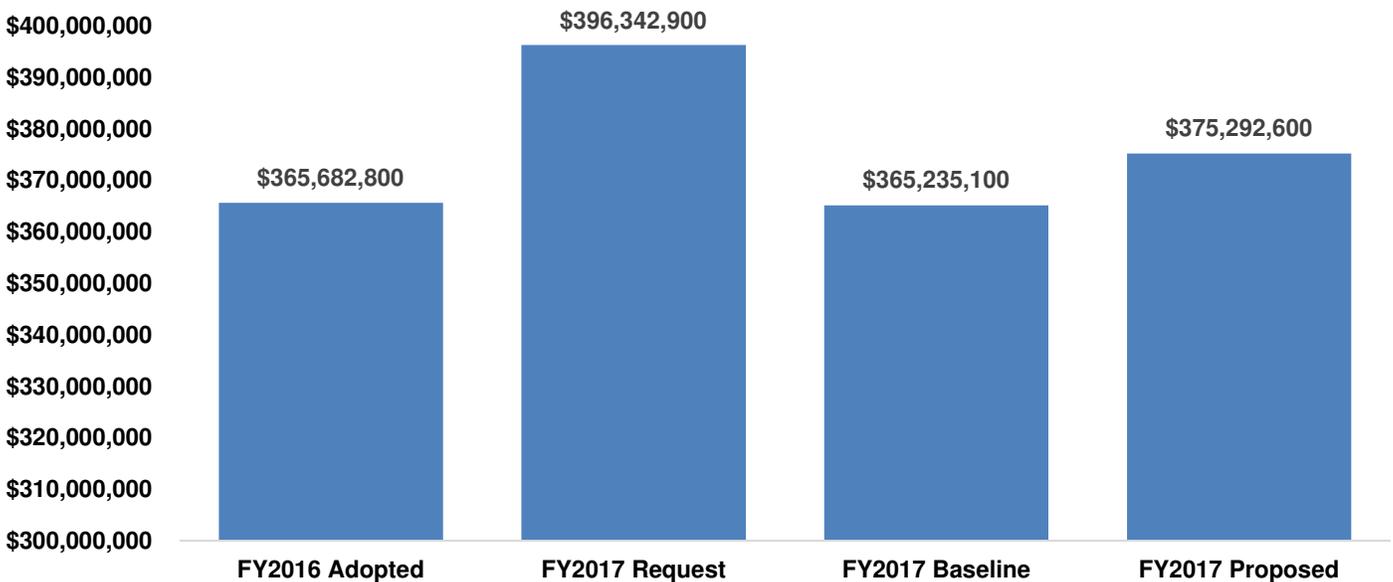


GENERAL FUND OPERATING BUDGET

Revenues



Expenditures



GENERAL FUND OPERATING BUDGET

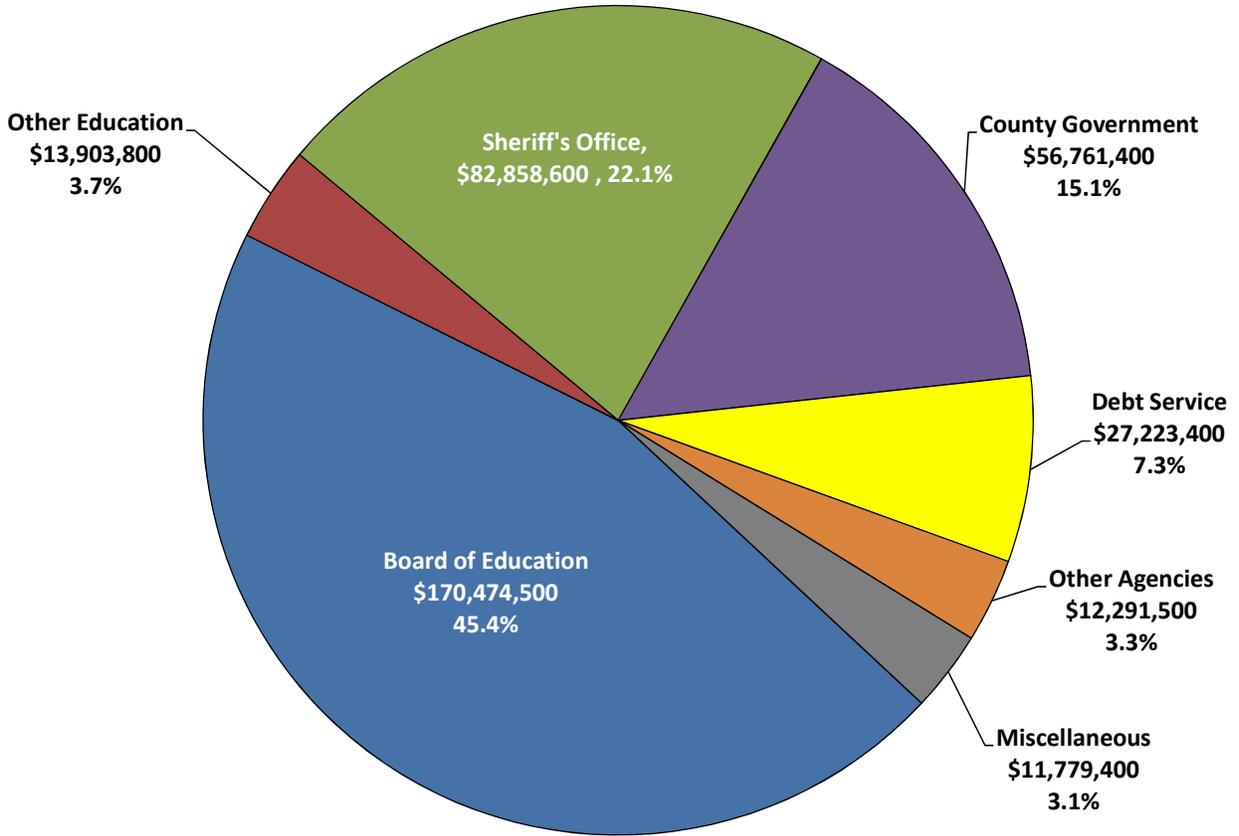
	<u>FY2016</u> <u>Adopted</u>	<u>FY2017</u> <u>Request</u>	<u>FY2017</u> <u>Baseline</u>	<u>FY2017</u> <u>Proposed</u>	<u>Proposed</u> <u>\$ Change</u> <u>from FY2016</u>	<u>Proposed</u> <u>%</u> <u>Chg.</u>
REVENUES						
Operating Revenues						
Property Taxes	\$205,278,400	\$211,639,000	\$211,639,000	\$211,639,000	\$6,360,600	3.1%
Income Tax	111,931,000	120,591,000	120,591,000	120,591,000	8,660,000	7.7%
Recordation Tax	11,300,000	11,300,000	11,300,000	11,300,000	0	0.0%
Transfer Tax	4,683,200	5,000,000	5,000,000	5,000,000	316,800	6.8%
Other Taxes	2,697,200	2,703,500	2,703,500	2,703,500	6,300	0.2%
Services Charges	6,236,800	6,948,600	6,948,600	7,027,500	790,700	12.7%
Intergovernmental	2,043,800	2,073,500	2,073,500	2,175,200	131,400	6.4%
Licenses & Permits	1,033,800	1,010,100	1,010,100	1,010,100	(23,700)	-2.3%
Fines & Forfeitures	3,466,000	3,466,000	3,466,000	3,466,000	0	0.0%
Other Income	2,115,000	2,111,500	2,111,500	2,111,500	(3,500)	-0.2%
Total Operating Revenues	\$350,785,200	\$366,843,200	\$366,843,200	\$367,023,800	\$16,238,600	4.6%
Other Financing Sources						
Transfer from Capital Project Fund	2,502,500	0	0	0	(2,502,500)	-100.0%
Transfer from Special Revenue Fund	1,400,000	1,200,000	1,200,000	1,200,000	(200,000)	-14.3%
Capital Lease Proceeds	6,979,100	4,147,300	2,894,100	3,342,500	(3,636,600)	-52.1%
Reserved Fund Balance	4,016,000	3,118,400	3,118,400	3,118,400	(897,600)	-22.4%
Unreserved Fund Balance	0	0	0	607,900	607,900	N/A
Total Other Financing Sources	\$14,897,600	\$8,465,700	\$7,212,500	\$8,268,800	(\$6,628,800)	-44.5%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$365,682,800	\$375,308,900	\$374,055,700	\$375,292,600	\$9,609,800	2.6%
EXPENDITURES						
Board of Education	\$166,121,100	\$178,425,400	\$166,498,700	\$170,474,500	\$4,353,400	2.6%
Sheriff's Office	79,926,900	88,231,200	80,800,600	82,858,600	2,931,700	3.7%
Debt Service	23,871,100	27,175,100	27,175,100	27,223,400	3,352,300	14.0%
County Administered						
Public Works - Facilities	14,348,100	14,517,200	13,999,800	14,225,700	(122,400)	-0.9%
Emergency Services	13,931,700	16,412,800	13,991,500	14,424,900	493,200	3.5%
Recreation, Parks, and Tourism	7,196,500	7,891,400	7,478,000	7,892,800	696,300	9.7%
Fiscal & Administrative Services	5,985,000	6,390,800	5,872,700	6,275,100	290,100	4.8%
Planning & Growth Management	5,814,000	6,145,400	5,811,200	5,943,300	129,300	2.2%
Community Services	2,802,400	2,426,500	2,282,400	2,310,500	(491,900)	-17.6%
Economic Development	1,687,500	2,400,900	1,714,500	1,723,300	35,800	2.1%
General Government	3,650,800	4,142,800	3,678,300	3,965,800	315,000	8.6%
Total County Administered	\$55,416,000	\$60,327,800	\$54,828,400	\$56,761,400	\$1,345,400	2.4%
College of Southern MD	9,710,300	9,830,400	9,710,300	9,815,400	105,100	1.1%
Library	3,983,600	4,735,400	4,004,800	4,074,800	91,200	2.3%
Health Department	2,522,300	3,081,300	2,522,300	2,762,300	240,000	9.5%
Other General Government	12,289,900	13,444,500	12,730,900	12,903,900	614,000	5.0%
Other Agencies/Misc.	2,565,600	2,827,500	2,474,300	2,489,200	(76,400)	-3.0%
Contingency	100,000	182,600	182,600	1,173,600	1,073,600	1073.6%
Total Expenditures	\$356,506,800	\$388,261,200	\$360,928,000	\$370,537,100	\$14,030,300	3.9%
Other Financing Uses						
Capital Project Pay-as-you-go	1,646,900	863,000	863,000	863,000	(783,900)	-47.6%
Watershed Fund Subsidy	550,000	550,000	550,000	550,000	0	0.0%
Capital Asset Purchases	6,979,100	4,147,300	2,894,100	3,342,500	(3,636,600)	-52.1%
Total Other Financing Uses	\$9,176,000	\$5,560,300	\$4,307,100	\$4,755,500	(\$4,420,500)	-48.2%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$365,682,800	\$393,821,500	\$365,235,100	\$375,292,600	\$9,609,800	2.6%
SURPLUS/(DEFICIT)	\$0	(\$18,512,600)	\$8,820,600	\$0	\$0	
Estimated Merit Increase*		1,004,000 included in Proposed Budgets above			
Estimated Step Increase- Sheriff Deputy Officers		526,400 included in Proposed Budgets above			
Estimated Sheriff's Office Pay Scale Adjustment		991,000 included in Proposed Contingency Budget			
REVISED SURPLUS/(DEFICIT)		(21,034,000)				

* Estimate includes County Departments, State's Attorney's Office, Circuit Court, Library, Soil Conservation, and Sheriff (Correctional Officers & Civilians).

GENERAL FUND

FY17 General Fund Appropriations

TOTAL PROPOSED = \$375,292,600



GENERAL FUND OPERATING BUDGET

	<u>FY2016</u> <u>Adopted</u>	<u>FY2017</u> <u>Request</u>	<u>FY2017</u> <u>Baseline</u>	<u>FY2017</u> <u>Proposed</u>	<u>Proposed</u> <u>\$ Change</u> <u>from FY2016</u>	<u>Proposed</u> <u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION						
<u>EDUCATION</u>						
Board of Education	\$166,121,100	\$178,425,400	\$166,498,700	\$170,474,500	\$4,353,400	2.6%
College of Southern Maryland	9,710,300	9,830,400	9,710,300	9,815,400	105,100	1.1%
Library	3,983,600	4,735,400	4,004,800	4,074,800	91,200	2.3%
Other	33,600	13,600	13,600	13,600	(20,000)	-59.5%
Total Education	\$179,848,600	\$193,004,800	\$180,227,400	\$184,378,300	\$4,529,700	2.5%
<u>PUBLIC SAFETY</u>						
Sheriff	\$59,327,300	\$65,311,400	\$60,155,900	\$61,969,900	\$2,642,600	4.5%
Corrections	18,415,300	20,406,700	18,188,900	18,426,900	11,600	0.1%
Automated Enforcement Unit (AEU)	2,022,300	2,228,800	2,174,000	2,178,700	156,400	7.7%
Fingerprinting Service	162,000	284,300	281,800	283,100	121,100	74.8%
Sheriff's Office	\$79,926,900	\$88,231,200	\$80,800,600	\$82,858,600	\$2,931,700	3.7%
Emergency Services Administration	316,800	403,100	318,100	405,700	88,900	28.1%
False Alarm Reduction Unit	178,800	172,300	172,300	174,600	(4,200)	-2.3%
Animal Control	689,500	686,900	686,900	691,500	2,000	0.3%
Animal Shelter	818,300	929,800	786,100	957,700	139,400	17.0%
Fire/EMS Communications	3,574,800	3,706,100	3,657,700	3,723,300	148,500	4.2%
Career Emergency Medical Services	8,063,600	9,244,700	8,032,200	8,128,400	64,800	0.8%
Tactical Response Team	171,500	1,136,100	212,400	212,400	40,900	23.8%
Emergency Management	118,400	133,800	125,800	131,300	12,900	10.9%
Subtotal: Emergency Services	\$13,931,700	\$16,412,800	\$13,991,500	\$14,424,900	\$493,200	3.5%
Total Public Safety	\$93,858,600	\$104,644,000	\$94,792,100	\$97,283,500	\$3,424,900	3.6%
<u>DEBT SERVICE</u>						
Principal	\$16,288,300	\$19,429,700	\$19,429,700	\$19,478,000	\$3,189,700	19.6%
Interest	6,897,000	7,135,100	7,135,100	7,135,100	238,100	3.5%
Miscellaneous	685,800	610,300	610,300	610,300	(75,500)	-11.0%
Total Debt Service	\$23,871,100	\$27,175,100	\$27,175,100	\$27,223,400	\$3,352,300	14.0%
<u>GENERAL GOVERNMENT</u>						
Central Services	\$2,084,100	\$2,178,700	\$2,178,700	\$2,159,100	\$75,000	3.6%
OPEB Contribution	1,000,000	1,250,000	1,250,000	1,250,000	250,000	25.0%
Election Board	1,214,200	1,199,800	1,154,000	1,199,800	(14,400)	-1.2%
Liquor Board	241,700	246,100	246,100	247,600	5,900	2.4%
Orphan's Court	53,400	55,100	55,100	55,100	1,700	3.2%
Circuit Court	1,238,500	1,769,000	1,241,300	1,330,300	91,800	7.4%
State's Attorney	4,172,900	4,289,300	4,149,200	4,205,500	32,600	0.8%
Retiree Benefits	2,271,400	2,441,200	2,441,200	2,441,200	169,800	7.5%
Volunteer Fire & Rescue Subsidy	13,700	15,300	15,300	15,300	1,600	11.7%
Subtotal: Other General Govt.	\$12,289,900	\$13,444,500	\$12,730,900	\$12,903,900	\$614,000	5.0%
County Commissioners	\$507,600	\$496,500	\$496,500	\$496,500	(\$11,100)	-2.2%
Administrative Services	1,370,500	1,730,800	1,444,800	1,531,000	160,500	11.7%
County Attorney	966,400	977,000	935,800	993,000	26,600	2.8%
Human Resources	806,300	938,500	801,200	945,300	139,000	17.2%
Subtotal: County Administered	\$3,650,800	\$4,142,800	\$3,678,300	\$3,965,800	\$315,000	8.6%
General Government						
Total General Government	\$15,940,700	\$17,587,300	\$16,409,200	\$16,869,700	\$929,000	5.8%

GENERAL FUND OPERATING BUDGET

	FY2016 <u>Adopted</u>	FY2017 <u>Request</u>	FY2017 <u>Baseline</u>	FY2017 <u>Proposed</u>	Proposed \$ Change from FY2016	Proposed % Chg.
EXPENDITURES BY DIVISION						
<u>FISCAL & ADMINISTRATIVE SERVICES</u>						
Administration	\$263,400	\$259,500	\$259,500	\$265,700	\$2,300	0.9%
Budget	423,700	415,000	415,000	420,600	(3,100)	-0.7%
Information Technology	2,621,100	3,024,800	2,677,800	2,963,600	342,500	13.1%
Purchasing	448,500	387,800	346,200	350,000	(98,500)	-22.0%
Treasury	1,117,400	1,134,700	1,084,100	1,096,800	(20,600)	-1.8%
Accounting	1,110,900	1,169,000	1,090,100	1,178,400	67,500	6.1%
Total Fiscal & Admin. Services	\$5,985,000	\$6,390,800	\$5,872,700	\$6,275,100	\$290,100	4.8%
<u>PUBLIC WORKS - FACILITIES</u>						
Administration	\$760,400	\$606,000	\$597,500	\$615,600	(\$144,800)	-19.0%
Building & Trades	7,483,100	7,693,600	7,362,800	7,499,200	16,100	0.2%
Vehicle Maintenance	993,100	978,300	977,500	995,100	2,000	0.2%
Roads	5,111,500	5,239,300	5,062,000	5,115,800	4,300	0.1%
Total Public Works	\$14,348,100	\$14,517,200	\$13,999,800	\$14,225,700	(\$122,400)	-0.9%
<u>COMMUNITY SERVICES</u>						
Administration	\$509,300	\$305,800	\$305,800	\$306,700	(\$202,600)	-39.8%
Aging & Senior Programs	1,574,200	1,466,700	1,389,900	1,413,200	(161,000)	-10.2%
Housing Authority	718,900	654,000	586,700	590,600	(128,300)	-17.8%
Total Community Services	\$2,802,400	\$2,426,500	\$2,282,400	\$2,310,500	(\$491,900)	-17.6%
<u>RECREATION, PARKS, AND TOURISM</u>						
Administration	\$0	\$578,100	\$386,100	\$579,100	\$579,100	N/A
Recreation	1,593,300	1,625,400	1,562,800	1,650,900	57,600	3.6%
Parks & Grounds	4,733,300	4,739,500	4,653,600	4,708,600	(24,700)	-0.5%
Tourism	869,900	948,400	875,500	954,200	84,300	9.7%
Total Recreation, Parks, & Tourism	\$7,196,500	\$7,891,400	\$7,478,000	\$7,892,800	\$696,300	9.7%
<u>PLANNING & GROWTH MANAGEMENT</u>						
Administration	\$256,300	\$391,600	\$322,000	\$331,800	\$75,500	29.5%
Transportation	3,014,800	3,001,400	3,001,400	3,001,400	(13,400)	-0.4%
Planning	1,521,500	1,651,200	1,491,200	1,515,700	(5,800)	-0.4%
Inspections & Enforcement	347,400	405,600	341,200	405,900	58,500	16.8%
Codes & Permits	433,600	421,500	420,000	427,400	(6,200)	-1.4%
Resource & Infrastructure Mgmt.	240,400	274,100	235,400	261,100	20,700	8.6%
Total Planning & Growth Mgmt.	\$5,814,000	\$6,145,400	\$5,811,200	\$5,943,300	\$129,300	2.2%
<u>HEALTH SERVICES</u>						
Health Department	\$2,522,300	\$3,081,300	\$2,522,300	\$2,762,300	\$240,000	9.5%
Other Health Services	193,200	0	0	0	(193,200)	-100.0%
Water & Sewer Services	189,700	189,700	189,700	189,700	0	0.0%
Mosquito Control	115,000	123,000	115,000	123,000	8,000	7.0%
Dept. of Health & Mental Hygiene	120,400	120,400	120,400	120,400	0	0.0%
Total Health	\$3,140,600	\$3,514,400	\$2,947,400	\$3,195,400	\$54,800	1.7%
<u>SOCIAL SERVICES</u>						
Department of Social Services	\$311,000	\$311,000	\$311,000	\$311,000	\$0	0.0%
Other Social Services	659,600	835,700	832,800	832,800	173,200	26.3%
Total Social Services	\$970,600	\$1,146,700	\$1,143,800	\$1,143,800	\$173,200	17.8%
<u>ECONOMIC DEVELOPMENT</u>						
Economic Development Department	\$1,687,500	\$2,400,900	\$1,714,500	\$1,723,300	\$35,800	2.1%
Other Economic Development Svcs	287,300	571,800	243,300	243,300	(44,000)	-15.3%
Total Economic Development	\$1,974,800	\$2,972,700	\$1,957,800	\$1,966,600	(\$8,200)	-0.4%

GENERAL FUND OPERATING BUDGET

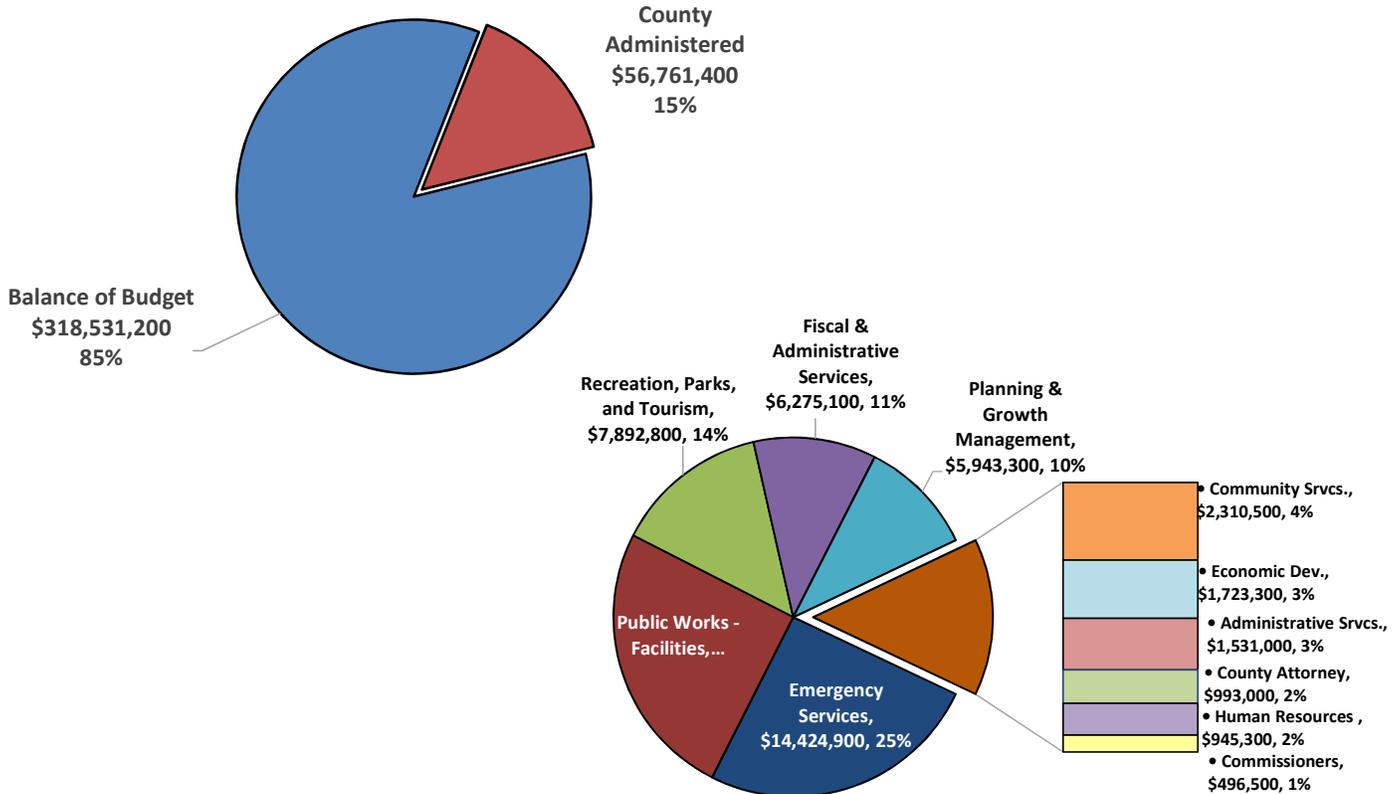
	FY2016 <u>Adopted</u>	FY2017 <u>Request</u>	FY2017 <u>Baseline</u>	FY2017 <u>Proposed</u>	Proposed \$ Change from FY2016	Proposed % Chg.
EXPENDITURES BY DIVISION						
<u>CONSERVATION OF NATURAL RESOURCES</u>						
University of MD Extension	\$241,900	\$253,400	\$243,100	\$243,100	\$1,200	0.5%
Soil Conservation	380,400	372,000	372,000	378,800	(1,600)	-0.4%
Weed Control	15,300	15,400	15,400	15,400	100	0.7%
So. MD Resource Conservation	9,200	12,500	9,000	9,100	(100)	-1.1%
Gypsy Moth	9,000	9,000	9,000	9,000	0	0.0%
Total Conservation of Nat. Resources:	\$655,800	\$662,300	\$648,500	\$655,400	(\$400)	-0.1%
<u>CONTINGENCY</u>						
Contingency	\$100,000	\$100,000	\$100,000	\$100,000	\$0	0.0%
Contingency - 5th Judge	0	82,600	82,600	82,600	82,600	N/A
Contingency - CCSO Payscale	0	0	0	991,000	991,000	N/A
Total Contingency	\$100,000	\$182,600	\$182,600	\$1,173,600	\$1,073,600	1073.6%
TOTAL EXPENDITURES	\$356,506,800	\$388,261,200	\$360,928,000	\$370,537,100	\$14,030,300	3.9%
<u>FINANCING USES:</u>						
Capital Project Pay-as-you-go	\$1,646,900	\$863,000	\$863,000	\$863,000	(\$783,900)	-47.6%
Watershed Fund Subsidy	550,000	550,000	550,000	550,000	0	0.0%
Capital Asset Purchases	6,979,100	4,147,300	2,894,100	3,342,500	(3,636,600)	-52.1%
TOTAL FINANCING USES	\$9,176,000	\$5,560,300	\$4,307,100	\$4,755,500	(\$4,420,500)	-48.2%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$365,682,800	\$393,821,500	\$365,235,100	\$375,292,600	\$9,609,800	2.6%
SURPLUS/(DEFICIT)	\$0	(\$18,512,600)	\$8,820,600	\$0	\$0	
Estimated Merit Increase*		1,004,000				
Estimated Step Increase- Sheriff Deputy Officers		526,400				
Estimated Sheriff's Office Pay Scale Adjustment		991,000				
REVISED SURPLUS/(DEFICIT)		(\$21,034,000)	(\$8,820,600)	\$0		

* Estimate includes County Departments, State's Attorney's Office, Circuit Court, Library, Soil Conservation, and Sheriff (Correctional Officers & Civilians).

PROPOSED GENERAL FUND COUNTY ADMINISTERED DEPARTMENTS

Dept.			Baseline		-FY2017 Proposed-		FY 2017
Detail	FY2016	FY2017	%	FY2017	\$ Change	%	Proposed
Page#	Adopted	Baseline	Chg.	Proposed	from FY2016	Chg.	Greater Than
							Baseline
COUNTY ADMINISTERED- BY DEPARTMENT							
26	Emergency Services	\$13,931,700	\$13,991,500	0.4%	\$14,424,900	\$493,200	\$433,400
75	Public Works - Facilities	14,348,100	13,999,800	-2.4%	14,225,700	(122,400)	225,900
90	Recreation, Parks, and Tourism	7,196,500	7,478,000	3.9%	7,892,800	696,300	414,800
62	Fiscal & Administrative Services	5,985,000	5,872,700	-1.9%	6,275,100	290,100	402,400
98	Planning & Growth Management	5,814,000	5,811,200	0.0%	5,943,300	129,300	132,100
83	Community Services	2,802,400	2,282,400	-18.6%	2,310,500	(491,900)	28,100
118	Economic Development	1,687,500	1,714,500	1.6%	1,723,300	35,800	8,800
44	Administrative Services	1,370,500	1,444,800	5.4%	1,531,000	160,500	86,200
42	County Commissioners	507,600	496,500	-2.2%	496,500	(11,100)	0
43	County Attorney	966,400	935,800	-3.2%	993,000	26,600	57,200
51	Human Resources	806,300	801,200	-0.6%	945,300	139,000	144,100
Total		\$55,416,000	\$54,828,400	-1.1%	\$56,761,400	\$1,345,400	\$1,933,000
COUNTY ADMINISTERED- BY ACCOUNT CLASSIFICATION							
	Personal Services	\$29,124,000	\$28,831,400	-1.0%	\$29,903,100	779,100	\$1,071,700
	Fringe Benefits	8,973,400	8,540,100	-4.8%	8,828,300	(145,100)	288,200
	Operating Costs	13,836,600	14,088,100	1.8%	14,661,200	824,600	573,100
	Local Match for Grants	3,482,000	3,330,000	-4.4%	3,330,000	(152,000)	0
	Capital Outlay	0	38,800	New	38,800	38,800	0
Total		\$55,416,000	\$54,828,400	-1.1%	\$56,761,400	\$1,345,400	\$1,933,000

FY2017 PROPOSED BUDGET



**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

Dept.
Page#
26

Emergency Services

\$13,931,700 FY16 ADOPTED BUDGET

Salaries & Fringe

(\$32,700)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA & the FY16 one-time bonus.	-0.3%
(\$141,000)	-Pension decrease due to actuarial plan assumption changes	
\$5,000	-Increase in part time pay per the Medical Director Contract.	
\$55,100	- Health cost increase due to claims experience and employee selections.	
\$32,000	- Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.	

Animal Control

\$5,200	-To cover the Annual Police Mobile License for Animal Control Vehicles. This software is installed on Mobile Data Terminals (MDTs) and is utilized for the electronic dispatching of calls from the Sheriff's Office Communications Division to the Animal Control Officers in the field.
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Fire/EMS Communications

\$75,000	-To extend the life of six of the County's eleven radio system shelters. The request is to seal the roof on each shelter and then furnish and install standing seam roof panels, flashing and caulk to protect the equipment shelter. In FY18, the Division will be requesting to extend the life of the remaining five radio system shelters.
\$33,000	-Increase in the Telephone budget to reflect current activity.
\$16,000	-To provide and install radio console cables and telephone cables for new dispatch consoles.
\$9,800	-To fund ArcGIS software upgrade to ArcGIS Standard which will provide additional functionality not available in the ArcBasic level. This upgrade is required for the next generation 911 system. The total cost of this software will increase to \$14,000.
\$4,500	-To replace all batteries in the Uninterruptible power supply (UPS) at the Indian Head radio system shelter.
(\$40,500)	-Reductions for one time costs and other line items.

Emergency Medical Services

\$14,300	-Wireless PC Connection budget was adjusted by \$14,300 to reflect current activity.
\$13,000	-An increase in the Billing Contract based on EMS service collections.
(\$11,900)	-The Medical Expenses budget was reduced as less physicals are needed during FY 2017. For the FY 2016 physicals were budgeted for all EMS employees.
(\$2,400)	-Reductions for one time costs and other line items.

Tactical Response Team (TRT)

\$38,800	-To replace twenty-five 25 (half) of its self-contained breathing air bottles (SCBA) which are out of date and no longer serviceable (at 15 years).
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(\$13,400)	- Miscellaneous Adjustments in all Divisions.
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\$59,800	TOTAL CHANGE FROM FY2016	0.4%
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\$13,991,500	FY17 BASELINE BUDGET
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**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

Emergency Services

\$13,991,500 **FY17 BASELINE BUDGET**

\$153,300 **Cost of Merit Increase**

\$162,600 **Animal Shelter: Animal Shelter Attendants (4.0 FTE-net of other Counties)***

4 (four) additional Attendants; Comparing the current kennel staffing level of 5.6 FTE to the levels recommended by the National Animal Control Association and the Humane Society of the United States based on the number of animals (dogs/cats) cared for each day, the recommended kennel staffing would be 12.5 FTE.

* **NOTE:** Number of positions may be altered based on participation of other Counties. Based on existing agreement Calvert and St. Mary's would pay \$101,700 towards these positions.

Net Cost to the County would be \$60,900.

\$85,000 **Strategic Planning Study (net of Volunteer Fire & Rescue share)**

The Strategic Planning Study was recommended in the 2013 internal audit. This study would identify, categorize, and coordinate resources necessary for overall system implementation and operation, maintain a coordinated response and ensure that resources are used appropriately throughout the County, provide equal access to basic fire response and emergency care for all victims of medical or traumatic emergencies, and provide adequate triage and transport of all victims by appropriately certified personnel in properly licensed, equipped, and maintained ambulances. The Charles County Volunteer Firemen and Emergency Medical Services (EMS) Associations have endorsed this study and have offered to pay for half of the study cost.

\$3,500 **Citizen Guide for Emergency Preparedness**

The Citizens Guide was last updated in March of 2006

\$29,000 **Fire/EMS Communications: Night Differential increase pay**

To restore night differential pay parity between CCG Dispatchers and CCSO Dispatchers

\$14,424,900 **FY17 PROPOSED BUDGET**

3.5%

• Replacement Vehicle and Equipment Listing- to be financed with a five-year term capital lease

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
Animal Control		
\$276,000	(4) Full-Size Commercial Van and Conversion Packages @ \$69,000 each	\$29,600
Career EMS		
65,000	Medic Unit - Full-Size Sports Utility Vehicle (SUV)	7,000
158,800	Cardiac Monitor/Defibrillators (4)	17,100
103,000	Mass Casualty Trailer	11,100
\$602,800	Total	\$64,800

• New capital asset purchases to be financed with a five-year term capital lease:

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
Career EMS		
\$280,000	New Ambulance (Charles County Mobile Intensive Care Unit)	\$30,100
86,000	Mass Casualty Support Unit upgrade (increase in lease)	9,200
\$366,000	Total	\$39,300

• New Items included in the Proposed Budget for the Department of Fiscal & Administrative Services, Information Technology Division:

\$60,900 **IT: Telestaff Time Keeping Software for EMS**

\$152,600 **IT: First Watch Software for EMS**

\$213,500 **Total**

\$1,221,100 **Total Asset Purchases**

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

75 Public Works - Facilities

\$14,348,100 FY16 ADOPTED BUDGET

Reorganization

- (\$77,200) - Reallocate 25% of Director and Assistant Director to Capital Project Fund.
- (\$92,000) - A Program Specialist (Parks) will be transferred to the new Department of Recreation, Parks, and Tourism.

Salaries & Fringe (all divisions)

- (\$53,400) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA & the FY16 one-time bonus. -0.7%
- (\$174,800) - Pension decrease due to actuarial plan assumption changes
- \$51,500 - Health cost increase due to claims experience and employee selections.
- \$28,700 - Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.

Administration

- \$3,000 - Increase in Equipment Repairs and Maintenance to cover the cost of copier machine repairs.

Building & Trades

- \$5,000 - Project Outsourcing is increasing by \$5,000 based on activity due to high demand of unscheduled and unplanned projects that are being outsourced, in addition to the contingency funding for unforeseen emergencies and catastrophic failures. This will increase the current budget of \$250,000 by 2%.
- \$14,500 - Full year impact of Smallwood Park and Ride for Electricity, General Supplies, and General Repairs and Maintenance.
- (\$59,100) - Utilities and Electricity are being decreased based on activity and to move funds for the Golf Course.

Vehicle Maintenance

- (\$6,600) - Decrease in Vehicle Fuel (\$1,600) and Contract Services (\$5,000) based on activity.

Road Maintenance

- \$11,400 - Contract Services increase is for tree trimming, additional curb and gutter repairs in the aging Development District and to cover contract neighborhood mowing cost share. This will increase the current budget of \$596,800 by 2%.
- \$10,000 - General Repairs and Maintenance is increasing to cover repairs to growing citizen demand, work request, and increased number of roads/miles accepted. In 2015, the County increased its road inventory by 25 new roads, totaling 16 lane miles. This will increase the current budget of \$357,000 by 2%.
- (\$10,000) - Based on activity, Vehicle Fuel is decreasing.

\$700 - Miscellaneous Adjustments in all Divisions.

(\$348,300) TOTAL CHANGE FROM FY2016 -2.4%

\$13,999,800 FY17 BASELINE BUDGET

PROPOSED GENERAL FUND COUNTY ADMINISTERED DEPARTMENTS

Public Works - Facilities

\$13,999,800 **FY17 BASELINE BUDGET**

\$105,400 **Cost of Merit Increase**

\$26,000

Roads: Part Time II - Year Round Flag Persons (1.3 FTE) -

NOTE: Partially offset with savings of \$10,000 in Central Services for reduction in unemployment

Part Time funding for Flag Persons. Roads Division currently only has enough budget to employ Flag Persons eight months per year. This leaves four months without enough staff to safely make high traffic work zones. Part Time Flag Persons increases the efficiency of the Roads Division and provides a safe working environment. Certified Flag Persons are a must to provide year round safety in work zones.

(\$6,000) **Roads: Reduction in supplies to cover lease payments on Asphalt Recycler/Hot Box Trailer**

To recycle asphalt millings and keep new asphalt hot which will reduce waste. Eco-friendly and can reduce labor and fuel costs to make return trips to the Asphalt Plant. Currently used state wide by Maryland State Highway Administration (SHA).

\$7,000 **Vehicle Maintenance: Diagnostic Scan Tool**

To increase productivity and provide ability to diagnose and repair vehicles and equipment using the latest technology.

\$85,000 **Building & Trades: Project Outsourcing - Increase funding to \$340,000**

\$3,600 **Administration/Inventory: pallet racking**

\$4,900 **Administration: modular storage cabinets (2)**

\$14,225,700 **FY17 PROPOSED BUDGET**

-0.9%

• Replacement Vehicle and Equipment Listing- to be financed with a five-year term capital lease

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
	Building & Trades	
\$25,000	2.5L Cargo Van	\$2,700
34,000	Full-size 3.7L Cargo Van	3,700
34,000	Full-size 3.7L Cargo Van	3,700
	Vehicle Maintenance	
42,000	5,000 lb. Forklift	4,500
	Roads	
260,000	Wheel Loader	27,900
75,000	Mini Excavator	8,100
115,000	Mowing Tractor	12,400
125,000	Boom Ax Tractor	13,400
\$710,000	Total	\$76,400

• New capital asset purchases to be financed with a five-year term capital lease:

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
\$31,000	Roads: Asphalt Recycler/Hot Box Trailer	\$3,400
	NOTE: Reduction in supplies of \$6,000 offset the lease payment.	

• New Items included in the Proposed Budget for the Department of Fiscal & Administrative Services, Information Technology Division:

\$1,800 **IT: Laserjet Color Printer for DPW**

\$758,300 Total Asset Purchases

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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Recreation, Parks, & Tourism

\$7,196,500 FY16 ADOPTED BUDGET

Reorganization

- \$286,900 - The following positions were transferred from Community Services: Assistant to Director, Program Specialist, Fiscal Specialist, and 50% of the Office Associate.
- \$92,000 - A Program Specialist (Parks) was transferred from Public Works- Facilities.
- \$7,200 - Operating costs transferred from Department of Community Services Administration Division.

Salaries & Fringe

- (\$46,600) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA & the FY16 one-time bonus. -0.9%
- (\$103,400) - Pension decrease due to actuarial plan assumption changes.
- \$21,900 - Health cost increase due to claims experience and employee selections.
- \$18,600 - Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.

Recreation

- (\$600) - Operating Costs decrease is net result of reductions in Office Supplies, Advertising, Uniforms, and increase in Equipment Repair and Maintenance.

Parks & Grounds

- \$58,500 - Electricity/Utilities is increasing due to the Golf Course Electricity budget being moved from Building and Trades and based on anticipated cost for FY2017.
- \$9,500 - Included are funds of \$26,500 for the Golf Cart Rental Lease. This was approved in FY16 and the cost was partially offset with a reduction in Equipment Repairs and Maintenance (\$13,500) and Vehicle Fuel (\$3,500). The remaining \$9,500 is offset by an increase in revenues.
- \$10,100 -Full year impact of Smallwood Park and Ride for increased mowing, sweeping and grounds maintenance.
- (\$51,300) -Due to recent bid results, Grounds Maintenance is being reduced.
- (\$19,600) -Based on activity, Vehicle Fuel is being decreased by an additional (\$8,000), Concession Merchandise by (\$6,600), and Contract Personnel by (\$5,000).
- (\$3,900) -Equipment was reduced based on one time FY2016 cost. Funds remaining are to replace bleachers (8) to be compliant with safety standards, to replace a landscaping trailer, a pole saw, a pressure washer and two field line painters.
- \$2,400 -Increases in Bank Expense, Background Checks, and Alarms Repair/Mnt. based on activity

Tourism

- \$200 - Increase in Operating Costs is due to adjusting various expense lines based on spending patterns.
- (\$400) - Miscellaneous Adjustments in all Divisions.

\$281,500	TOTAL CHANGE FROM FY2016	3.9%
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\$7,478,000 FY17 BASELINE BUDGET

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

Recreation, Parks, & Tourism

\$7,478,000	FY17 BASELINE BUDGET	
\$80,100	Cost of Merit Increase	
\$182,400	Director of Recreation, Parks, & Tourism (salary, fringe, operating)	<i>A Director is needed to oversee the reorganization which brings similar county government functions together by realigning existing divisions and creating a new department.</i>
\$62,600	Recreation: Multi Center Coordinator (1.0 FTE)	<i>To handle the operation of Port Tobacco Recreation Center and Davis Middle School based Recreation Center.</i>
\$3,300	Parks & Grounds: additional Part Time funding at Rail Trail	
\$3,400	Parks & Grounds: additional Part Time funding at Mallows Bay	
\$5,000	Parks & Grounds: Loader Attachment for existing trailer at Pisgah Parks	
\$5,600	Parks & Grounds: Bleacher Expansion at Oakridge Park	
\$11,400	Tourism: Tourism Website	
\$56,000	Tourism: Increased Event Sponsorship to include (2) Fishing Tournaments in FY17	
\$5,000	Tourism: Religious Freedom Scenic Byway Interpretive Plan (3 yr.)	<i>-To cover partnership fees for the Religious Freedom Scenic Byway Interpretive plan. The Byway received funding from Maryland Historic Trust and there is matching money required from both St. Mary's County and Calvert County.</i>
<hr/>		
\$7,892,800	FY17 PROPOSED BUDGET	9.7%

• Replacement Vehicle and Equipment Listing- to be financed with a five-year term capital lease

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
	Parks & Grounds	
\$13,500	Turf Mower	\$1,500
69,000	Skid Steer Loader	7,400
18,500	Front Deck Mower	2,000
34,000	3/4 Ton Pick-Up Truck with 4wd	3,700
13,500	Zero-turn mower	1,500
6,800	Small 4x2 All-Terrain Utility Vehicle	800
32,000	Compact Tractor 4 Wheel Drive with loader	3,500
22,000	4 Wheel Drive 72" mower	2,400
32,000	Compact Tractor 4 Wheel Drive with loader	3,500
<hr/>		
\$241,300	Total	\$26,300

• New capital asset purchases to be financed with a five-year term capital lease:

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
\$26,400	Administration: SUV for New Department	\$2,900

• New Items included in the Proposed Budget for the Department of Fiscal & Administrative Services:

\$4,000	IT: PC, Laptop, Cellphone & Desk phone for Department of Recreation, Parks, & Tourism
\$2,700	DFAS Admin.: Increase in Operating Costs for Indirect Cost Allocation Plan which will need to be revised due to the reorganization of County Government.
<hr/>	
\$6,700	Total

\$282,300 Total Asset Purchases

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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Fiscal & Administrative Services

\$5,985,000 FY16 ADOPTED BUDGET

Salaries & Fringe

- (\$12,800) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA & the FY16 one-time bonus. -4.4%
- (\$72,200) -The Purchasing Programs Outreach Administrator position was transferred to Economic Development.
- (\$123,000) - Pension decrease due to actuarial plan assumption changes.
- \$3,600 - Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.

Purchasing

- (\$8,200) - Adjusting Dues and Subscriptions based on estimated needs for FY2017 and transferring funds to Economic Development for operating cost associated with the Purchasing Program Outreach Administrative position.

Accounting

- \$2,300 - To cover the increase in auditing fees based on the contract.

Information Technology

- \$59,800 Additional funding for Software & Upgrades:
 - Cartegraph increase in annual maintenance and required upgrade, \$41,500
 - Sencha Software (mobile application development), \$2,300 (\$300 is annual maintenance cost).
 - Family Medical Leave Act Manager 3-year subscription, \$1,800
 - ACOM EZPRINT (easy design software), increase in annual maintenance, \$500.
 - ESRI desktop (GIS software), increase in annual maintenance \$250.
 - Increase in NeoGov (Human Resources application system) annual maintenance, \$200.
 - ICMA software subscription (County Administrator), \$6,000.
 - Cryo Complete (IBM/I-series), increase in annual maintenance, \$1,100.
 - Software license maintenance increase, \$6,200.
- \$25,600 - PC Repairs and Maintenance and Telecomm./Hub/Cable are increasing based on actual.
- \$10,600 -Other accounts have been adjusted to provide funds for iPad services, phones and data plans for cartegraph for the Roads Division, Park Managers and Animal Control.
- \$1,400 -Contract Services is increasing by \$800 based on the estimated IBM hardware annual maintenance and Equipment Repairs and Maintenance is increasing by \$600 for AirWatch license for Blackberry transition to smartphones (12 @ \$50).
- \$600 - Miscellaneous Adjustments in all Divisions.

	(\$112,300)	TOTAL CHANGE FROM FY2016	-1.9%
	\$5,872,700	FY17 BASELINE BUDGET	

PROPOSED GENERAL FUND COUNTY ADMINISTERED DEPARTMENTS

Fiscal & Administrative Services

\$5,872,700	FY17 BASELINE BUDGET	
\$58,500	Cost of Merit Increase	
\$74,900	Accounting: Accounting Officer(1.0 FTE)-	Funding provided by Enterprise Funds.
\$4,000	IT:	PC, desk phone, laptop, & licenses for New Accounting Officer
\$2,700	DFAS Admin.:	Increase in Operating Costs for Indirect Cost Allocation Plan which will need to be revised due to the reorganization of County Government.
	<u>Items for other Departments:</u>	
\$213,500	EMS:	First Watch Software and Telestaff Time Keeping Software
\$1,800	DPW:	Laserjet Color Printer for DPW
\$4,000	RPT:	PC, laptop, cellphone & desk phone for New Director
\$2,300	PGM:	PC, cellphone & desk phone for Zoning Technician
\$3,200	PGM:	PC, desk phone, AutoCAD for RIM: Engineer II (25% General Fund/75% Water & Sewer Fund)
\$2,000	PGM:	Monitor with projector and cables for PGM
\$2,600	PGM:	(10) Tablets & military grade tablet cases for PGM
\$1,000	PGM:	Desk phone for PGM Conference Room #3
\$5,000	County Administrator's Office:	Laserfiche for Administrative Support Specialist
\$3,600	Central Services:	PCs and desk phones for new Internal Audit staff
\$1,800	HR:	PC and desk phone for Compliance and Wellness Administrator
\$21,300	HR:	NeoGov components
\$200	Circuit Court:	Desk phone for Alternative Dispute Coordinator
<hr/> \$6,275,100	FY17 PROPOSED BUDGET	4.8%

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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Planning & Growth Management

\$5,814,000 FY16 ADOPTED BUDGET

Reorganization

\$81,500 Due to reorganization, reallocates staff time from Capital Improvement Fund to General Fund.

Salaries & Fringe

(\$37,000) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA & the FY16 one-time bonus. -1.4%

(\$64,900) - Pension decrease due to actuarial plan assumption changes.

\$24,300 - Health cost increase due to claims experience and employee selections.

\$6,700 - Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.

Transportation & Community Programs

\$53,850 The increase in operating grant match is due to an anticipated 3% increased cost of the vendor contract for route services.

(\$67,250) The 10% match on capital grant items include: capitalized preventative maintenance, a mandatory Transit Development Plan, five (5) replacement buses, two (2) sedans to be replaced with mini-buses, and bus shelter improvements for ADA accessibility. Capital grant purchases vary from year to year.

Planning

\$500 - Adjustment to operating accounts due to activity including a \$1,000 increase in Public Notices.

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

(\$2,800) TOTAL CHANGE FROM FY2016

0.0%

\$5,811,200 FY17 BASELINE BUDGET

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

Planning & Growth Management

\$5,811,200 **FY17 BASELINE BUDGET**
 \$46,700 **Cost of Merit Increase**
 \$24,500

Resource Infrastructure Management: Engineer II split with Enterprise Funds (1.0 FTE)

New responsibilities in Water/Sewer Modeling and Engineering Analysis have added substantial workloads beyond the capacity of the current Engineer III position. An additional experienced engineer is needed to keep pace with the modeling, system analysis, and studies being managed by the division. This position helps the County make cost effective decisions on infrastructure improvements. The majority of the workload (75%) for the position will focus on assisting the Senior Infrastructure Engineer with Water and Sewer Studies and Project Management, Infrastructure Analysis, Research, and System Planning. The position will also be responsible for managing certain General Government Fund contracts for Roadway, Bridge, Drainage and Floodplain Analysis, Studies and Improvement Plans (25%). These additional responsibilities are necessary to develop a diligent infrastructure assessment program to assist Public Works in determining infrastructure priorities.

\$59,400 **Codes, Permits, & Inspection Services: Zoning Technician (1.0 FTE)**

Another Zoning Technician position is needed due to the continued increase in Nuisance & Abatement cases that are received as well as new initiatives within the County including the Keep Charles County Beautiful campaign, which requires much more assertive inspections. Over the past five years, total zoning related inspections have increased by 7% per calendar year on average. The Nuisance & Abatement Board, which depends heavily on the Zoning Technicians to inspect, post and monitor contractors, has increased by an average of 92% per calendar year over the past five years. Each complaint requires three inspections during the Board's process. Weekend sign sweeps have been performed at a minimum during 2015 since the two Zoning Technicians have not been able to devote part of their weekend in this endeavor. Additionally, staff finds it necessary to be in the office more to do detail work which the Zoning Administrator previously performed. That position was eliminated during the ERIP. For example, for Nuisance related inspections in FY2013 there were 46 cases and 614 inspections, in FY2014 there were 55 cases and 616 inspections, and in FY2015 there were 124 cases and 846 inspections.

\$1,500 **Metal Shelving (share with Inspection & Review Fund)**

\$5,943,300 FY17 PROPOSED BUDGET **2.2%**

• Replacement Vehicle and Equipment Listing- to be financed with a five-year term capital lease

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
\$14,900	RIM: Plotter/Scanner	\$1,600
11,300	Administration: Copier	1,200
5,900	Planning: Copier	700
	<u>Transportation</u>	
160,000	VanGO Fixed Route Bus*	17,200
160,000	VanGO Fixed Route Bus*	17,200
160,000	VanGO Fixed Route Bus*	17,200
	<i>*Contingency- if grant funds are received funding will be converted to local match</i>	
\$512,100	Total	\$55,100

• New capital asset purchases to be financed with a five-year term capital lease:

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
\$25,000	Codes & Permits: Truck for Zoning Tech.	\$2,700

• New Items included in the Proposed Budget for the Department of Fiscal & Administrative Services, Information Technology Division:

\$1,000	IT: Desk Phone for PGM Conference Room #3
2,000	IT: Monitor with Projector and Cables for PGM
2,600	IT: (10) Tablets & Military Grade Tablet Cases for PGM
2,300	IT: PC, Cellphone & Desk phone for Zoning Technician
\$7,900	Total

\$546,500 Total Asset Purchases

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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Community Services

\$2,802,400 FY16 ADOPTED BUDGET

Reorganization

(\$286,900) - The following positions were transferred to the new Department of Recreation, Parks, and Tourism:
Assistant to Director, Program Specialist, Fiscal Specialist, and 50% of the Office Associate.
(\$7,200) - Administration Operating costs transferred to new Department of Recreation, Parks, and Tourism.

Salaries & Fringe

(\$48,600) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA & the FY16 one-time bonus. -2.4%
(\$23,000) - Reduction in General Fund support of salaries relative to Federal Aging Programs.
(\$47,000) - Pension decrease due to actuarial plan assumption changes.
\$13,100 - Health cost increase due to claims experience and employee selections.
\$11,300 - Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.

Aging & Senior Programs

(\$700) - Operating Costs decrease is net result of reductions in General Supplies, Photocopy, Employee Education, Training, Electric and increase in Utilities.
(\$47,200) - Transfer Out represents the County's share for the Maryland Access Point Program.

Housing Authority

(\$81,200) - Decrease in Transfer Out is due an estimated increase of Administrative funding from HUD relative to Housing Choice Voucher Program.
(\$3,100) - Decrease in Operating Costs is due to adjusting various expense lines based on spending patterns.
\$1,000 -Due to increased costs in food, insurance, utilities and basic living necessities at Fuller House. This increase is needed to allow the vendor to continue to provide the necessary services to the residents of the home.
(\$500) - Miscellaneous Adjustments in all Divisions.

(\$520,000) TOTAL CHANGE FROM FY2016 -18.6%

\$2,282,400 FY17 BASELINE BUDGET

\$28,100 Cost of Merit Increase

\$2,310,500 FY17 PROPOSED BUDGET -17.6%

• Replacement Vehicle and Equipment Listing- to be financed with a five-year term capital lease

<u>Asset Value</u>		<u>FY17 Lease Payment</u>
	Housing	
\$26,400	Sport Utility Vehicle	\$2,900

PROPOSED GENERAL FUND COUNTY ADMINISTERED DEPARTMENTS

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Economic Development

	\$1,687,500	FY16 ADOPTED BUDGET	
Salaries & Fringe			
	\$72,200	- The Purchasing Programs Outreach Administrator position has been transferred to Economic Development from Fiscal & Administrative Services (FAS).	1.0%
	\$8,200	- Staffing has been adjusted for the FY16 mid year COLA and the FY16 one time bonus.	
	(\$15,000)	- Pension decrease due to actuarial plan assumption changes.	
Operating Costs			
	\$7,500	- Operating funds related to the Programs Outreach position have been transferred from FAS; \$2,000 to Printing and \$5,500 to Advertising.	
	(\$37,400)	- The rent budget for the WURC division has been eliminated (\$39,000). Offsetting this decrease is an increase in rent for Economic Development of \$1,600 based on escalation clause in lease agreement.	
	\$10,000	Increase funding for the Small Business Development Commission (SBDC). This partnership will expand in order to focus more specifically on entrepreneurial development opportunities related to Charles County's strategic targets such as import/export (bring international trade resources to the business community and use the SBDC to co-host import /export training events for the county), government contracting (assist the county with connecting businesses with Procurement Technical Assistance program and work toward developing a specialty in government contracting while collaborating with County's Small Local Business Enterprise Program and Minority Business Enterprise Program), and retail development (assist the county with capacity building as a specialty area of retail development).	
	(\$13,000)	- Due to one time FY2016 cost for the new office for the Waldorf Urban Redevelopment Corridor (WURC) sub-division, the equipment budget has been eliminated.	
	(\$5,000)	- Decrease in Dues and Subscriptions based on activity.	
	(\$500)	-Office Supplies reduced in order to fund tablet services.	
	\$27,000	TOTAL CHANGE FROM FY2016	1.6%
	\$1,714,500	FY17 BASELINE BUDGET	
	\$8,800	Cost of Merit Increase	
	\$72,000	Marketing Coordinator	
		<i>This position is needed in order to:</i>	
		<i>1) have the levels of customer outreach and engagement necessary in order to support the retention of existing businesses and attract new businesses to the county,</i>	
		<i>2) ensure regional and national competitiveness of Charles County,</i>	
		<i>3) create an awareness of Charles County as a viable, metro DC business location,</i>	
		<i>4) create confidence among local stakeholders in the county's leadership of local economic development activity,</i>	
		<i>5) align the department to accomplish its strategic objectives.</i>	
	(48,000)	Reduce Part Time funding	
	(24,000)	Reduce Operating Expenses	
	\$1,723,300	FY17 PROPOSED BUDGET	2.1%

PROPOSED GENERAL FUND COUNTY ADMINISTERED DEPARTMENTS

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Administrative Services

\$1,370,500 FY16 ADOPTED BUDGET

Salaries & Fringe

(\$21,800)	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover, the FY16 mid year COLA, FY16 one-time bonus, and leave payout of prior County Administrator.	-2.2%
(\$28,300)	- Pension decrease due to actuarial plan assumption changes.	
\$3,700	- Health cost increase due to claims experience and employee selections.	
\$2,600	- Adjusting Worker's Compensation rate which is a 15% rate increase over last fiscal year.	

Commissioner Office Administration

\$5,000	- Transfer from the County Commissioners' Department. Includes the increase to the following: (\$2,500, Office Supplies), (Miscellaneous, \$1,300), and (\$1,200, Printing).	
\$100	- Additional increase in the Printing account due to recent trends.	

County Administrator's Office

\$84,000	- Government Affairs account increase due to transfer from the Economic Development function of the budget. Funds pay for legislative consultant.	
\$20,000	- Employee Education increase for training at Gettysburg Leadership Institute and for training / strategic planning with Directors.	
\$3,000	- Dues & Subscriptions increase due mainly to the International County Management Association membership dues.	
\$1,000	- Cover the cost of File Transfer Protocol site.	

Safety

\$5,000	- Increase in Medical Expenses for physicals and drug testing based on recent trends.	
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Security

\$0	- No Changes.	
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Media

\$0	- No Changes.	
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\$74,300	TOTAL CHANGE FROM FY2016	5.4%
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\$1,444,800	FY17 BASELINE BUDGET	
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\$17,100	Cost of Merit Increase	
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\$10,000	National Citizens Survey	
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This tool is for a data benchmarking project and will be used to gauge the effectiveness and efficiency of Charles County services as bench marked against other communities and in the eyes of our citizens.

\$59,100	Administrative Support Specialist (1.0 FTE) <i>Program administration assistance for performance measures as well as administrative support.</i>	
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\$1,531,000	FY17 PROPOSED BUDGET	11.7%
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• Replacement Vehicle and Equipment Listing- to be purchased through Central Services Division

Asset Value

\$69,000	Card Access- Initial start up for replacing the county wide card access system.	
22,900	Camera Licenses, Video Storage, and Cameras	

\$91,900	Total	
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• New Items included in the Proposed Budget for the Department of Fiscal & Administrative Services, Information Technology Division:

\$5,000	County Administrator's Office: Laserfiche for Administrative Support Specialist	
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\$5,000	Total	
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\$96,900 Total Asset Purchases

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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County Commissioners

	\$507,600	FY16 ADOPTED BUDGET	
<u>Fringe</u>			
	\$800	- Increase in Health and Dental participation and Worker's Compensation.	-2.3%
	(\$8,300)	- Pension decrease due to actuarial plan assumption changes.	
<u>Operating Costs</u>			
	\$1,900	- Increase in Dues & Subscriptions for the cost of the Council of Governments fee.	
	(\$5,500)	- Combined decrease in Office Supplies, Miscellaneous, and Printing, of which \$5,000 was transferred to County Commissioners, Administrative Services for FY2017.	
	(\$11,100)	TOTAL CHANGE FROM FY2016	-2.2%
	\$496,500	FY17 BASELINE BUDGET	

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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County Attorney

\$966,400 FY17 ADOPTED BUDGET

Salaries & Fringe

(\$13,000) - Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover and changes in fringe benefit costs. -3.8%

(\$17,600) - Pension decrease due to actuarial plan assumption changes.

Operating Costs

No Change.

(\$30,600) TOTAL CHANGE FROM FY2016 -3.2%

\$935,800 FY17 BASELINE BUDGET

\$16,000 **Cost of Merit Increase**

\$63,100 **Paralegal (1.0 FTE)-** convert from a part time position
Provide full time duties, including research, analysis and assisting attorneys with pleadings/motions and correspondence

(\$21,900) **Reduce Part Time Paralegal Funding**

\$993,000 FY17 PROPOSED BUDGET 2.8%

**PROPOSED GENERAL FUND
COUNTY ADMINISTERED DEPARTMENTS**

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Human Resources

	\$806,300	FY16 ADOPTED BUDGET	
Salaries & Fringe			
	\$9,700	- Baseline does not include a COLA or Merit increase. Staffing has been adjusted for turnover and changes in fringe benefit costs.	-0.7%
	(\$14,800)	- Pension decrease due to actuarial plan assumption changes.	
Operating Costs		No Change.	
	(\$5,100)	TOTAL CHANGE FROM FY2016	-0.6%
	\$801,200	FY17 BASELINE BUDGET	
	\$8,600	Cost of Merit Increase	
	\$67,800	Compliance and Wellness Administrator (1.0 FTE) <i>-To assist with the mandatory, complex Affordable Care Act regulations and Other personnel regulations. This position will also dedicate time to the Charles County Wellness Program.</i>	
	\$31,700	Summer Intern Program <i>As part of the FY16-18 Goals and Objectives, DHR is tasked to "...re-establish intern program to support performance data driven government." The 12-week program would fund 10 interns working no more than 24 hours per week at a rate of \$10/hr. Requests for FY17 funding would begin July 5, 2016 - August 26, 2016 (Q1 of FY17), and June 6, 2017 - June 30, 2017 (the remaining eight weeks of the program occur in FY18).</i>	
	\$25,000	Wellness Program <i>- To better meet its FY16-18 goal to "continue to provide cost-effective benefits programs for county employees ... including wellness..." a robust wellness program is needed. Combined with the use of wellness credits from the healthcare provider, the Department of Human Resources (DHR) can expand its wellness program into a more comprehensive and cohesive benefit for employees.</i>	
	\$5,000	Senior Management Training - additional funds <i>-To ensure that supervisors have the proper training that coincides with federal, state and local regulations.</i>	
	\$6,000	Core Training - additional funds	
	\$945,300	FY17 PROPOSED BUDGET	17.2%

• **New Items included in the Proposed Budget for the Department of Fiscal & Administrative Services, Information Technology Division:**

	\$21,300	HR: NeoGov components	
	1,800	IT: PC and Desk phone for Compliance and Wellness Administrator	
	\$23,100	Total	

Requests added to the Baseline Budget

Line Ref #	Summary by Department	Revenues / Expense Reduction	Expenses	Net Impact
1	Merit/Step	0	5,506,200	5,506,200
2	Sheriff's Office - Payscale Adjustment	0	991,000	991,000
3	Sheriff's Office	607,900	1,186,100	578,200
4	Emergency Services	186,700	617,900	431,200
5	Rec., Parks, & Tourism	0	344,300	344,300
6	Health Department	0	240,000	240,000
7	Human Resources	0	158,600	158,600
8	Public Works-Facilities	22,000	131,700	109,700
9	College of Southern MD	0	105,100	105,100
10	Planning & Growth Mgmt	71,800	167,800	96,000
11	County Administrator	0	74,100	74,100
12	Circuit Court	0	66,200	66,200
13	Election Board	0	45,800	45,800
14	County Attorney	21,900	63,100	41,200
15	Library	0	25,000	25,000
16	Mosquito Control	0	8,000	8,000
17	Central Services	130,000	130,000	0
18	Economic Development	72,000	72,000	0
19	Fiscal & Admin. Svc.	78,900	78,900	0
20	State's Attorney	140,100	140,100	0
TOTAL		\$1,331,300	\$10,151,900	\$8,820,600

Line Ref #	Department	Description	Revenues / Expense Reduction	Expenses	Net Impact
21	County Government	Merit (non Sworn)- all Departments & Agencies on County Payroll		959,000	959,000
22	Sheriff's Office	Step (Sworn)		526,400	526,400
23	Board of Education	Step (less Maintenance of Effort increase of \$377,600)		3,975,800	3,975,800
24	Library	Merit		45,000	45,000
25	Sheriff's Office	Sworn Pay Scale Adjust. - Contingent on Maryland State Police		991,000	991,000
26	Central Services	Establish Internal Audit Division (2.0 FTE)	130,000	130,000	0
27	Circuit Court	Ceiling Project Unit for Training/Hearing Room		2,500	2,500
28	Circuit Court	Alternative Dispute Resolution Coordinator (1.0 FTE)		63,700	63,700
29	County Administrator	National Citizens Survey		10,000	10,000
30	County Administrator	Administrative Support Specialist (1.0 FTE)		64,100	64,100
31	County Attorney	Paralegal (1.0 FTE)	21,900	63,100	41,200
32	College of Southern MD	To fund upgrades to their network security system		105,100	105,100
33	Economic Development	Marketing Coordinator less Part Time & Operating (1.0 FTE)	72,000	72,000	0
34	Election Board	Increase Election Day Judges Pay		45,800	45,800
35	Emergency Services	Animal Shelter: Animal Shelter Attendants (4.0 FTE) <i>dependent on funding from other Counties</i>	101,700	162,600	60,900
36	Emergency Services	Strategic Planning Study (net of Volunteer Fire & Rescue share)	85,000	170,000	85,000
37	Emergency Services	EMS: CCMICU Request - New Ambulance (Lease \$280,000)		30,100	30,100
38	Emergency Services	IT: Telestaff Time Keeping Software for EMS		60,900	60,900
39	Emergency Services	Citizen Guide for Emergency Preparedness		3,500	3,500
40	Emergency Services	Fire/EMS Communications: Night Differential increase pay		29,000	29,000
41	Emergency Services	EMS: Mass Casualty Support Unit upgrade (Increase in lease \$86,000)		9,200	9,200
42	Emergency Services	IT: First Watch Software for EMS		152,600	152,600
43	Fiscal & Admin. Svc.	Accounting: Accounting Officer(1.0 FTE)	78,900	78,900	0
44	Health Department	Funding for Nanjemoy Clinic & other reduced State grant programs		240,000	240,000
45	Human Resources	IT: NeoGov Components for Human Resources		21,300	21,300
46	Human Resources	Compliance and Wellness Administrator (1.0 FTE)		69,600	69,600

Requests added to the Baseline Budget

Line Ref #	Summary by Department	Revenues / Expense Reduction	Expenses	Net Impact
47	Human Resources Summer Intern Program (1.5 FTE)		31,700	31,700
48	Human Resources Wellness Program		25,000	25,000
49	Human Resources Senior Management Training - additional funds		5,000	5,000
50	Human Resources Core Training - additional funds		6,000	6,000
51	Library Hoopla (streaming video and audio book service)		25,000	25,000
52	Mosquito Control Pending Request- Based on FY16		8,000	8,000
53	Planning & Growth Mgmt RIM: Engineer II split with Enterprise Funds (1.0 FTE)	71,800	96,300	24,500
54	Planning & Growth Mgmt CPIS: Zoning Technician (1.0 FTE)		64,400	64,400
55	Planning & Growth Mgmt Metal Shelving (share with Inspection & Review Fund)		1,500	1,500
56	Planning & Growth Mgmt IT: Desk Phone for PGM Conference Room #3		1,000	1,000
57	Planning & Growth Mgmt IT: Monitor with Projector and Cables for PGM		2,000	2,000
58	Planning & Growth Mgmt IT: (10) Tablets & Military Grade Tablet Cases for PGM		2,600	2,600
59	Public Works-Facilities Roads: Part Time II - Year Round Flaggers (1.3 FTE)	16,000	26,000	10,000
60	Public Works-Facilities Vehicle Maintenance: Diagnostic Scan Tool		7,000	7,000
61	Public Works-Facilities Roads: Asphalt Recycler/Hot Box Trailer (Lease \$31,000)	6,000	3,400	(2,600)
62	Public Works-Facilities Building & Trades: Project Outsourcing - Increase funding		85,000	85,000
63	Public Works-Facilities Administration: Pallet Racking		3,600	3,600
64	Public Works-Facilities Administration: Modular Storage Cabinets (2)		4,900	4,900
65	Public Works-Facilities IT: Laserjet Color Printer for DPW		1,800	1,800
66	Rec., Parks, & Tourism Director of Recreation, Parks, and Tourism		192,000	192,000
67	Rec., Parks, & Tourism Parks & Grounds: Part Time II additional funding at Rail Trail		3,300	3,300
68	Rec., Parks, & Tourism Parks & Grounds: Part Time II additional funding at Mallows Bay		3,400	3,400
69	Rec., Parks, & Tourism Recreation: Multi Center Coordinator (1.0 FTE)		62,600	62,600
70	Rec., Parks, & Tourism Parks: Loader Attachment for existing trailer at Pisgah Parks		5,000	5,000
71	Rec., Parks, & Tourism Parks: Bleacher Expansion at Oakridge Park		5,600	5,600
72	Rec., Parks, & Tourism Tourism: Tourism Website		11,400	11,400
73	Rec., Parks, & Tourism Tourism: Event Sponsorship (2 Fishing Tournaments in FY17)		56,000	56,000
74	Rec., Parks, & Tourism Tourism: Religious Freedom Scenic Byway Interpretive Plan (3 yr.)		5,000	5,000
75	Sheriff's Office Sheriff: Patrolmen I (5.0 FTE) Oct. Hire / match for COPS grant		388,500	388,500
76	Sheriff's Office Sheriff: Increase in Capital Outlay Funding	607,900	747,600	139,700
77	Sheriff's Office Corrections: X-Ray Machine		50,000	50,000
78	State's Attorney Two New Positions (2.0 FTE) - Net of Turnover	140,100	140,100	0
TOTAL		\$1,331,300	\$10,151,900	\$8,820,600