing Incentives Program, Medicare Improvements for Patients & Providers Act project, Senior Medicare Patrol fraud prevention, and Enhanced options Counseling for the Aging & Disability Resource Center strategic plan are some examples of new state and federal directives that the Division is now administering. The Division has also been directed under a statewide plan to expand its capacity and procedures for fee-for-service billing of specific Medicaid Programs. Direct billing to Medicaid is aimed at providing more sustainable funding for ACA programs that provide long term care services and supports for disabled adults aged 18 and older, frail elderly, and their family caregivers throughout Charles County.

This division also plans and administers programs for persons of all ages at the Nanjemoy Community Center.

## Community Services

<b>Department:</b>	Community Services	01.06.21
<b>Division\Program:</b>	Aging & Senior Programs	Fund: General
<b>Program Administrator:</b>	Dina Barclay, Chief of Aging & Senior Programs	

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Director of Community Services	0.2	0.2	0.2	0.2	0.2
Chief of Aging & Senior Programs	1.0	1.0	1.0	1.0	1.0
Centers Administrator	1.0	1.0	1.0	1.0	1.0
Rural Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Coord.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Mgr	1.0	1.0	1.0	1.0	1.0
Long Term Care Coordinator	1.0	1.0	1.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Home & Community Based Services Super.	1.0	1.0	1.0	1.0	1.0
Senior Center Coordinator	1.7	1.7	1.7	1.7	1.7
Long Term Care Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	1.0	1.0	1.0	1.0
Program Specialist (Aging)	1.0	1.0	1.0	1.0	1.0
Physical Fitness Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.2	0.2	0.2	0.2
Office Associate II	1.0	1.0	1.0	1.0	1.0
Custodial Worker I	1.0	1.0	1.0	1.0	1.0
Part Time Positions	14.3	16.9	14.6	13.7	13.7
<b>Total Full Time Equivalent</b>	<b>30.4</b>	<b>33.0</b>	<b>30.7</b>	<b>29.9</b>	<b>29.9</b>
Allocated to Recreation Fund	(4.0)	(3.5)	(3.5)	(3.5)	(3.5)
Allocated to Grants	(9.2)	(10.9)	(9.8)	(9.9)	(8.5)
<b>Net Cost to General Fund</b>	<b>17.2</b>	<b>18.6</b>	<b>17.4</b>	<b>16.5</b>	<b>17.9</b>

<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>

*Objective: To increase participation in Maryland Access Point (MAP)*

# of persons who accessed MAP for long term care support services & benefits	n/a	* n/a	801	1,100	1,150
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*\* first year funding for MAP was FY12, for program development only. Service delivery began in FY13*

**Division Report Card Indicators**

# of registered seniors served (unduplicated)	3,726	3,768	3,701	3,750	3,750
Total Units of Service	245,549	248,496	235,591	237,000	237,000

*\*\* due to budget reductions in State & Federal grants, coupled with the impact of Federal sequestration, the Division realized a slight decrease in services for FY13 forward.*

## Community Services

**Department:** Community Services  
**Division\Program:** Recreation  
**Program Administrator:** Sam Drury, Chief of Recreation  
[www.charlescountyparks.com](http://www.charlescountyparks.com)

01.06.40  
 Fund: General

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$1,109,863	\$1,164,200	\$1,172,400		\$8,200	0.7%
Fringe Benefits	280,602	299,500	310,000		10,500	3.5%
Operating Costs	67,599	104,900	87,500		(17,400)	-16.6%
<b>Total Baseline</b>	\$1,458,064	\$1,568,600	\$1,569,900	\$0	\$1,300	0.1%
Request Greater Than Baseline			70,500		70,500	New
<b>Total Expenditures</b>	\$1,458,064	\$1,568,600	\$1,640,400	\$0	\$71,800	4.6%

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

- Change in **Personal Services** is the net result of the full year impact of a the Pool Manager for St. Charles High School's indoor pool and reduction of Part Time personnel.
- The **Fringe Benefits** increase includes the fringe costs associated with the new Pool Manager Position and the increased cost of Workers Comp.
- **Operating Costs** reduced as net result of increases in advertising, cost of youth sports officials, & uniforms, decreases in employee education and the cost of RecTrac software, and one-time FY2015 equipment purchases for St. Charles High School indoor pool.

1,500	Advertising
(1,500)	Emp Education
6,000	Contract Service increase- Higher # of Youth Sports Officials and increased cost of the officials
(200)	Software (RecTrac)
800	Uniforms
(24,000)	Start-up Equipment for St. Charles HS Pool
(17,400)	Total

### **Description:**

The Recreation Division is responsible for providing recreational and leisure time experiences for Charles County citizens of all ages, including trips and tours, therapeutic programs, discount tickets for local amusement parks, indoor sports programs, aquatics programs, part-time/seasonal employment, and programs and offerings at the Elite Gymnastics & Recreation Center.

The division also oversees the operation of eight school-based Community Centers, the Port Tobacco gymnasium, two year-round school-based Indoor Community Pools and three seasonal outdoor public pools. St. Charles High School indoor pool is anticipated to open in Spring 2015.

The community centers offer a wide array of recreational programming such as classes, workshops, middle school afterschool programs, special events, summer camps and social activities. The County's indoor sports programs are organized and directed by the Recreation Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

## Community Services

<b>Department:</b>	Community Services	01.06.40
<b>Division\Program:</b>	Recreation	Fund: General
<b>Program Administrator:</b>	Sam Drury, Chief of Recreation	

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Chief of Recreation	1.0	1.0	1.0	1.0	1.0
Recreation Services Administrator	1.0	1.0	1.0	1.0	1.0
Recreation Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aquatics Supervisor	1.0	1.0	1.0	1.0	1.0
Community Center Supervisor	1.0	1.0	1.0	1.0	1.0
Special Projects Coordinator	1.0	1.0	1.0	1.0	1.0
Pool Manager	2.0	2.0	2.0	3.0	3.0
Multi-Center Coordinator	4.0	4.0	4.0	4.0	4.0
Program Specialist (Recreation)	2.0	2.0	2.0	2.0	2.0
Assistant Recreation Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	39.0	38.8	38.8	40.5	40.3
<b>Total Full Time Equivalent</b>	<b>54.8</b>	<b>54.6</b>	<b>54.6</b>	<b>57.3</b>	<b>57.1</b>
Allocated to Recreation Fund	(28.2)	(28.2)	(28.2)	(29.9)	(29.9)
<b>Net Cost to General Fund</b>	<b>26.6</b>	<b>26.4</b>	<b>26.4</b>	<b>27.4</b>	<b>27.2</b>

<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>

*Objective: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suite the needs of the Community.*

<b>Centers:</b>					
Total # of Preteen & Teen Drop-in Programs	972	1,073	945	1,000	1,000

<b>Sports:</b>					
Total # of indoor sports league participants	3,408	3,779	4,040	3,800	4,000
Total # of scheduled youth indoor games	862	970	1,008	950	1,000

## Community Services

**Department:** Community Services 01.06.58  
**Division\Program:** Housing Authority Fund: General  
**Program Administrator:** Rita Wood, Chief of Housing Authority  
[www.charlescountymd.gov/cs/housing/housing-authority](http://www.charlescountymd.gov/cs/housing/housing-authority)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$205,675	\$216,700	\$216,700		\$0	0.0%
Fringe Benefits	68,494	72,900	69,000		(3,900)	-5.3%
Operating Costs	145,688	167,800	144,900		(22,900)	-13.6%
Transfers Out	30,730	295,400	267,100		(28,300)	-9.6%
<b>Total Expenditures</b>	<b>\$450,587</b>	<b>\$752,800</b>	<b>\$697,700</b>	<b>\$0</b>	<b>(\$55,100)</b>	<b>-7.3%</b>
<b>Revenues</b>	<b>\$6,049</b>	<b>\$8,100</b>	<b>\$7,200</b>	<b>\$0</b>	<b>(\$900)</b>	<b>-11.1%</b>

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

- The decrease in **Fringe Benefits** is the net result of decreases in Health & Dental and increased cost of Workers Compensation.
- Decrease in **Operating Costs** is due to decreases in various expense lines based on spending patterns and increase funding to Fuller House.
- Decrease in **Transfer Out** is due to projection of Administrative funding from HUD relative to Housing Choice Voucher Program.
- **Revenues** represent Loan Fees. The decreased budget is due to revenue pattern.

### **Description:**

The Charles County Housing Authority administers, provides, and supports a variety of housing programs aimed at assisting low - and moderate-income households to realize safe and sanitary housing conditions. The programs provide assistance in various areas, including subsidized rental payments for persons in need of rental assistance and low-interest rehabilitation loans for homeowners.

Programs are funded in conjunction with the US Department of Housing and Urban Development (HUD), Maryland Department of Housing and Community Development, and the Charles County Commissioners. Programs include: Housing Choice Voucher Program, Community Development Block Grant Program, State Special Loans, Rental Allowance Program, Down Payment Assistance Program, and the County's Settlement Expense Loan Program (SELP).

The Charles County Housing Authority Board is a seven-member advisory board that supports the Charles County Commissioners' housing goals and objectives.

The Housing Authority began local administration of the State Special Loan Program in 1992. Special Loan Programs include:

- Maryland Housing Rehabilitation Program
- Indoor Plumbing Program
- Residential Lead Abatement Program
- Senior Home Repair Program

These programs improve single-family dwellings and small rental properties for low- and moderate-income families and individuals and promote community redevelopment by improving the basic livability of properties, increasing energy conservation and meeting special housing needs such as lead paint abatement and installation of indoor water and sewer systems. Program specialists assist citizens in processing applications while state inspectors prepare work write-ups and oversee home improvements.

The loans are expensed through a Special Revenue Fund.

## Community Services

**Department:** Community Services 01.06.58  
**Division\Program:** Housing Authority Fund: General  
**Program Administrator:** Rita Wood, Chief of Housing Authority

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Development Services Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Program Specialist	2.0	2.0	2.0	2.0	2.0
Fiscal Specialist	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	1.0	1.0	1.0	1.0	1.0
Part Time Positions	0.6	0.6	0.6	0.6	0.6
<b>Total Full Time Equivalent</b>	<b>14.6</b>	<b>14.6</b>	<b>14.6</b>	<b>14.6</b>	<b>14.6</b>
Allocated to Housing Assistance Fund	(10.9)	(10.9)	(10.9)	(10.9)	(10.9)
Allocated to Transportation Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
Allocated to Human Services Fund	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)
<b>Net Cost to General Fund</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>

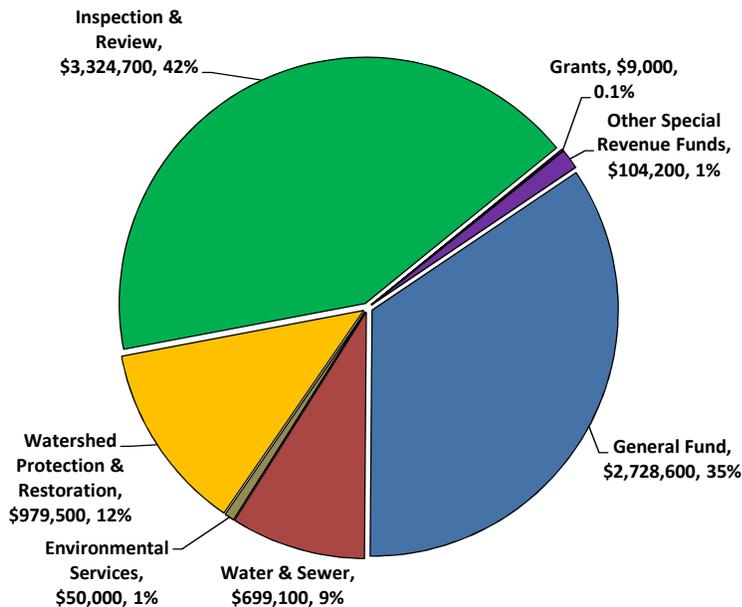
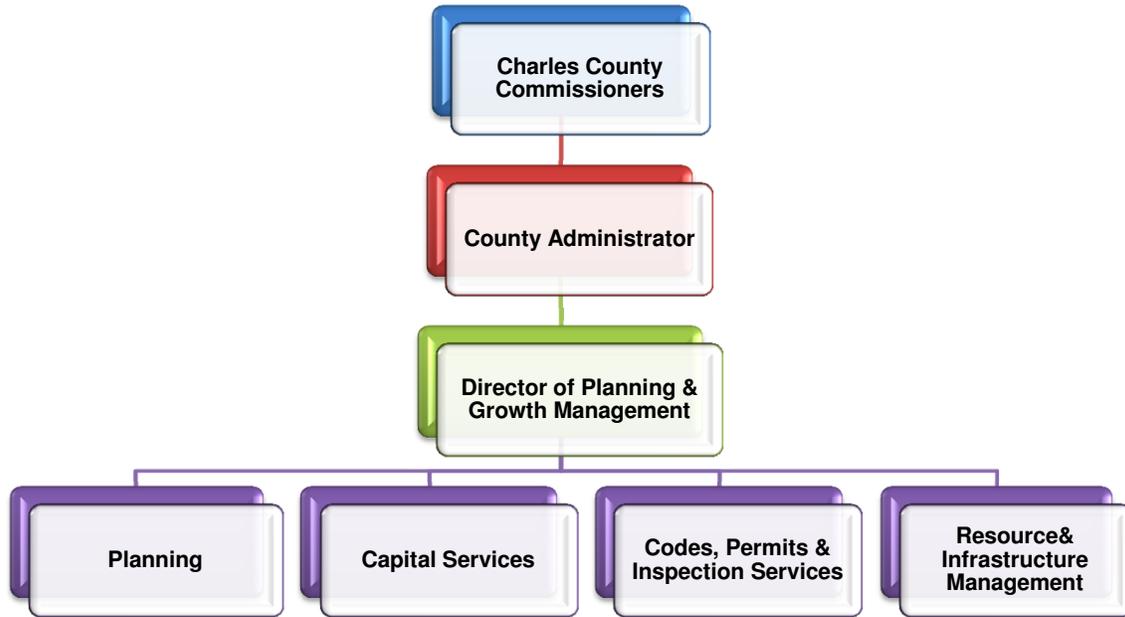
<b><u>Objectives &amp; Measurements:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>
<i><u>Objective: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:</u></i>					
Units of Assistance	828	844	837	840	840
Number of Occupancy Specialists	4	4	4	4	4
- units per FTE Counselors	207	211	209	210	210
- avg. # of re-examinations/family	3	3	3	3	3
- total per FTE per year	621	633	627	630	630
Number of Inspectors	2	2	2	2	2
- units per FTE Inspectors	414	422	419	420	420
- average number of inspections/unit	2	2	2	2	2
- total per FTE per year	828	844	837	840	840
Number HCV recertifications completed	800	766	815	820	800
Number SLP applications received	10	10	9	15	15

# Planning & Growth Management Summary

Peter Aluotto, Director of Planning & Growth Management  
 Mailing Address: P.O. Box 2150, La Plata, MD 20646  
 Physical Address: 200 Baltimore St., La Plata, MD 20646  
[www.charlescountymd.gov/pgm/welcome](http://www.charlescountymd.gov/pgm/welcome)

301-645-0627 301-870-3935  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$1,956,486	\$2,041,500	\$2,048,500	\$0	\$7,000	0.3%
Fringe Benefits	588,034	626,800	639,300	0	12,500	2.0%
Operating Costs	46,027	60,300	64,300	0	4,000	6.6%
Transfers Out	116,271	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$2,706,818</b>	<b>\$2,728,600</b>	<b>\$2,752,100</b>	<b>\$0</b>	<b>\$23,500</b>	<b>0.9%</b>
<b>Request Greater Than Baseline</b>			<b>\$251,100</b>		<b>\$251,100</b>	<b>New</b>
<b>Total Expenditures</b>	<b>\$2,706,818</b>	<b>\$2,728,600</b>	<b>\$3,003,200</b>	<b>\$0</b>	<b>\$274,600</b>	<b>10.1%</b>
<b>Revenues</b>	<b>\$710,879</b>	<b>\$697,900</b>	<b>\$681,000</b>	<b>\$0</b>	<b>(\$16,900)</b>	<b>-2.4%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.8%</b>	<b>0.8%</b>	<b>0.8%</b>	<b>0.0%</b>		



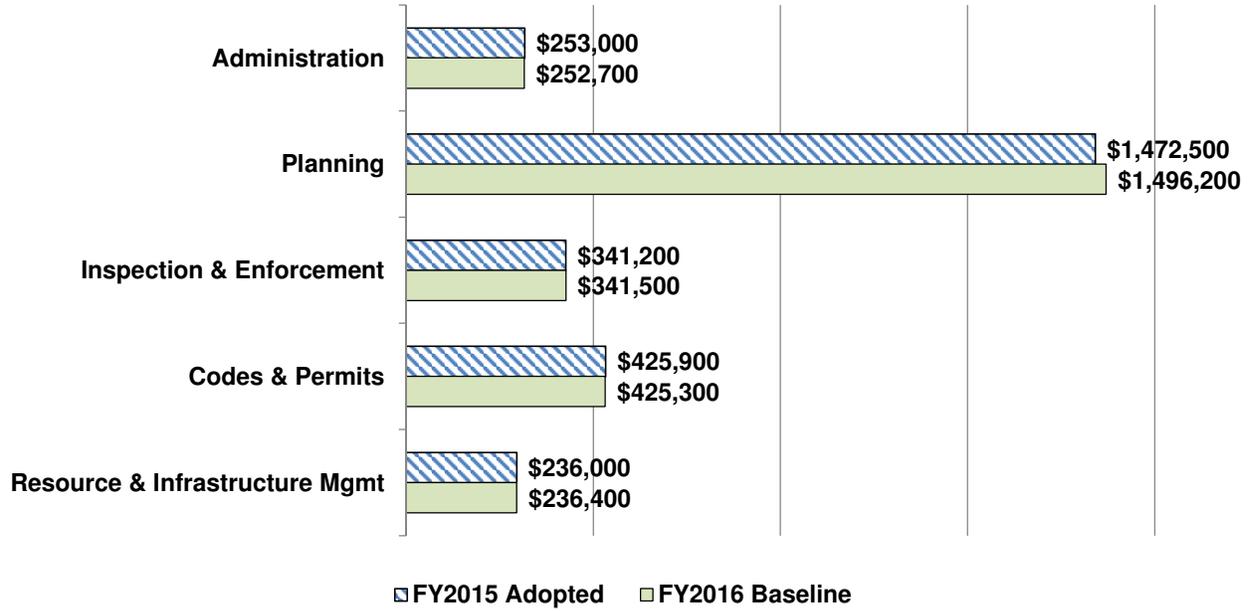
## TOTAL FY2015 DEPARTMENT BUDGET \$7,895,100

*(Totals for funds other than the General Fund exclude transfers-in from the General Fund and debt service payments.)*

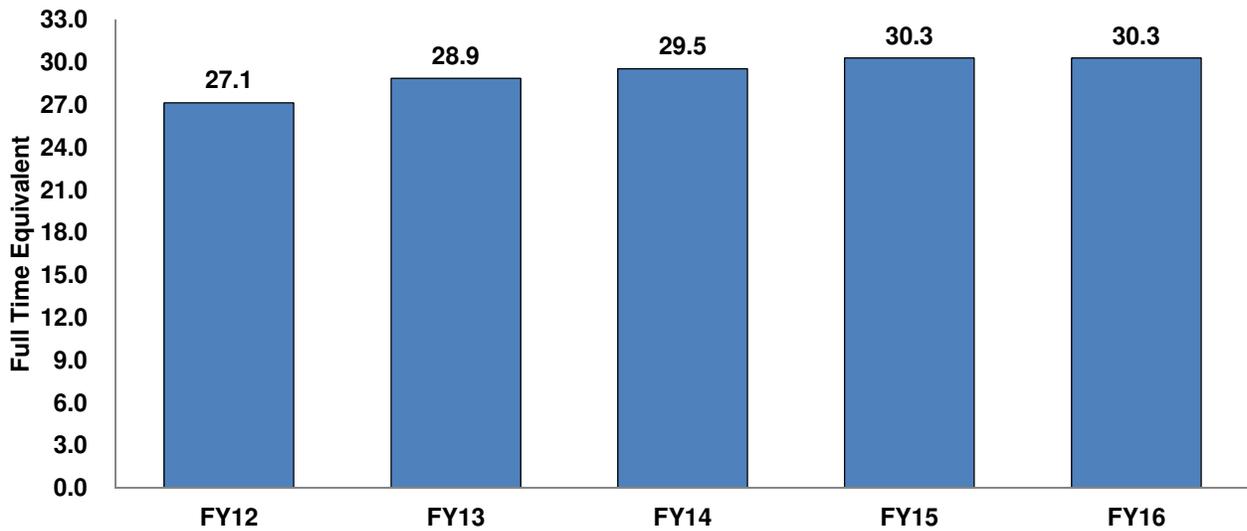
As indicated by the graph, the Department of Planning & Growth Management is allocated through several different funds.

# Planning & Growth Management Expenditure and Staff History

## GENERAL FUND



## Staffing History



### Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Administration	2.6	2.6	2.2	2.2	2.2
Planning	15.8	15.7	15.7	16.4	16.4
Inspection & Enforcement	3.5	3.5	3.5	3.5	3.5
Codes & Permits	3.8	5.5	5.9	5.9	5.9
Resource & Infrastructure Mgmt	1.5	1.7	2.4	2.4	2.4
<b>Total Full Time Equivalent</b>	<b>27.1</b>	<b>28.9</b>	<b>29.5</b>	<b>30.3</b>	<b>30.3</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Peter Aluotto, Director of Planning and Growth Management  
[www.charlescountymd.gov/pgm/welcome](http://www.charlescountymd.gov/pgm/welcome)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$191,403	\$193,600	\$193,600		\$0	0.0%
Fringe Benefits	48,910	50,800	50,500		(300)	-0.6%
Operating Costs	5,504	8,600	8,600		0	0.0%
<b>Total Expenditures</b>	<b>\$245,817</b>	<b>\$253,000</b>	<b>\$252,700</b>	<b>\$0</b>	<b>(\$300)</b>	<b>-0.1%</b>
<b>Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

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

- The **Fringe Benefits** decrease due to savings in Pension costs.

### **Description:**

The mission of the Department of Planning and Growth Management is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design and construction of facilities, roadways, water and waste water systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various departments within Charles County Government". Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

Using these policies, the Administration Division provides continuous evaluation of infrastructure needs and implements standards through updates to comprehensive plan, ordinances, policies, and procedures; maintain high standards of personnel efficiency and expertise to guarantee performance consistent with specialized obligations; develop and maintain a continuous program of education, promoting the most efficient use of the resources of the County pertaining to planning and growth management, the land necessary for roads, water and sewer, and facilities improvements, while emphasizing the socioeconomic values of comprehensive land development and programming; improve recruitment and retention as another area of emphasis in developing a top flight staff.

The responsibilities of the Administration Division include: bonds and developer agreements; budget administration; customer relations; department's coordination with Citizens Liaison Office; maintenance of department's central file room; dedication of roads, water and sewer systems; property acquisitions; planning, preparation & coordination of auction of surplus county properties; develop programs and procedures; grants administration; personnel administration; petition process administration; short and long range planning, approval of record plats and utility permits. Patapsco water supply; water conservation program; water & sewage plan; technical support; WSSC water interconnection negotiations; allocation; consent orders; pretreatment program; sludge management program; Mattawoman failing septic areas; new facilities feasibility; Inflow & Infiltration program; and the Pisgah residential well installations.

### **Positions:**

<b><u>Title</u></b>	<b><u>FY12 FTE</u></b>	<b><u>FY13 FTE</u></b>	<b><u>FY14 FTE</u></b>	<b><u>FY15 FTE</u></b>	<b><u>FY16 FTE</u></b>
Director of PGM	1.0	1.0	1.0	1.0	1.0
Property Acquisition Officer	1.0	1.0	1.0	1.0	1.0
Administration Manager	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Allocated to:</b>					
Capital Projects	(1.1)	(1.1)	(0.8)	(0.8)	(0.8)
Water & Sewer Fund	(1.4)	(1.4)	(1.1)	(1.1)	(1.1)
<b>Net Cost to General Fund</b>	<b>2.6</b>	<b>2.6</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Peter Aluotto, Director of Planning and Growth Management

<u>Objectives &amp; Measurements:</u>	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
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### Bond Activity

*Objective: to assure if developers default on their projects that the County has funds necessary to complete the project in accordance with County local ordinances and regulations.*

Number of Activity	194	206	153	210	140
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### Developer Agreements

*Objective: to assure that Developer Agreements are processed in a timely manner and along with the County Attorney's Office, represent the legal contract between the County and the Developer to make certain improvements in accordance with the County Ordinance and Regulations.*

Developer Agreements Completed	28	40	41	42	36
Property Acquisition Req. (other than PGM)	128	80	80	90	90

**Department:** Planning and Growth Management 01.07.19  
**Division\Program:** Planning Fund: General  
**Program Administrator:** Steven Ball, Planning Director

[www.charlescountymd.gov/pgm/planning/planning](http://www.charlescountymd.gov/pgm/planning/planning)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$1,027,657	\$1,098,500	\$1,105,700		\$7,200	0.7%
Fringe Benefits	315,611	343,100	356,000		12,900	3.8%
Operating Costs	23,977	30,900	34,500		3,600	11.7%
Transfers Out	116,271	0	0		0	N/A
<b>Total Baseline</b>	<b>\$1,483,516</b>	<b>\$1,472,500</b>	<b>\$1,496,200</b>	<b>\$0</b>	<b>\$23,700</b>	<b>1.6%</b>
Request Greater Than Baseline			\$183,000		\$183,000	New
<b>Total Expenditures</b>	<b>\$1,483,516</b>	<b>\$1,472,500</b>	<b>\$1,679,200</b>	<b>\$0</b>	<b>\$206,700</b>	<b>14.0%</b>
<b>Revenues</b>	<b>\$172,669</b>	<b>\$230,900</b>	<b>\$176,900</b>	<b>\$0</b>	<b>(\$54,000)</b>	<b>-23.4%</b>

### Baseline Changes and Useful Information:

- **Personal Services** was adjusted to reflect non-competitive promotions received during FY15.
- **Fringe Benefits** is increasing due to Health and Dental participation and an increased Workers Compensation rate.
- The **Operating Costs** budget increase is due to the following:
  - A \$2,500 increase in the Printing account to offset anticipated expenses associated with color printing and printing required documents.
  - 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.
  - A \$1,200 increase in Dues & Subscriptions for membership fees to various associations.
  - An increase of \$300 to the Training account based on FY14 actuals.
  - The Public Notices account is decreasing by (\$1,000).
  - Employee Education is being reduced by (\$600).
  - A (\$200) decrease in the Vehicle Fuel account based on actuals.

## Planning & Growth Management

<b>Department:</b>	Planning and Growth Management	01.07.19
<b>Division\Program:</b>	Planning	Fund: General
<b>Program Administrator:</b>	Steven Ball, Planning Director	

**Description:**

The services provided by the Planning Division include three major program areas: Community Planning, Subdivision and Site Planning and Environmental Planning.

Community Planning includes working on long range plans such as the Comprehensive Plan as well as a variety of area wide or neighborhood plans such as for the villages of Port Tobacco, Hughesville and Benedict. They also compile information on population, growth & demographic characteristics of the county and manage the Historic Preservation Commission.

Subdivision and Site Planning includes efforts related to the review, processing and approval of small and large scale development within the County. This includes supplying staff support for the Board of Zoning Appeals for Special Exception and Variance applications, reviewing of final subdivision plats and site plans, and coordination with State and county agencies. They process development requests that are presented to the Planning Commission as well as rezoning requests and code amendments that ultimately are reviewed by the Board of County Commissioners.

Environmental Planning works to implement various programs from agricultural preservation to forest conservation and watershed management. They ensure environmental resources are protected in conjunction with any impacts from land use and development. They have begun various projects related to retrofitting old development to treat water runoff and community education to help promote protection of our water bodies and the Chesapeake Bay.

<b><u>Positions:</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
<b><u>Title</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
Planning Director	1.0	1.0	1.0	1.0	1.0
Planner IV	3.0	3.0	3.0	3.0	3.0
Planner I-III	8.0	8.0	9.0	9.0	9.0
Planning Technician	2.0	2.0	2.0	2.0	2.0
Office Associate III	2.0	2.0	2.0	2.0	2.0
Part-time Positions (Planning Commission)	1.7	1.7	1.7	1.7	1.7
<b>Total Full Time Equivalent</b>	<b>17.7</b>	<b>17.7</b>	<b>18.7</b>	<b>18.7</b>	<b>18.7</b>
<b>Allocated to:</b>					
Inspection & Review Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
Ag. Preservation Fund	(0.8)	(0.8)	(1.0)	0.0	0.0
Watershed Protection & Restoration Fund	0.0	0.0	(1.8)	(2.0)	(2.0)
Rural Legacy Program	(0.3)	(0.3)	0.0	0.0	0.0
Environmental Service Fee Fund	(0.5)	(0.8)	0.0	0.0	0.0
Grant Funds	(0.2)	(0.1)	(0.1)	(0.1)	(0.1)
<b>Net Cost to General Fund</b>	<b>15.8</b>	<b>15.7</b>	<b>15.7</b>	<b>16.4</b>	<b>16.4</b>

## Planning & Growth Management

<b>Department:</b>	Planning and Growth Management	01.07.19
<b>Division\Program:</b>	Planning	Fund: General
<b>Program Administrator:</b>	Steven Ball, Planning Director	

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i><u>Objective: to review in a timely manner any proposal to subdivide property &amp; have those projects comply with the Comprehensive Plan, Zoning Ordinance, &amp; Subdivision Regulations, as adopted by the County Commissioners &amp; permanently create new parcels.</u></i>					
Final Subdivision Lots-# of lots recorded	286	612	896*	500	700*
*Includes commercial, industrial and townhouse lots					
<i><u>Objective: to effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.</u></i>					
Number of Plans Submitted	29	29	27	40	40
per FTE	29	29	27	40	40
Number of Plans Approved	19	26	24	30	30
per FTE	19	26	24	30	30
<i><u>Objective: to process in a timely and professional manner all special exception requests, as permitted by the Zoning Ordinance, for a hearing before the Board of Appeals.</u></i>					
Preparation of Staff Report	18	19	22	22	20
Number of Hearings	21	22	18	25	20
<i><u>Objective: to process changes to the zoning and subdivision codes in an efficient and effective manner and to assist the development community with their goals.</u></i>					
Number of Preliminary Plan Lots Approved	729	472	53	500	500
Zoning Map Amendments	1	2	2	3	2
Subdivision Regulation Amendment	1	2	1	3	3
Zoning Text Amendments	3	3	4	4	3
Planned Development Zoning Amendments	3	3	2	3	2
Docket 250 Amendment 12-250	1	1	1	0	0
Comprehensive Plan Amendment	0	0	2	2	1

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.31  
**Division\Program:** Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General  
**Program Administrator:** Frank Ward, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/pgm/cpis/inspections](http://www.charlescountymd.gov/pgm/cpis/inspections)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$250,731	\$251,900	\$251,900		\$0	0.0%
Fringe Benefits	78,098	79,700	79,700		0	0.0%
Operating Costs	7,920	9,600	9,900		300	3.1%
<b>Total Baseline</b>	<b>\$336,749</b>	<b>\$341,200</b>	<b>\$341,500</b>	<b>\$0</b>	<b>\$300</b>	<b>0.1%</b>
Request Greater Than Baseline			\$60,000		\$60,000	New
<b>Total Expenditures</b>	<b>\$336,749</b>	<b>\$341,200</b>	<b>\$401,500</b>	<b>\$0</b>	<b>\$60,300</b>	<b>17.7%</b>
<b>Revenues</b>	<b>\$360,346</b>	<b>\$337,400</b>	<b>\$367,800</b>	<b>\$0</b>	<b>\$30,400</b>	<b>9.0%</b>

### Baseline Changes and Useful Information:

- The **Operating Costs** budget increase is due to the following:
  - An increase of \$600 in the Vehicle Fuel account based on current activity.
  - A decrease of (\$300) in the Office Supplies account based on actuals.

### Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of Zoning Ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own Inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.

Inspection and Enforcement also administers, inspects, and enforces the Zoning regulations and Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Board, and investigating various citizens' complaints.

### Positions:

<u>Title</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>	<u>FY16</u> <u>FTE</u>
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Inspection & Enforcement Manager	1.0	1.0	1.0	1.0	1.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Building Code Official	1.0	1.0	1.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Construction Inspector Supervisor	2.0	2.0	2.0	2.0	2.0
Construction Inspectors	2.0	2.0	2.0	2.0	2.0
Zoning Technician	2.0	2.0	2.0	2.0	2.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>
Allocated to Inspection & Review Fund	(9.6)	(9.6)	(9.6)	(9.6)	(9.6)
<b>Net Cost to General Fund</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.31  
**Division\Program:** Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General  
**Program Administrator:** Frank Ward, Chief of Codes, Permits, and Inspection Services

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i>Objective: to assure the use of property in the County is in compliance with Zoning Ordinance as adopted by the County Commissioners.</i>					
# of total inspections	4,070	5,077	5,591	5,750	6,000
per FTE	2,035	2,538	2,875	2,875	3,000
# of new violation inspections	3,501	4,738	5,252	5,000	5,200
# of violations brought into compliance	2,670	3,688	3,939	4,000	4,100

### Infrastructure Inspections: Permit Inspections

Note: (Inspections & Permit Review accomplished in the Inspection Fund)

*Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading & Sediment Erosion Control, Stormwater Management & Storm Drainage, Floodplain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.*

# of active projects inspected -					
Roads	249	200	189	215	200
Water	173	157	160	170	170
Sewer	177	186	162	180	190
Stormdrain/Stormwater Mgt.	278	264	227	290	270
Grading	297	300	263	320	300
SEC	278	273	269	295	275
Equivalent FTE per Fiscal Year	8.0	8.0	7.0	8.0	7.0
# of projects inspected per FTE	181.5	172.5	181.4	183.8	200.7
Dedications	79	104	106	80	90

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.61  
**Division\Program:** Codes, Permits & Inspection Services\Codes & Permits Fund: General  
**Program Administrator:** Frank Ward, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/pgm/cpis/permits](http://www.charlescountymd.gov/pgm/cpis/permits)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$315,062	\$323,300	\$323,100		(\$200)	-0.1%
Fringe Benefits	90,423	96,400	95,900		(500)	-0.5%
Operating Costs	5,074	6,200	6,300		100	1.6%
<b>Total Expenditures</b>	<b>\$410,558</b>	<b>\$425,900</b>	<b>\$425,300</b>	<b>\$0</b>	<b>(\$600)</b>	<b>-0.1%</b>
<b>Revenues</b>	<b>\$79,826</b>	<b>\$84,700</b>	<b>\$84,700</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

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

- The **Operating Costs** budget increase is due a \$100 increase in the Office Supplies account based on current activity.

### **Description:**

The policies of Codes & Permits provides for adequate stormwater management, stormwater conveyance facilities, water & sewer facilities, roads & grading & sediment control, through the development & implementation of ordinances standard specifications for construction, standard details, and execution of plan review. The services performed by this division include: providing plan review for all subdivisions building permits, capital improvements for grading qualitative & quantitative stormwater management roads, storm drainage, and water/sewer construction to insure compliance with County ordinance standards; grading & drainage plan reviews of the site plans for building permits and responding to citizen's drainage concerns; providing plan reviews for private water & sewer projects as well as technical assistance for private water systems and review designs for new county water and sewer projects.

Codes & Permits also provides the following services: the staff receives, reviews, and issues all building, mechanical, plumbing, gas, and electrical applications for all kinds of new and remodeled constructions, both residential and commercial, for compliance with state and county codes; issues permits for utility services, and continues to provide for a more efficient permitting process through specialized procedures to streamline more typical projects such as garages, sheds, pools, interior alterations, wood stoves, & barns. Codes & Permits also receives, reviews, and issues Development Services permits for Developer Infrastructure projects related to stormwater management; storm drainage; water; sewer; road; grading; and sediment & erosion control.

### **Positions:**

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Engineer I - IV	5.0	5.0	5.0	5.0	5.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
ROW Agent	1.0	1.0	1.0	1.0	1.0
Development & Bond Specialist	1.0	1.0	1.0	1.0	1.0
Water/WW Permit Technician	1.0	1.0	1.0	1.0	1.0
Ombudsman	0.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permit Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate I-III	4.0	4.0	5.0	5.0	5.0
<b>Total Full Time Equivalent</b>	<b>16.0</b>	<b>17.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>
<b>Allocated to:</b>					
Inspection & Review Fund	(9.2)	(6.7)	(7.8)	(7.8)	(7.8)
Watershed Protection & Restoration Fund	0.0	0.0	(0.5)	(0.5)	(0.5)
Environmental Service Fee Fund	0.0	(1.3)	0.0	0.0	0.0
Capital Projects	0.0	0.0	0.0	0.0	0.0
Water & Sewer Fund	(3.1)	(3.6)	(3.9)	(3.9)	(3.9)
<b>Net Cost to General Fund</b>	<b>3.8</b>	<b>5.5</b>	<b>5.9</b>	<b>5.9</b>	<b>5.9</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.61  
**Division\Program:** Codes, Permits & Inspection Services\Codes & Permits Fund: General  
**Program Administrator:** Frank Ward, Chief of Codes, Permits, and Inspection Services

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i>Objective: to review and process residential building permits in a fourteen day time period and to review and process new commercial periods in a thirty day time period.</i>					
# of new residential living units received	830	1,194	820	1,300	900*
- per FTE (2.0)	554	796	410	867	450
*Anticipate 900 units based on St. Charles program, potential DRRA and school capacity limitations on creation of new lots via subdivision process. Limited number of new apartment buildings anticipated through FY16.					
- % processed within 14 days	100	100	99	100	100
- # of same day permits processed	608	672	681	700	715
- # electrical permits issued	1,993	2,416	2,409	2,500	2,500
- Avg. time in minutes to get served	15	17	22	18	20
- Applications received @ permit center	5,965	6,701	6,805	7,000	6,800
- per FTE (2.0)	3,977	4,467	3,402	4,667	3,400
- # of misc. permits	913	1,048	1,065	1,100	1,200
- per FTE (2.0)	609	699	533	734	600
# New Commercial permits received	16	18	10	25	15
# of miscellaneous commercial permits	415	481	497	500	500
- Permits issued per FTE	288	333	254	350	300
# of use & occupancy permits PERM	1,334	1,467	1,269	1,500	1,300
# of use & occupancy permits TEMP	206	337	542	400	600
<b>Electrical Board</b>	* issued on a two year cycle - reciprocal licenses issued during the year.				
Master Electrician Licenses *	559	708	842	750	850
Journeyman Electrical Licenses *	893	709	719	725	730

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.91  
**Division\Program:** Resource & Infrastructure Management (RIM) Fund: General  
**Program Administrator:** Jason Groth, Chief of Resource & Infrastructure Management  
[www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim](http://www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim)

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$171,633	\$174,200	\$174,200		\$0	0.0%
Fringe Benefits	54,992	56,800	57,200		400	0.7%
Operating Costs	3,552	5,000	5,000		0	0.0%
<b>Total Baseline</b>	\$230,177	\$236,000	\$236,400	\$0	\$400	0.2%
Request Greater Than Baseline			\$8,100		\$8,100	New
<b>Total Expenditures</b>	\$230,177	\$236,000	\$244,500	\$0	\$8,500	3.6%
<b>Revenues</b>	\$98,039	\$44,900	\$51,600	\$0	\$6,700	14.9%

### Baseline Changes and Useful Information:

- The **Fringe Benefits** increase is a result of an increased Workers Compensation rate along with increased Health and Dental participation.
- **Operating Costs** are remaining the same, but the following adjustments were made:
  - A \$300 increase in the Employee Education to fund two conferences/trainings in FY2016.
  - A decrease of (\$300) in the Public Notices account based on actuals.
- **Revenues** are for the DRRR application fee.

### Description:

The Resource and Infrastructure Management Division of PGM is responsible for planning, coordination, and management of public infrastructure and local water resources. Infrastructure management includes public water and sewer, public transportation facilities, and public school capacity allocation for development. Resource management includes the oversight and management of water resources for potable water supply, wastewater treatment capacities, and associated planning activities.

Specific responsibilities include development review and coordination through the County's Adequate Public Facilities Ordinance, development and maintenance of the County's Geographic Information Systems (GIS) to internal and external customers, mapping and modeling of County infrastructure systems for planning and analysis, capacity management of the County's water and wastewater infrastructure through an allocation system, drafting and writing of the solid waste & water /sewer plans; reviewing Developer Rights & Responsibilities Agreements; & coordination with Federal, State, & local infrastructure management agencies.

### Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief Resource & Infrastructure Mgmt.	1.0	1.0	1.0	1.0	1.0
Resource Manager	1.0	1.0	1.0	1.0	1.0
Engineer III	0.0	0.0	0.0	1.0	1.0
Resource Analyst - GIS	1.0	1.0	1.0	1.0	1.0
Planner I-III	2.0	2.0	2.0	2.0	2.0
Admin. Associate	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>
<b>Allocated to:</b>					
Inspection & Review Fund	(0.2)	0.0	0.0	0.0	0.0
Water & Sewer Fund	(2.3)	(2.3)	(2.1)	(2.1)	(2.1)
Environmental Service Fee Fund	(0.5)	(0.5)	0.0	0.0	0.0
Capital Projects	(1.5)	(1.5)	(1.5)	(2.5)	(2.5)
<b>Net Cost to General Fund</b>	<b>1.5</b>	<b>1.7</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>

## Planning & Growth Management

<b>Department:</b>	Planning and Growth Management	01.07.91
<b>Division\Program:</b>	Resource & Infrastructure Management	Fund: General
<b>Program Administrator:</b>	Jason Groth, Chief of Resource & Infrastructure Management	

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i>Objective: to assure that the use and development of property only take place with adequate public facilities in place.</i>					
Full Studies	28	16	7	20	22
Other Submittals (site plan & prelim)	54	69	56	100	80

<i>Objective: to assure that a subsequent subdivision or site development plans will comply with zoning ordinance section 257F through a preliminary traffic analysis.</i>					
Preliminary Adequate Public Facilities Applications	15	20	19	30	28

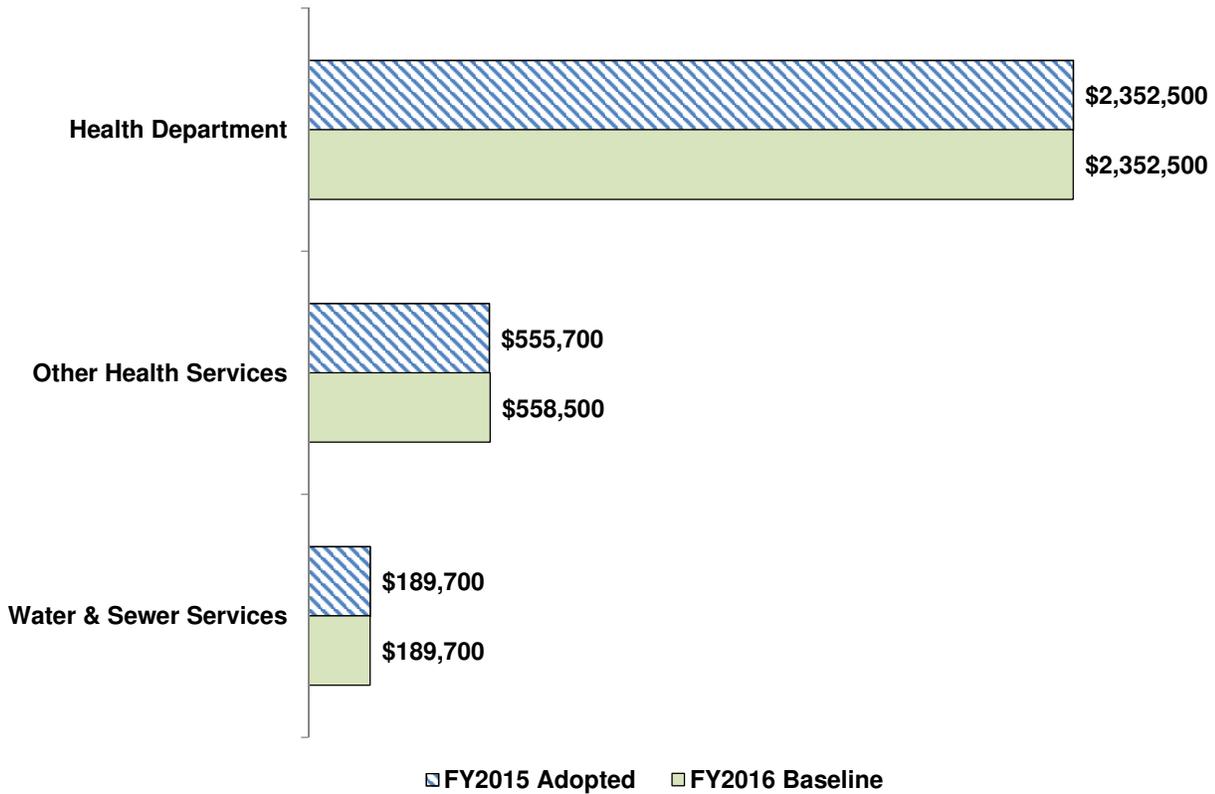
### **Development Rights and Responsibilities Agreements (DRRA)**

*Objective: to provide an additional technique for land development and adequate public facilities mitigation with the Comprehensive Plan as authorized by the Annotated Code of Maryland. The main purpose is to enhance development innovation and quality while ensuring protection of the public interest, health, safety and welfare.*

# of Reviews	10	12	11	14	12
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## Health Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$21,931	\$21,900	\$21,900	\$0	\$0	0.0%
Fringe Benefits	1,711	2,200	2,200	0	0	0.0%
Operating Costs	341,829	356,700	359,500	0	2,800	0.8%
Agency Funding	2,701,726	2,717,100	2,717,100	0	0	0.0%
<b>Total Baseline</b>	<b>\$3,067,197</b>	<b>\$3,097,900</b>	<b>\$3,100,700</b>	<b>\$0</b>	<b>\$2,800</b>	<b>0.1%</b>
Request Greater Than Baseline			\$261,700		\$261,700	New
<b>Total Expenditures</b>	<b>\$3,067,197</b>	<b>\$3,097,900</b>	<b>\$3,362,400</b>	<b>\$0</b>	<b>\$264,500</b>	<b>8.5%</b>
<b>Revenues</b>	<b>\$67,749</b>	<b>\$82,000</b>	<b>\$81,500</b>	<b>\$0</b>	<b>(\$500)</b>	<b>-0.6%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.9%</b>	<b>0.9%</b>	<b>0.8%</b>	<b>0.0%</b>		



# Health

**Department:** Health 01.35  
**Division\Program:** Department of Health Fund: General  
**Program Administrator:** Dianna E. Abney, MD, Health Officer  
 Mailing Address: P.O. Box 1050, White Plains, MD 20695 301-609-6900  
 Physical Address: 4545 Crain Highway, White Plains, MD 20695 8:00 a.m.-5:00 p.m. M-F  
[www.charlescountyhealth.org](http://www.charlescountyhealth.org) (some programs may include evening hours)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$21,931	\$21,900	\$21,900		\$0	0.0%
Fringe Benefits	1,711	2,200	2,200		0	0.0%
Operating Costs	159,879	167,000	169,800		2,800	1.7%
Agency Funding (Health Dept)	2,240,300	2,328,400	2,328,400		0	0.0%
Agency Funding (MRA)	120,421	120,400	120,400		0	0.0%
<b>Total Baseline</b>	<b>\$2,544,242</b>	<b>\$2,639,900</b>	<b>\$2,642,700</b>	<b>\$0</b>	<b>\$2,800</b>	<b>0.1%</b>
Request Greater Than Baseline			\$261,700		\$261,700	New
<b>Total Expenditures</b>	<b>\$2,544,242</b>	<b>\$2,639,900</b>	<b>\$2,904,400</b>	<b>\$0</b>	<b>\$264,500</b>	<b>10.0%</b>
<b>Revenues</b>	<b>\$6,243</b>	<b>\$7,000</b>	<b>\$6,500</b>	<b>\$0</b>	<b>(\$500)</b>	<b>-7.1%</b>

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

- Budget numbers listed above reflect County funding only.
- The Health Department is a State Agency.
- **Operating costs** represent utilities, electricity, and vehicle insurance/fuel. The Electricity budget was increased to equal FY 2014 year end actual.
- **Agency Funding for (MRA)** is for the Mental Retardation Association.

	<b>FY2014 Actual</b>	<b>FY2015 Budget</b>	<b>FY2016 Request</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
<b>Health Department</b>					
Salary & Fringe Supplement	\$23,642	\$24,100	\$24,100	\$0	0.0%
Core Funding	2,128,800	2,216,900	2,478,600	261,700	11.8%
Env. Health Position	53,600	53,600	53,600	0	0.0%
Substance Abuse	13,000	13,000	13,000	0	0.0%
Addiction Program	44,900	44,900	44,900	0	0.0%
<b>Total Agency Funding</b>	<b>\$2,240,300</b>	<b>\$2,328,400</b>	<b>\$2,590,100</b>	<b>\$261,700</b>	<b>11.2%</b>
<b>Total Health Department</b>	<b>\$2,263,942</b>	<b>\$2,352,500</b>	<b>\$2,614,200</b>	<b>\$261,700</b>	<b>11.1%</b>
<b>Operating Costs</b>					
Utilities/Electric	\$153,636	\$160,000	\$163,300	\$3,300	2.1%
Vehicle Insurance/Fuel	6,243	7,000	6,500	(500)	-7.1%
<b>Total Operating Costs</b>	<b>\$159,879</b>	<b>\$167,000</b>	<b>\$169,800</b>	<b>\$2,800</b>	<b>1.7%</b>
Reimbursement of Vehicle Costs	(6,243)	(7,000)	(6,500)	500	-7.1%
<b>County Supported Operating Costs</b>	<b>\$153,636</b>	<b>\$160,000</b>	<b>\$163,300</b>	<b>\$3,300</b>	<b>2.1%</b>

### **Description:**

The Charles County Department of Health provides advice and assistance to the County Commissioners, who constitute the Board of Health, on all issues relating to the Public Health of the citizens of Charles County. This is accomplished by continually assessing the county's health needs, developing and recommending policy to address those needs, and by assuring that resources are managed properly to meet the health needs of the community.

Equally important are the quality of health services provided directly to county residents. Services are grouped in five major health categories: environmental health, education & prevention programs, personal & family health, mental health, and substance abuse services.

Specific examples include Water and Sewage programs, Restaurant Inspection, Air Quality Control, Education and Nutrition Services, Adult and Adolescent Mental Health Counseling, Communicable Disease Control, Maternity and Family Planning Services, and Substance Abuse Recovery Programs.

The goals of the Charles County Department of Health are to protect the public health and minimize the incidence of preventable illness, disability, and premature death in Charles County residents from environmental and health related causes.

## Health

<b>Department:</b>	Health	01.35
<b>Division\Program:</b>	Department of Health	Fund: General
<b>Program Administrator:</b>	Dianna E. Abney, MD, Health Officer	

### Positions:

There is no direct County staff associated with this budget.

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i>Objective: To protect and promote the public health of the citizens through chronic and communicable diseases surveillance, control, and prevention, health education, environmental health and clinical services.</i>					
# of Women's Health & Family Planning service recipients	1,884	1,738	1,534	1,734	1,669
# of Reproductive Health Promotion through folic acid distribution	554	503	391	553	482
# of clients STD Clinic	760	760	876	798	811
# of HIV Testing & Counseling recipients	1,150	1,287	1,288	1,206	1,200
# of Breast and Cervical Cancer screening recipients	137	149	114	100	100
# of Colonoscopy service recipients	50	82	66	30	30
# of Prostate Cancer Screening service recipients	*46	4	0	0	0
# Adult Dental Clinical service recipients	833	1,210	1,176	1,100	1,200
# Child Dental Clinical service recipients	3,692	3,391	5,792	5,500	6,000
# Dental Health Education recipients	4,198	7,417	11,301	11,000	12,000
# Child Abuse & Neglect Forensic *** Exam Clinic service recipients	13	9	0	0	0
# of Anti-TB treatment	30	1	130	130	130
# TB testing service recipients	1151**	233	252	230	226
# of Adult Immunization recipients	744	471	438	455	422
# of children immunization recipients	204	212	202	203	200
# of annual Flu vaccination recipients (adults & children)	7,243	8,638	8,063	7,285	7,500
# of post-exposure Rabies vaccine	38	47	68	75	80
# of Mental Health service recipients	1,424	1,284	1,334	1,430	1,501
# of Mental Health visits	24,810	22,574	22,557	24,810	26,050
# of Substance Abuse service recipients	2,131	1,912	1,960	1,900	1,900
# of Substance Abuse visits	23,273	24,683	20,264	24,700	20,000
# of school based Substance Abuse Prevention Program recipients	1,977	1,849	1,738	1,700	1,700
# of smoking cessation visits	577	286	562	500	500
# of food service facility inspections	1,148	396	562	600	600
# of food borne illnesses investigated	0	17	21	20	20
# of animal rabies vaccine	1,380	3,000	1,176	1,500	1,200
# of animal bite investigations	1,121	603	727	700	750
# of perk tests applications/completed	1,782	1,058	647	100	50
% of perk tests completed	100%	100%	100%	100%	100%
# of well construction permits application/processed	213	129	206	150	150
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	1,193	902	1,455	1,000	1,000
# School based - fluoride varnish	n/a	835	826	1,000	1,000
# School based - sealant applications	n/a	1,093	633	800	800
# Community Oral Cancer Screenings	n/a	1,503	294	1,000	500

\*Routine Screening Discontinued as per service guidelines

\*\*School TB Disease contact Investigation

\*\*\* Child Abuse & Neglect Measure not required by State

## Health

<b>Department:</b>	Health	01.35
<b>Division\Program:</b>	Department of Health	Fund: General
<b>Program Administrator:</b>	Dianna E. Abney, MD, Health Officer	

<b>Objectives &amp; Measurements:</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Projected</b>	<b>FY16 Estimated</b>
<i><u>Objective: To provide and promote age appropriate, condition specific case management and care coordination services to the citizens of Charles County.</u></i>					
# of pregnant mothers receiving case management	790	623	455	460	475
# of children receiving case management	83	129	93	90	90
# of communicable disease outbreak	8	1,911	2,189	2200	2400
# of calls attended for communicable disease follow-up/care coordination	5,473	4,196	5,596	5,500	8,100
# of clients receiving HIV/AIDS case management	243	258	264	238	240
# BBH - Pregnancy Care Navigation	n/a	284	284	278	273
<i><u>Objective: To provide and promote public health support services to the citizens of Charles</u></i>					
# of MD Children's Health Insurance recipients (Medicaid) applications processed	5,576	4,965	3,497	4,000	3,800
# of Medicaid family expansion recipients	2,363	2,215	826	900	1,000
# of WIC service recipients	6,335	6,392	6,193	6,392	6,499
# of children seen in Health Rooms by School Nurse	194,281	230,315	149,103	165,000	175,000
# of seniors/ AERS services recipients	495	493	419	494	449
# of Personal Care Provider recipients	70	72	95	71	25
# of Disabilities Services recipients	733	811	627	650	675
# of infants and toddler services	797	302	307	310	315
# of Birth/Death Certificates	8,761	9,887	11,951	11,500	11,500

# Health

Department: Health 01.35

Division\Program: Other Fund: General

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	181,950	189,700	189,700		0	0.0%
Agency Funding	341,005	268,300	268,300		0	0.0%
<b>Total Expenditures</b>	<b>\$522,955</b>	<b>\$458,000</b>	<b>\$458,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>Revenues</b>	<b>\$61,505</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

**Baseline Changes and Useful Information:**

- **Operating Costs** represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- **Revenues** represent Neighborhood participation in Mosquito Control program and have been increased to cover the anticipated expenses.

**Description:**

	FY2014 <u>Actual</u>	FY2015 <u>Adopted</u>	FY2016 <u>Baseline</u>	
<b><u>Agency Funding</u></b>				
Mosquito Control	\$101,505	\$115,000	\$115,000	
<b><u>Agency Funding - Grants Advisory Panel</u></b>				
Spring Dell Center, Inc.	\$100,000	\$80,000		
Melwood	50,000	0		
MD Foundation of Quality Healthcare	0	0		
Health Partners Inc.	75,000	67,500		
Alzheimer's Assoc. National Capital Area	2,500	0		
Freedom Landing	12,000	0		
NAMI of Southern Maryland	0	5,800		
	\$239,500	\$153,300	\$153,300	<i>TBD</i>
<b>TOTAL AGENCY FUNDING</b>	<b>\$341,005</b>	<b>\$268,300</b>	<b>\$268,300</b>	
Mosquito Control Neighborhood Reimbursement:	(61,505)	(75,000)	(75,000)	
<b>Net Cost to County:</b>	<b>\$279,500</b>	<b>\$193,300</b>	<b>\$193,300</b>	

## Social Services Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$1,890	\$0	\$0		\$0	N/A
Operating Costs	0	15,000	15,000		0	0.0%
Agency Funding	965,829	1,001,000	992,000		(9,000)	-0.9%
<b>Total Baseline</b>	<b>\$967,719</b>	<b>\$1,016,000</b>	<b>\$1,007,000</b>	<b>\$0</b>	<b>(\$9,000)</b>	<b>-0.9%</b>
Request Greater Than Baseline			\$516,700		\$516,700	New
<b>Total Expenditures</b>	<b>\$967,719</b>	<b>\$1,016,000</b>	<b>\$1,523,700</b>	<b>\$0</b>	<b>\$507,700</b>	<b>50.0%</b>
<b>Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.0%</b>		

### Baseline Changes and Useful Information:

- **Revenues** is associated with a pass-thru grant for Tri-County Community Action. This grant ended in FY2014.
- The Grants Advisory Panel reviews applications for not-for-profit agencies and makes recommendations to the Board of County Commissioners for funding. Grant awards are included in the **Agency Funding** and **Operating Costs** categories based on the organization's function. The Grants Advisory Panel awards are part of Social Services, Other Education, and Other Health. \*

<u>Department of Social Services</u>	FY2014 Actual	FY2015 Adopted	FY2016 Requested	\$ Change from FY2015	% Chg.
Salary & Expense	194,404	243,559	257,469	13,910	5%
Local/Federal General Admin.	25,758	23,500	30,900	7,400	24%
Critical Resource Assist.	34,336	32,941	32,941	0	0%
Board Activities	6,862	6,000	6,000	0	0%
Homeless Services	8,937	5,000	9,000	4,000	44%
Balance - Unspent Funds	40,703	0	0	0	0%
<b>Total Request</b>	<b>311,000</b>	<b>311,000</b>	<b>336,310</b>	<b>25,310</b>	<b>8%</b>

### Description:

<u>Agency Funding</u>	FY2014 Actual	FY2015 Adopted	FY2016 Baseline
Department of Social Services	\$306,800	\$311,000	\$311,000
Camp Merrick	35,081	0	0
Western Charles Co. Community Assoc.	1,230	0	0
	<b>\$343,111</b>	<b>\$311,000</b>	<b>\$311,000</b>

### Agency Funding- Tourism

	\$32,930	\$28,500	\$28,500
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### **GRANT PANEL FUNDING- Social Service program type**

	\$589,788	\$676,500	\$667,500	<b>TBD*</b>
<b>Total Agency Funding / Operating</b>	<b>\$965,829</b>	<b>\$1,016,000</b>	<b>\$1,007,000</b>	

### **GRANT PANEL FUNDING- by program type**

Social Services	589,788	676,500	
Education	12,500	12,000	
Health	239,500	153,300	
<b>TOTAL GRANT PANEL FUNDING</b>	<b>\$841,788</b>	<b>\$841,800</b>	<b>\$832,800</b> *

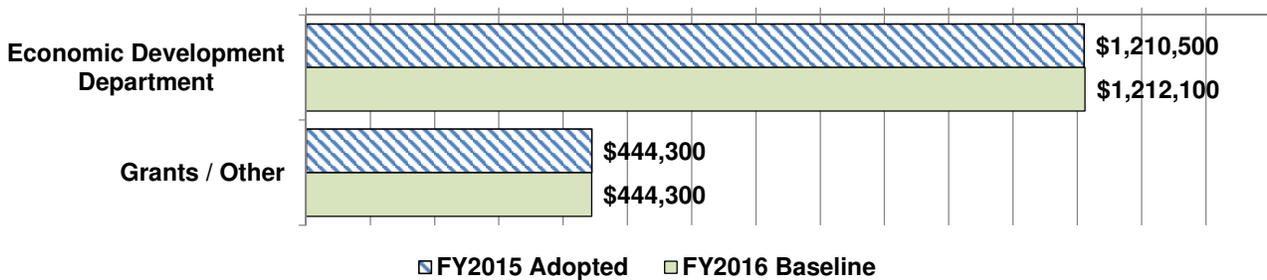
\* NOTE: Grant Panel Funding is reduced by \$9,000 to fund the Charity Tracker software which is now part of the Central Services Budget.

## Economic Development Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$458,931	\$481,200	\$481,300	\$0	\$100	0.0%
Fringe Benefits	125,309	132,100	131,400	0	(700)	-0.5%
Operating Costs	527,144	806,200	808,400	0	2,200	0.3%
Agency Funding	228,370	235,300	235,300	0	0	0.0%
Transfers Out	250,000	0	0	0	0	N/A
<b>Total Baseline</b>	\$1,589,754	\$1,654,800	\$1,656,400	\$0	\$1,600	0.1%
Request Greater Than Baseline			\$151,800	\$0	\$151,800	New
<b>Total Expenditures</b>	\$1,589,754	\$1,654,800	\$1,808,200	\$0	\$153,400	9.3%
<b>Revenues</b>	\$51,054	\$25,000	\$25,000	\$0	\$0	0.0%
<b>Total Expenditures as % of Budget:</b>	<b>0.5%</b>	<b>0.5%</b>	<b>0.5%</b>	<b>0.0%</b>		



## Economic Development Expenditure and Staff History



### Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Economic Development Department	2.3	5.3	6.3	6.3	6.3
<b>Total Full Time Equivalent</b>	<b>2.3</b>	<b>5.3</b>	<b>6.3</b>	<b>6.3</b>	<b>6.3</b>

## Economic Development

**Department:** Economic Development 01.38.126  
**Division\Program:** Economic Development Department Fund: General  
**Program Administrator:** Marcia Keeth, Acting Director of Economic Development  
 Address: 10665 Stanhaven Place, Suite 206, White Plains, MD 20695 301-885-1340  
[www.meetcharlescounty.com](http://www.meetcharlescounty.com) 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$458,931	\$481,200	\$481,300		\$100	0.0%
Fringe Benefits	125,309	132,100	131,400		(700)	-0.5%
Operating Costs	322,008	597,200	599,400		2,200	0.4%
<b>Total Baseline</b>	<b>\$906,248</b>	<b>\$1,210,500</b>	<b>\$1,212,100</b>	<b>\$0</b>	<b>\$1,600</b>	<b>0.1%</b>
Request Greater Than Baseline			108,700		108,700	New
<b>Total Expenditures</b>	<b>\$906,248</b>	<b>\$1,210,500</b>	<b>1,320,800</b>	<b>\$0</b>	<b>\$110,300</b>	<b>9.1%</b>
<b>Revenues</b>	<b>\$19,580</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

### Baseline Changes and Useful Information:

- The **Operating Costs** budget increase is due to the following reasons:
  - An increase in rent based on lease agreement which includes a 3% escalation clause per year. \$1,600
  - Printing is increasing by \$400 and Office Supplies by \$3,600 based on anticipated needs. These increases are partially offset with a \$3,400 decrease in miscellaneous other accounts due to transfer of funds to I.T. to cover FY15 reoccurring cost and based on activity.
  - Funds have been reallocated to better fit department needs as follows:
    - Advertising (\$60,000) to Recruitment Marketing \$33,000. The remaining \$27,000 is being used to offset the cost of a new position request if approved (\$24,400) and to offset a portion of the requested Contract Services increase (\$2,600).
    - Hosting (\$7,000) to Major Events/Sponsorships \$7,000.
    - Training (\$6,000) to Employee Education \$6,000.
    - Dues and Subscriptions (\$10,000) to Economic Summit \$10,000

### Economic Development Goals & Objectives:

- Make continued progress toward achieving County Commissioner adopted objectives.
- Propose a revised Economic Development Strategic Plan.
- Develop plan for business incubator or similar "high impact" pilot program for select businesses with high growth potential.
- Small local business enterprises and enhanced Minority Business Enterprise/Women's Business Enterprise outreach program implementation.
- Complete interim and new Economic Development website layout and features.
- Enhance attractions/recruitment marketing materials.

### Positions:

Title	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Business Development Managers	0.0	2.0	2.0	2.0	2.0
Economic Research Specialist	0.0	1.0	1.0	1.0	1.0
Office Associate I	0.0	0.0	1.0	1.0	1.0
Part Time	1.3	1.3	1.3	1.3	1.3
<b>Total Full Time Equivalent</b>	<b>2.3</b>	<b>5.3</b>	<b>6.3</b>	<b>6.3</b>	<b>6.3</b>

### Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
County unemployment rate	6.4	6.3	5.7	5.6	5.5
Average annual employment in County	40,487	40,625	40,887	41,000	41,200
Average weekly wages	796	798	802	806	810
Sq ft, non retail space	6,197,469	6,250,851	6,250,851	6,254,134	6,254,134
Sq ft retail space	8,274,999	8,295,855	8,306,938	8,306,938	8,306,938

## Economic Development

Department: Economic Development 01.39

Division\Program: Other Fund: General

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	\$205,136	\$209,000	\$209,000		\$0	0.0%
Transfers Out	250,000	0	0		0	N/A
Agency Funding	228,370	235,300	235,300		0	0.0%
<b>Total Baseline</b>	<b>\$683,506</b>	<b>\$444,300</b>	<b>\$444,300</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
Request Greater Than Baseline			43,100		\$43,100	New
<b>Total Expenditures</b>	<b>\$683,506</b>	<b>\$444,300</b>	<b>\$487,400</b>	<b>\$0</b>	<b>\$43,100</b>	<b>9.7%</b>
<b>Revenues</b>	<b>\$31,474</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

### Baseline Changes and Useful Information:

- **Revenues** from the Economic Development Loan Program were transferred to a new fund, Economic Development Loan Programs.
- The Economic Development and Tourism staff as well as the Grants Advisory Panel reviewed applications from not-for-profit agencies and make recommendations of funding levels. Grant awards are listed as part of **Agency Funding** based on the function of the organization. The awards are part of Economic Development, Social Services, and Other Education.

### Description:

	FY2014 Actual	FY2015 Adopted	FY2016 Baseline	
<b><u>Agency Funding- Economic Development</u></b>				
Tri-County Council	\$94,200	\$85,370		
Small Business: Tech. Dev. Center	29,170	40,500		
Energetics Technology Center, Inc.	100,000	100,000		
Southern Maryland Carousel Group	5,000	0		
Veteran's Memorial	0	9,430		
<b>Economic Development Related</b>	<b>\$228,370</b>	<b>\$235,300</b>		
SO. MD. Higher Education Center	22,500	20,000		
<b><u>Education Related</u></b>				
(see Other Education)	<b>\$22,500</b>	<b>\$20,000</b>		
<b>Total Agencies reviewed by Economic Development:</b>	<b>\$250,870</b>	<b>\$255,300</b>	<b>\$255,300</b>	<b>TBD</b>

### **Agency Funding- Tourism**

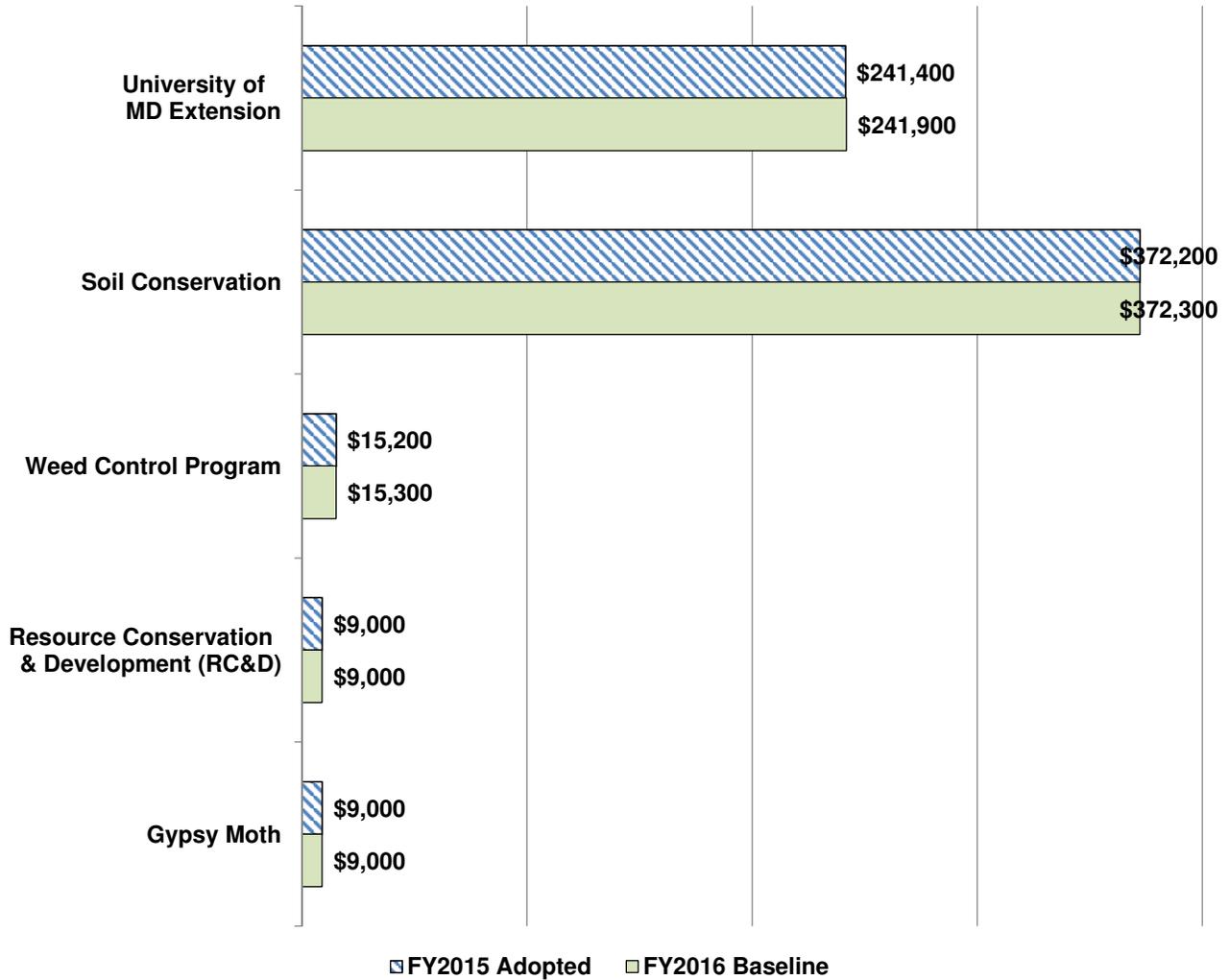
#### **Social Service Related**

Arts Alliance, Inc. - Charles County	\$11,000	\$15,000		
Indian Head Center for the Arts (formally Chesapeake Bay Floating Theater, Inc.)	8,930	0		
Mattawoman Creek Art Center	13,000	13,500		
<b>Total Agencies reviewed by Tourism:</b>	<b>\$32,930</b>	<b>\$28,500</b>	<b>\$28,500</b>	<b>TBD</b>

**Total Agencies reviewed by Economic Development and Tourism:** **\$283,800** **\$283,800** **\$283,800**

## Conservation of Natural Resources Summary

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Personal Services	\$276,830	\$274,500	\$274,500	\$0	\$0	0.0%
Fringe Benefits	103,322	112,000	112,200	0	200	0.2%
Operating Costs	240,993	244,800	245,300	0	500	0.2%
Agency Funding	8,750	15,500	15,500	0	0	0.0%
<b>Total Baseline</b>	<b>\$629,895</b>	<b>\$646,800</b>	<b>\$647,500</b>	<b>\$0</b>	<b>\$700</b>	<b>0.1%</b>
Request Greater Than Baseline		0	22,200	0	\$22,200	New
<b>Total Expenditures</b>	<b>\$629,895</b>	<b>\$646,800</b>	<b>\$669,700</b>	<b>\$0</b>	<b>\$22,900</b>	<b>3.5%</b>
<b>Revenues</b>	<b>\$96,705</b>	<b>\$86,100</b>	<b>\$94,000</b>	<b>\$0</b>	<b>\$7,900</b>	<b>9.2%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.0%</b>		



## Conservation of Natural Resources

**Department:** University of MD Extension 01.49  
**Division\Program:** University of MD Extension Fund: General  
**Program Administrator:** Dr. Chris Seubert, Area Extension Director for Calvert, Charles, and St. Mary's  
 Address: 9375 Chesapeake Street #119, La Plata, MD 20646 301-934-5403 301-753-8195  
[www.charles.umd.edu](http://www.charles.umd.edu) 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Costs	\$237,667	\$241,400	\$241,900		\$500	0.2%
<b>Total Baseline</b>	\$237,667	\$241,400	\$241,900	\$0	\$500	0.2%
Request Greater Than Baseline			\$8,300		\$8,300	New
<b>Total Expenditures</b>	\$237,667	\$241,400	\$250,200	\$0	\$8,800	3.6%

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

- **Operating Costs** increase includes funding for a rent increase, net of other savings.

### **Description:**

Our Mission: The University of MD Extension Service Mission is to educate citizens in the application of practical, research based information concerning critical issues in agriculture, food, natural resources, youth and family.

Our Vision: The University of MD Extension Service vision is to empower people, through education, to make sound decisions throughout their lives.

The Charles County office of the University of MD Extension offers programs in Enhancing Agricultural Profitability, Preserving Natural Resources and Increasing Family Economic Stability.

### **Objectives & Measurements:**

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<b>4-H and Youth Development</b>					
<i><u>Objective: To enable youth to develop contemporary life skills and reach their full potential by participating in the 4-H Youth Development program which offers high quality curriculum and multiple delivery methods.</u></i>					
# of Youth Enrolled in 4-H	766	699	702	800	800
Per FTE	383	280	320	400	400
# of Youth Reached in School & Special Interest Programs	3,061	2,472	3,347	3,100	3,500
Per FTE	1,530	989	1,521	1,550	1,590
<i><u>Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.</u></i>					
# of Adult Volunteers Enrolled	217	215	237	250	250
Per FTE	109	86	108	125	125
# of Volunteers Hours Given	33,640	34,250	33,180	35,000	35,000
Per FTE	16,820	13,700	15,082	17,500	17,500

### **Family and Consumer Sciences**

*Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups*

# of Participants Receiving Information	680	375	2,083	500	500
Per FTE	680	187	1,042	500	500

*Objective: For Participants to develop and improve individual, family, home, financial, and/or community responsibility through work, family and community involvement.*

# of Participants Receiving Information	0	205	390	500	500
Per FTE	0	103	195	250	250

## Conservation of Natural Resources

<b>Department:</b>	University of MD Extension	01.49
<b>Division\Program:</b>	University of MD Extension	Fund: General
<b>Program Administrator:</b>	Dr. Chris Seubert, Area Extension Director for Calvert, Charles, and St. Mary's	

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Projected</b>	<b>FY14 Estimated</b>
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**Agriculture and Natural Resources:**

Objective: To promote the adoption of best management practices and problem solving for commercial agricultural production and home horticultural activities that improves profitability, increase production efficiencies, and enhance natural resources.

# of Adults and Youth Attending Seminars	594	687	580	500	500
Per FTE	287	343	290	250	250
# of Farmers Recertified As Pesticide Applicators	122	48	519	500	500
Per FTE	61	24	260	250	250
# of Acres of Nutrient Management Plans Written/Updated	16,062	15,212	12,147	15,000	15,000
Per FTE	16,062	15,212	12,147	15,000	15,000
# of Master Gardener Volunteer Hours	2,877	2,977	4,600	2,000	2,000
Per FTE	1,748	1,438	1,988	2,000	2,000

## Conservation of Natural Resources

**Department:** Conservation Of Natural Resources 01.57  
**Division\Program:** Soil Conservation Fund: General  
**Program Administrator:** Luis Dieguez, District Manager  
 Mailing Address: 101 Catalpa Drive, Suite 106-C, La Plata, MD 20646 301-934-9588 Ext. 3  
 Physical Address: Southern MD Trade Center  
[www.charlesscd.com](http://www.charlesscd.com)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$260,731	\$257,600	\$257,600		\$0	0.0%
Fringe Benefits	100,223	108,700	108,800		100	0.1%
Agency Funding	5,900	5,900	5,900		0	0.0%
<b>Total Baseline</b>	<b>\$366,853</b>	<b>\$372,200</b>	<b>\$372,300</b>	<b>\$0</b>	<b>\$100</b>	<b>0.0%</b>
Request Greater Than Baseline			\$10,000		\$10,000	New
<b>Total Expenditures</b>	<b>\$366,853</b>	<b>\$372,200</b>	<b>\$382,300</b>	<b>\$0</b>	<b>\$10,100</b>	<b>2.7%</b>
<b>Revenues</b>	<b>\$81,656</b>	<b>\$71,200</b>	<b>\$79,000</b>	<b>\$0</b>	<b>\$7,800</b>	<b>11.0%</b>

### **Description:**

The Soil Conservation District, a political subdivision of the State, is responsible for the local direction of a program for the control of soil erosion and the urban erosion and the sediment control plan approval process. The District also reviews and approves plans for certain small ponds and this approval serves in lieu of state permits. A five member Board of Supervisors guides District operations and sets local policy and procedure. The local conservation education program focuses on Envirothon training and competition and a locally produced newsletter. The District, which is bordered by Potomac, Patuxent, and Wicomico Rivers, is an area that is changing rapidly from rural agricultural to suburban residential, commercial and industrial land uses. Even with these changes, over 60 percent of the land area in the District is wooded.

### **Positions:**

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
District Manager	1.0	1.0	1.0	1.0	1.0
Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Engineer I	0.0	0.0	0.0	1.0	1.0
Planning Tech.	2.0	2.0	2.0	1.0	1.0
Secretary	0.9	0.9	0.9	0.9	0.9
Part Time	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
<b>Net Cost to General Fund</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>

## Conservation of Natural Resources

**Department:** Weed Control 01.22  
**Division\Program:** Weed Control Program Fund: General  
**Program Administrator:** Mark J. Smith, Weed Control Specialist

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$9,968	\$10,600	\$10,600		\$0	0.0%
Fringe Benefits	1,030	1,200	1,300		100	8.3%
Operating Costs	3,326	3,400	3,400		0	0.0%
<b>Total Expenditures</b>	<b>\$14,324</b>	<b>\$15,200</b>	<b>\$15,300</b>	<b>\$0</b>	<b>\$100</b>	<b>0.7%</b>
<b>Revenues</b>	<b>\$15,049</b>	<b>\$14,900</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$100</b>	<b>0.7%</b>

**Baseline Changes and Useful Information:**

- The **Fringe Benefits** increase is a result increasing the Worker's Compensation percentage.

**Description:**

The Charles County Weed Control Program is responsible for overseeing the control of noxious weeds in the County. The noxious weeds are Johnsongrass (Sorghum Halepense), Shattercane (Sorghum Bicolor), and Thistle (Asteraceae or Composite family) including Canada, Musk, Nodding, Plumless, and Bull thistle. The Multi-flora Rose Management Law falls under the jurisdiction of this program as well. All land in the county with noxious weeds fall under the scope of this program.

On-site inspections are made several times during the growing season to make sure any property infested is in compliance with the State Noxious Weed Law. There are over 50 properties representing 3,000 acres infested with thistle, and 90 properties representing 10,000 acres infested with Johnsongrass. Shattercane is also present in the county. Both the County and State highway right-of-ways have varying degrees of thistle and Johnsongrass, they are addressing the infestations to some degree. The Weed Control Program is aiding in their efforts.

**Positions:**

<b>Title</b>	<b>FY12 FTE</b>	<b>FY13 FTE</b>	<b>FY14 FTE</b>	<b>FY15 FTE</b>	<b>FY16 FTE</b>
Part Time funding	0.3	0.3	0.3	0.3	0.3
<b>Total Full Time Equivalent</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>

**Department:** Conservation of Natural Resources 01.36  
**Division\Program:** Gypsy Moth Suppression Program Fund: General

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Agency Funding	\$2,250	\$9,000	\$9,000		\$0	0.0%
<b>Total Expenditures</b>	<b>\$2,250</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

**Description:**

Agency Funding is for the Gypsy Moth Suppression Program. This program is focused on protecting both private and public forest lands from gypsy moth defoliation.

## Conservation of Natural Resources

**Department:** Conservation of Natural Resources 01.36  
**Division\Program:** Resource Conservation & Development (RC&D) Fund: General  
**Program Administrator:** Patrica Pinnell, Chair  
 Address: 26737 Radio Station Way, Suite D, Leonardtown, MD 20650 (301) 475-8427 ext 6  
[www.somdracd.org](http://www.somdracd.org)

<b>Expenditure Category</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Request</b>	<b>FY2016 Adopted</b>	<b>\$ Change from FY2015</b>	<b>% Chg.</b>
Personal Services	\$6,131	\$6,300	\$6,300		\$0	0.0%
Fringe Benefits	2,069	2,100	2,100		0	0.0%
Agency Funding	600	600	600		0	0.0%
<b>Total Baseline</b>	<b>\$8,800</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
Request Greater Than Baseline			3,900		\$3,900	New
<b>Total Expenditures</b>	<b>\$8,800</b>	<b>\$9,000</b>	<b>\$12,900</b>	<b>\$0</b>	<b>\$3,900</b>	<b>43.3%</b>

### Description:

Southern Maryland Resource Conservation and Development (RC&D), Inc. is a private nonprofit corporation. Southern Maryland RC&D carries out community development and conservation projects in Anne Arundel, Charles, Calvert, and St. Mary's Counties. The governing board of Southern Maryland RC&D is composed of local citizens who have an interest in natural resources and community issues. They are appointed by three sponsoring groups in each county, the County Commissioners, Forestry Boards, and Soil Conservation Districts. All board members are volunteers and serve without compensation.

Mission - Working in partnership with community groups and organizations, Southern Maryland Resource Conservation and Development Inc. is dedicated to improving the quality of life in the region by enabling the people and promoting the wise use of our natural and economic resources.

### Positions:

<u>Title</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>
Office Associate	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
Other Counties/Agency Funding	(0.8)	(0.8)	(0.9)	(0.9)	(0.9)
<b>Net Cost to General Fund</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>

## Other

**Department:** Other Misc. Appropriations 01.48  
**Division\Program:** Capital Project Transfer Fund: General  
**Program Administrator:** David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Transfers Out	\$1,262,500	\$896,000	\$1,646,900		\$750,900	83.8%
Capital Outlay	4,891	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,267,391</b>	<b>\$896,000</b>	<b>\$1,646,900</b>	<b>\$0</b>	<b>\$750,900</b>	<b>83.8%</b>

### Baseline Changes and Useful Information:

- **Transfers Out** represents funding for PayGo projects. Funds are transferred to the Capital Project Fund.
- **Capital Outlay** represents miscellaneous project costs that are not part of the Capital Project Fund.

### Description:

Represents the PayGo amount for the Capital Project Fund. PayGo is defined as using current operating revenue to pay for a capital project, typically one that is either small in value or has a short useful life. PayGo funds are also used to supplement Bond funding by using one-time revenues or fund balance to help pay for projects. See the Capital Project Tab for complete project listing and descriptions of each project.

<u>Projects:</u>	<u>FY2014 Actual</u>	<u>FY2015 Adopted</u>	<u>FY2016 Request</u>
<b><u>BOARD OF EDUCATION</u></b>			
Maintenance Projects	\$46,000	\$0	\$0
<b><u>TRANSPORTATION</u></b>			
Road Overlay Program	0	0	355,900
Light Rail Transit Initiative	270,000	270,000	270,000
Sidewalk Improvement Program	0	0	153,000
Miscellaneous Road Projects/Studies	91,000	91,000	50,000
<b><u>GENERAL GOVERNMENT</u></b>			
Various Planning Studies	485,000	166,000	284,000
Various Maintenance Projects	0	0	198,000
Security Upgrades	0	0	61,000
Tri-County Animal Shelter Improvements	0	0	18,000
Develop Road Safety Prioritization Measure & Inventory	0	38,000	18,000
Engineering Plan Digitization	53,000	53,000	0
State's Attorney's Office Renovations	65,500	0	0
<b><u>PARKS</u></b>			
Park Repair & Maintenance Projects	252,000	252,000	239,000
Port Tobacco Parkland Acquisition	0	3,000	0
Friendship Farm Addition	0	3,000	0
<b>Contingency- Inflation</b>	<b>0</b>	<b>20,000</b>	<b>0</b>
	<b><u>\$1,262,500</u></b>	<b><u>\$896,000</u></b>	<b><u>\$1,646,900</u></b>

## Other

**Department:** Contingency 01.54  
**Division\Program:** Contingency Fund: General  
**Program Administrator:** Board of County Commissioners

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Operating Contingency	\$0	\$1,149,000	\$1,149,000		\$0	0.0%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$1,149,000</b>	<b>\$1,149,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

**Description:**

The County typically adopts a Reserve for Contingency budget within its operating budget for emergency expenditures or revenue shortfalls that may arise during the fiscal year.

**Department:** Financing Uses 01.23  
**Division\Program:** Fiscal & Administrative Services Fund: General  
**Program Administrator:** David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Request	FY2016 Adopted	\$ Change from FY2015	% Chg.
Transfer: Excise Tax Subsidy	\$0	\$651,500	\$0		(\$651,500)	-100.0%
Capital Lease Purchase	2,897,102	6,139,500	6,979,100		839,600	13.7%
<b>Total Expenditures</b>	<b>\$2,897,102</b>	<b>\$6,791,000</b>	<b>\$6,979,100</b>	<b>\$0</b>	<b>\$188,100</b>	<b>2.8%</b>
<b>Revenues / Fund Balance</b>	<b>\$2,540,100</b>	<b>\$6,791,000</b>	<b>\$6,979,100</b>		<b>\$188,100</b>	<b>2.8%</b>

**Description:**

Transfer represents a transfer from the General Fund to the Debt Service Fund in support of Excise Tax bond payments when needed.

The budgeted Capital Lease Purchase represents the asset value of the Capital Lease Agreement.