

TABLE OF CONTENTS

	<u>Page #</u>
<u>GENERAL FUND</u>	
EDUCATION APPROPRIATIONS	
Education Summary/Graph	1
Board of Education.....	2
College of Southern Maryland.....	4
Library.....	6
Other Education.....	10
PUBLIC SAFETY	
Public Safety Summary/Graph.....	11
Sheriff's Summary/Graph.....	12
Sheriff's Office.....	13
Corrections.....	22
Automated Enforcement Unit (AEU).....	24
Fingerprinting Services.....	25
Emergency Services Summary/Graph.....	26
Emergency Services Administration.....	28
False Alarm Reduction Unit.....	29
Animal Control.....	30
Animal Shelter.....	31
Fire & EMS Communications	33
Career Emergency Medical Services.....	35
Tactical Response Team.....	37
Emergency Management.....	38
GENERAL FUND DEBT.....	39
GENERAL GOVERNMENT APPROPRIATIONS	
General Government Summary/Graph.....	40
Commissioners.....	42
County Attorney.....	43
Commissioner Office Administration.....	44
Administration.....	45
Security	46
Media.....	46
Safety	47
Election Board.....	48
Liquor Board.....	50

TABLE OF CONTENTS

	<u>Page #</u>
<u>GENERAL FUND</u>	
GENERAL GOVERNMENT APPROPRIATIONS	
Human Resources Administration	51
Other Fringe Benefits.....	53
Central Services.....	54
Volunteer Fire Protection & Emergency Medical Services.....	55
Orphan's Court.....	56
Circuit Court, Grand Jury, and Law Library.....	57
State's Attorney's Office.....	60
FISCAL and ADMINISTRATIVE SERVICES	
Fiscal and Administrative Services Summary/Graph.....	62
Administration	64
Budget.....	65
Information Technology.....	67
Purchasing.....	70
Accounting.....	71
Treasury.....	73
PUBLIC WORKS - FACILITIES	
Public Works Summary/Graph.....	75
Administration.....	77
Building & Trades.....	78
Vehicle Maintenance.....	80
Road Maintenance.....	81
COMMUNITY SERVICES	
Community Services Summary/Graph.....	83
Administration.....	85
Aging and Senior Programs.....	86
Housing Authority.....	88
RECREATION, PARKS & TOURISM	
Recreation, Parks & Tourism Summary/Graph.....	90
Administration.....	92
Recreation.....	93
Parks and Grounds.....	95
Office of Tourism.....	97

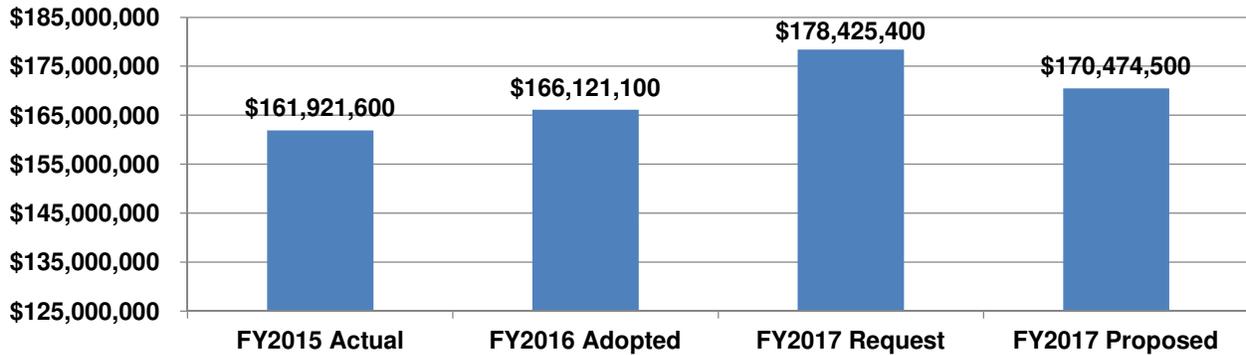
TABLE OF CONTENTS

	<u>Page #</u>
<u>GENERAL FUND</u>	
PLANNING & GROWTH MANAGEMENT	
Planning & Growth Management Summary/Graph.....	98
Administration.....	100
Transportation & Community Programs.....	101
Planning.....	103
Inspection & Enforcement.....	105
Codes & Permits.....	107
Resource & Infrastructure Management.....	110
HEALTH	
Health Summary/Graph	112
Charles County Department of Health.....	113
Other.....	115
SOCIAL SERVICES	116
ECONOMIC DEVELOPMENT	
Economic Development Summary/Graph.....	117
Economic Development Department.....	118
Other.....	121
CONSERVATION OF NATURAL RESOURCES	
Conservation of Natural Resources Summary/Graph.....	122
University of Maryland Extension.....	123
Soil Conservation.....	125
Weed Control.....	126
Gypsy Moth	127
Resource Conservation & Development	127
OTHER	
Capital Projects Transfer.....	128
Reserve for Contingency.....	129
Other Financing Uses.....	129
FY 2017 REQUESTS GREATER THAN PROPOSED	130

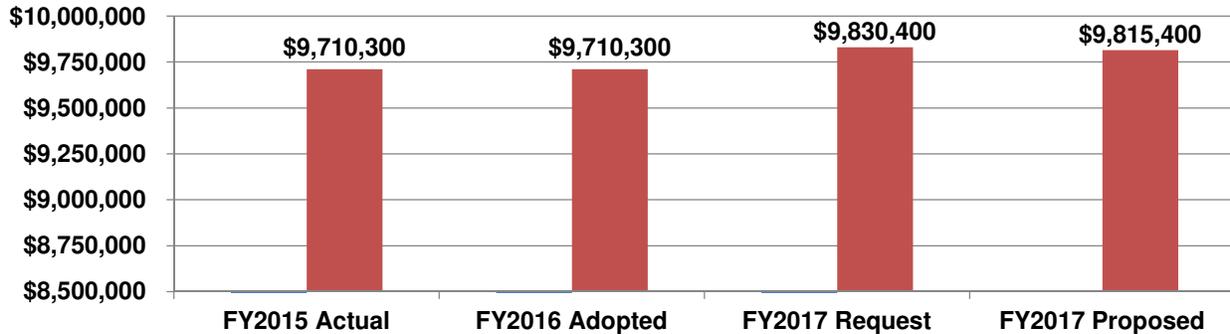
Education Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Fringe Benefits	\$222,165	\$246,800	\$280,000	\$280,000	\$33,200	13.5%
Operating Costs	189,437	238,600	226,600	226,600	(12,000)	-5.0%
Agency Funding	175,175,700	179,363,200	179,720,800	183,871,700	4,508,500	2.5%
Total Baseline	\$175,587,302	\$179,848,600	\$180,227,400	\$184,378,300	\$4,529,700	2.5%
Request Greater Than Baseline			12,777,400	0	0	N/A
Total Expenditures	\$175,587,302	\$179,848,600	\$193,004,800	\$184,378,300	\$4,529,700	2.5%
Total Expenditures as % of Budget:	46.2%	49.2%	49.3%	49.1%		

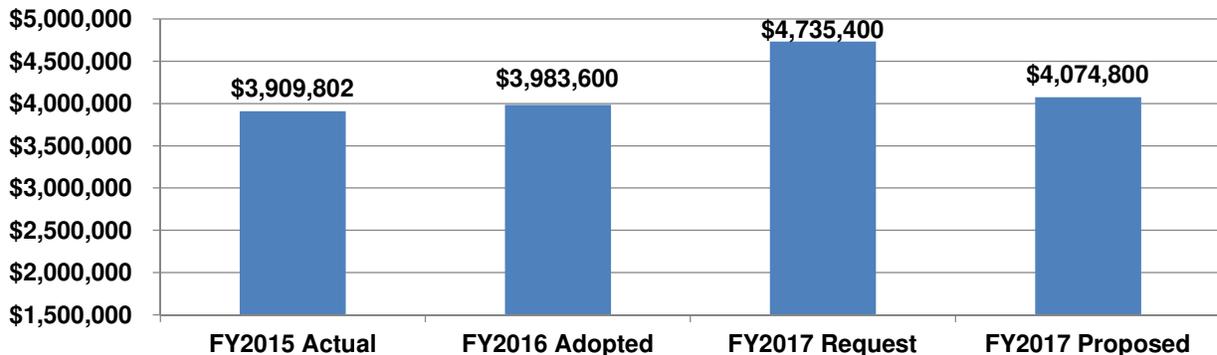
Board of Education



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.cbboe.com

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Agency Funding	\$161,921,600	\$166,121,100	\$166,498,700	\$170,474,500	\$4,353,400	2.6%
Total Baseline	\$161,921,600	\$166,121,100	\$166,498,700	\$170,474,500	\$4,353,400	2.6%
Request Greater Than Baseline			11,926,700		0	N/A
Total Expenditures	\$161,921,600	\$166,121,100	\$178,425,400	\$170,474,500	\$4,353,400	2.6%

Changes and Useful Information:

- Budget number reflects County funding only.
- Starting in FY 2017, the incremental 'normal cost' for teachers' pension is at the burden of the Board of Education and is now included in the base Maintenance of Effort calculation.
- **FY17:**

\$166,121,100	Total FY16 Adopted Budget
377,600	FY17 Maintenance of Effort (MOE)
\$166,498,700	FY17 Baseline
3,975,800	Additional amount needed to fund Step Increases
\$170,474,500	FY17 Proposed
7,950,900	Total Request Greater Than Proposed
\$178,425,400	FY 17 Request

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>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Administration	84.5	81.5	80.5	81.5	81.5
Mid-Level Administration	266.5	263.5	278.5	282.5	282.5
Instructional	1,965.2	1,958.1	1,938.9	1,941.9	1,941.9
Special education	461.6	452.0	486.1	499.1	499.1
Student Personnel Services	44.0	41.0	47.0	47.0	47.0
Student Transportation Services	8.0	10.0	18.0	18.0	18.0
Operation of Plant	229.8	221.8	249.3	251.3	251.3
Maintenance of Plant	55.0	56.0	58.0	59.0	59.0
Capital Outlay	4.0	2.0	4.0	4.0	4.0
Total Full Time Equivalent	3,118.6	3,085.9	3,160.3	3,184.3	3,184.3

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

** The positions listed are not County Government employees.*

Education

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

Charles County Campus	Operator: 301-934-2251 301-870-3008
Mailing Address: PO Box 910, La Plata, MD 20646	Automated Attendant: 301-934-7790
Physical Address: 8730 Mitchell Road, La Plata, MD 20646	301-870-2309
www.csmd.edu	

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Agency Funding	\$9,710,300	\$9,710,300	\$9,710,300	\$9,815,400	\$105,100	1.1%
Total Baseline	\$9,710,300	\$9,710,300	\$9,710,300	\$9,815,400	\$105,100	1.1%
Request Greater Than Baseline			120,100		0	N/A
Total Expenditures	\$9,710,300	\$9,710,300	\$9,830,400	\$9,815,400	\$105,100	1.1%

Changes and Useful Information:

- Budget number listed above reflects County funding only.
- CSM total budget request including State and Tuition equals \$36.1 million for all Charles County Campuses.
- Credit tuition is projected to increase by \$3 to \$124 per credit hour for in-county students.
- Student enrollment is projected to decline slightly.
- **FY17 Funding:**

\$9,710,300	Total FY16 funding
105,100	Upgrades to network security system
\$9,815,400	FY17 Proposed
15,000	Mediation Center
\$9,830,400	FY 17 Request
- **FY17 Request Greater than Proposed**
Charles County Mediation Center
 To cover the expanding scope of the Center and to increase the coordinator's position hours to 30 hours per week.

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 60 associate's degrees, 36 credit certificates, 20 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.

Positions:*

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Full-time permanent faculty	84.0	84.0	92.0	94.0	98.0
Part-time permanent faculty	2.0	2.0	2.5	6.0	3.5
Full-time permanent staff	275.0	275.0	306.0	283.0	302.0
Part-time permanent staff	19.6	19.6	18.1	17.5	15.0
Total Full Time Equivalent	380.6	380.6	418.6	400.5	418.5

* The positions listed are not County Government employees.

** Part-time adjunct faculty/Temporary Positions	464.5	498.0	498.0	502.0	396.0
--	-------	-------	-------	-------	-------

** Not converted to Full Time Equivalency.

Education

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Enrollment					
Number of Enrolled Credit Students	12,901	11,924	11,708	11,473	11,473
Total Number of Credit-Free Course Registrations	15,342	13,900	14,246	14,530	14,530
Number of Students Transferring	2,866	2,784	1,980	2,000	2,000
Percent of County Population Served	61.0%	58.0%	56.0%	61.0%	61.0%
In-County Tuition and Fees Per Credit	\$137	\$139	\$141	\$148	\$151
Quality					
Number of Graduates	1,133	1,225	1,228	1,230	1,230
Student Evaluation of Credit Instruction (1= Needs Much Improvement, and 5= Exceptional)	4.6	N/A	N/A	N/A	N/A
Four-Year Transfer/Graduation Rate	52.0%	53.0%	53.0%	55.0%	55.0%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	4.2	4.2	4.2
Workforce Training					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	4.1	3.8	4.2	4.2	4.2
Employer Satisfaction with Graduates	n/a	n/a	n/a	n/a	n/a
Employment Rate of Graduates	80%	88%	77%	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: Janet Salazar, Director

Administrative Offices located at the La Plata Branch Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646 301.934.9001 301.870.3520 www.ccplonline.org			Business Hours : Monday-Thursday: 9:00 AM-8:00 PM Friday: 1:00 PM-5:00 PM Saturday: 9:00 AM-5:00 PM			
Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Fringe Benefits	\$222,165	\$246,800	\$280,000	\$280,000	\$33,200	13.5%
Operating Costs	175,837	225,000	213,000	213,000	(12,000)	-5.3%
Agency Funding	3,511,800	3,511,800	3,511,800	3,581,800	70,000	2.0%
Total Baseline	\$3,909,802	\$3,983,600	\$4,004,800	\$4,074,800	\$91,200	2.3%
Request Greater Than Baseline			730,600		0	N/A
Total Expenditures	\$3,909,802	\$3,983,600	\$4,735,400	\$4,074,800	\$91,200	2.3%
Capital Lease budget in Debt Service	5,535	5,500	5,500	5,500	0	0.0%
Total County Support	\$3,915,337	\$3,989,100	\$4,740,900	\$4,080,300	\$91,200	2.3%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2017 budget including State and other revenue equals \$5.9 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.

• FY17:	\$3,983,600	Total FY16 funding
	21,200	Adjustments to Fringe Benefits & Operating Costs
	45,000	Merit Increase
	25,000	Funding for Hoopla (streaming video and audio book service)
	<u>\$4,074,800</u>	FY17 Proposed
	705,600	Total Request Greater Than Proposed
	<u>\$4,735,400</u>	FY 17 Request

• FY17 Request Greater than Proposed

\$41,200 Increase in Audio/Visual Budget

Increase in Digital materials to meet Community demand.

- o Freegal \$13,000 (streaming music service. The library doesn't currently have any music available to our patrons)
- o 20 Tablets \$6,000 (tablets to check out to patrons)
- o 20 Finch Robots \$2,000 (robots to check out to allow patron who have taken our Hour of Code class to practice coding with the robot)
- o 20 Launchpads \$2,000 (tablets for children with educational materials pre-loaded. For check-out)
- o 12 Mobile Hotspots \$5,700 (for patrons to check out to help with wi-fi)
- o Self-e/Creator \$9,500 (service that allows authors to publish their book to an e-book platform)
- o Zineo - e-magazine provider - \$3,000

\$263,600 Mobile Library (\$160,000 Van & 2.0 FTE)

To expand Mobile services. The mobile library will allow the library to expand into underserved areas and offer library services to county residents who can't get to a branch. To ensure safety, two full time staff members will staff the mobile library when it is out in the community.

Education

Department:	Education Appropriations	01.47
Division\Program:	Charles County Public Library (CCPL)	Fund: General
Program Administrator:	Janet Salazar, Director	

• **FY17 Request Greater than Proposed**

\$170,000 **Expand Services and Increase number of programs offered (3.5 FTE)**

In order to expand services and continue to increase the number of programs offered, it is necessary to hire more staff. The Library does not have enough staff to add any more services at this time. The staff has risen to the community's expectation of presenting quality programs and continues to propose fresh new programs, but if more staff is not hired the Library will be forced to keep the number of programs offered at the current level. More programs and more frequently is the most frequent request they receive on their program evaluation forms. Specifically, requests for more children's programs, especially at the Waldorf West branch, are a frequent request from our community. Each branch has had an increase in programs this fiscal year and have maxed out the number of requests they can accommodate at their

\$51,800 **New IT associate (1.0 FTE)**

The IT Department consists of two people and a consultant. With over 200 computers to upgrade, maintain, and repair, as well as the maintenance of the Wi-Fi and network, the need for additional help is critical. Requesting one full time position.

\$23,300 **To re-instate Sunday hours at one branch**

\$25,000 **Tri-County Facilities Master Plan (Tri-County Share)**

\$130,700 **Not utilize Library Prior Years Reserves to balance Library Operating budget**

\$705,600

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:	Janet Salazar, Director	

	<u>FY2016</u>	<u>FY2017</u>	<u>\$ Change</u>	<u>%</u>
	<u>Adopted</u>	<u>Request</u>	<u>from FY2016</u>	<u>Chg.</u>
Charles County (Agency)	3,511,800	4,242,364	730,564	2.0%
Charles County (Health)	246,800	280,000	33,200	13.5%
Charles County (Utilities)	225,000	213,000	(12,000)	-5.3%
Charles County (Lease)	5,500	5,500	0	0.0%
TOTAL COUNTY	\$3,989,100	\$4,740,864	\$751,764	2.3%
State Funding (preliminary)	966,584	1,010,650	44,066	4.6%
Donations	10,000	10,000	0	0.0%
Fines	125,000	125,000	0	0.0%
Interest	500	500	0	0.0%
Photocopy & Fax	40,000	38,000	(2,000)	-5.0%
Sale of Books, Totes, & T-Shirts	9,000	6,500	(2,500)	-27.8%
Staff Development & Support for DLDS	12,000	0	(12,000)	-100.0%
Continuing Education - MLS & SMRLA	5,000	5,000	0	0.0%
Grant - P.D. Brown Renovation	20,000	0	(20,000)	-100.0%
Prior Year Reserves	132,985	0	(132,985)	-1.7%
TOTAL REVENUES	\$5,310,169	\$5,936,514	\$626,345	1.82%
Salaries	2,784,301	3,065,046	280,745	1.6%
Substitute/Hourly Workers	563,027	593,975	30,948	0.0%
Health Insurance (County)	246,800	280,000	33,200	13.5%
Other Fringe Benefits	259,071	282,633	23,562	0.0%
Utilities (County)	225,000	213,000	(12,000)	-5.3%
Telephone	37,000	37,000	0	0.0%
Supplies	40,000	40,000	0	0.0%
Equipment Lease (County)	5,500	5,500	0	0.0%
Equipment Lease	25,000	25,000	0	0.0%
Equipment Purchase	130,000	295,550	165,550	0.0%
Contract Services	300,000	325,000	25,000	0.0%
Books	257,560	257,560	0	0.0%
Books- continuations	40,000	25,000	(15,000)	0.0%
Periodicals/Magazines	12,500	15,000	2,500	0.0%
Audiovisual	75,000	141,200	66,200	33.3%
Continuing Education/Travel	15,000	17,000	2,000	0.0%
Staff Development	10,000	15,000	5,000	0.0%
Staff Development & Support for DLDS	12,000	0	(12,000)	0.0%
Insurance	48,000	48,000	0	0.0%
Repairs & Maintenance	94,500	104,500	10,000	0.0%
Processing Materials	15,000	16,000	1,000	0.0%
Programs	50,000	60,000	10,000	0.0%
Promotions/Publicity	15,000	17,000	2,000	0.0%
Trustee Expense	13,300	13,300	0	0.0%
Other Operating Expenses	36,610	44,250	7,640	0.0%
TOTAL EXPENSES	\$5,310,169	\$5,936,514	\$626,345	1.72%

Education

Department: Education Appropriations 01.47
Division\Program: Charles County Public Library (CCPL) Fund: General
Program Administrator: Janet Salazar, Director

Positions:*	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	1.0
Library Branch Manger	4.0	4.0	4.0	4.0	4.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	0.0	0.0	0.7	1.0	1.0
Outreach Supervisor	1.0	1.0	1.0	1.0	1.0
Reference Supervisor	3.0	4.0	4.0	4.0	4.0
Bookkeeper	1.0	1.0	0.7	0.7	0.7
Children's Librarian	4.0	4.0	4.0	4.0	4.0
Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Young Adult Librarian	1.0	1.0	1.0	1.0	1.0
Programing Coordinator	0.0	0.0	1.0	1.0	1.0
Circulation Supervisor	4.0	4.0	4.0	4.0	4.0
Information Technology Associate	1.0	1.0	1.0	1.0	1.0
Outreach Librarian	1.2	1.2	0.7	0.7	0.7
Reference Associate	1.0	1.0	1.0	1.0	1.0
Children's Associate	1.0	1.0	1.0	1.0	1.0
Public Services Associate	14.5	14.0	17.8	17.8	17.8
Young Adult Associate	1.0	1.0	1.0	1.0	1.0
Public Services Assistant	3.3	2.7	1.3	1.3	1.3
Technical Services Assistant	0.4	0.4	0.7	0.7	0.7
Circulation Assistant	9.0	9.5	8.0	8.0	8.0
Custodial Worker II	0.4	0.4	0.7	0.7	0.7
Marina Technician	0.0	0.0	2.1	2.1	2.1
Computer Technician	0.4	0.4	0.0	0.0	0.0
Public Services Librarian	2.0	2.0	1.0	1.0	1.0
Asst. Branch Manger & Reference Super.	1.0	0.0	0.0	0.0	0.0
Reference Librarian/MLS	1.0	1.0	0.0	0.0	0.0
Interlibrary Loan/Marina	1.3	1.3	0.0	0.0	0.0
Substitute (Part Time Positions)	0.2	0.2	0.2	0.2	0.2
Security Guards (Part Time Positions)	1.1	1.1	1.1	1.1	1.1
Pages (Part Time Positions)	3.7	3.7	4.8	4.8	4.8
Total Full Time Equivalent	65.4	64.8	66.6	66.9	66.9

* The positions listed are not County Government employees.

Objectives & Measurements:	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated
Circulation	771,374	799,110	771,235	772,000	772,000
Registered Borrowers (Customers)	83,017	79,587	88,355	89,000	89,000
- as % of County Population	52%	57%	57%	58%	58%
Customer Count	536,122	612,400	634,200	659,568	672,759
Total Reference Questions	30,163	39,616	39,002	39,000	39,000
<i>Customers are being trained to use on-line resources remotely</i>					
Program Attendance	24,362	32,341	36,049	36,000	38,000
Total Service Hours	11,710	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	139,602	180,260	201,624	210,000	215,000
Meeting Room Usage	n/a	56,178	53,026	55,000	60,000

Education

Department: Education						01.34
Division\Program: Other Education						Fund: General
Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	13,600	13,600	13,600	13,600	0	0.0%
Agency Funding	32,000	20,000	0	0	(20,000)	-100.0%
Total Expenditures	\$45,600	\$33,600	\$13,600	\$13,600	(\$20,000)	-59.5%

Changes and Useful Information:

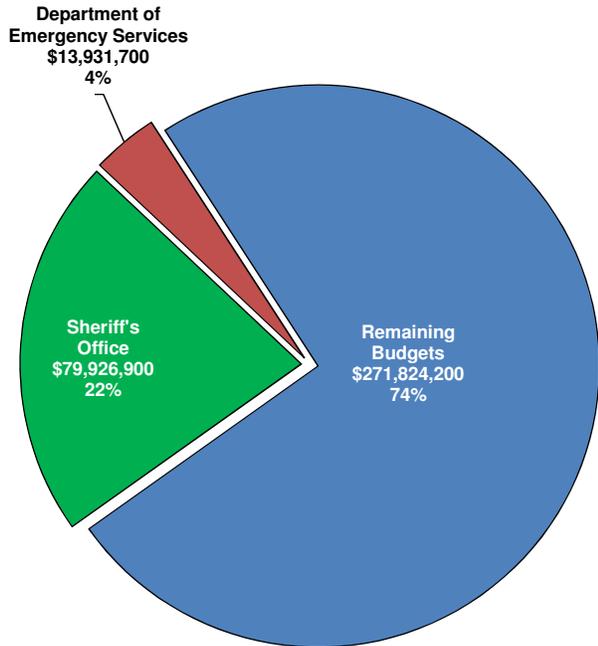
- Operating Costs represent scholarships which are awarded by the County in the following areas:
 - Nursing/ Allied Health Scholarship: to encourage Health care professionals to work in Charles County after graduation from college, a program of scholarships was established for courses leading to the 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.

<u>Description:</u>	<u>FY2015 Actual</u>	<u>FY2016 Adopted</u>	<u>FY2017 Request</u>	<u>\$ Change from FY2016</u>
Scholarships	\$13,600	\$13,600	\$13,600	\$0
 <u>Agency Funding- Economic Development/Tourism</u>				
Southern MD Higher Education	20,000	20,000	tbd	(20,000)
 <u>Agency Funding - Grants Advisory Panel</u>				
Literacy Council	12,000	0	tbd	0
Total Other Education	\$45,600	\$33,600	\$13,600	(\$20,000)

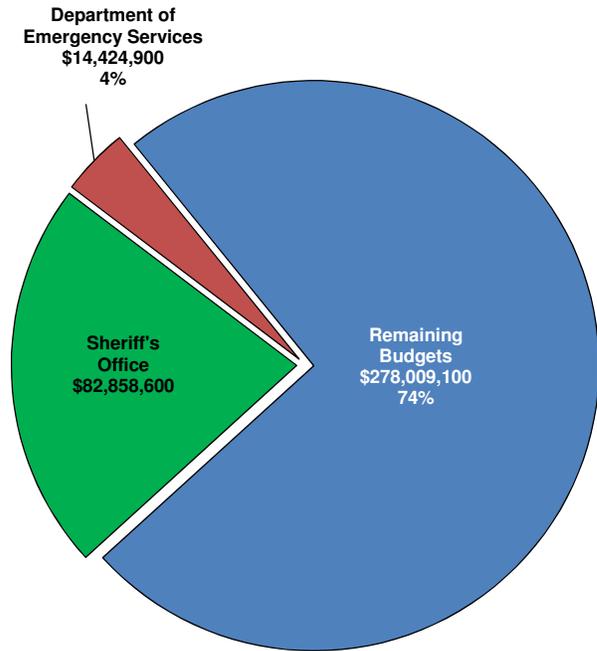
Public Safety Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$52,992,778	\$54,840,700	\$54,863,000	\$56,029,600	\$1,188,900	2.2%
Fringe Benefits	22,654,959	24,115,700	24,378,200	24,629,400	513,700	2.1%
Operating Costs	12,521,676	13,909,100	14,363,000	14,507,600	598,500	4.3%
Agency Funding	3,647	24,000	24,000	24,000	0	0.0%
Transfers Out	673,575	717,100	757,500	802,400	85,300	11.9%
Capital Outlay	374,506	252,000	406,400	1,290,500	1,038,500	412.1%
Total Expenditures	\$89,221,142	\$93,858,600	\$94,792,100	\$97,283,500	\$3,424,900	3.6%
Revenues	\$11,762,884	\$10,886,600	\$11,241,000	\$11,241,000	\$354,400	3.3%
Total Expenditures as % of Budget:	19.9%	21.9%	22.8%	22.1%		

FY2016 Adopted



FY2017 Proposed



Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry

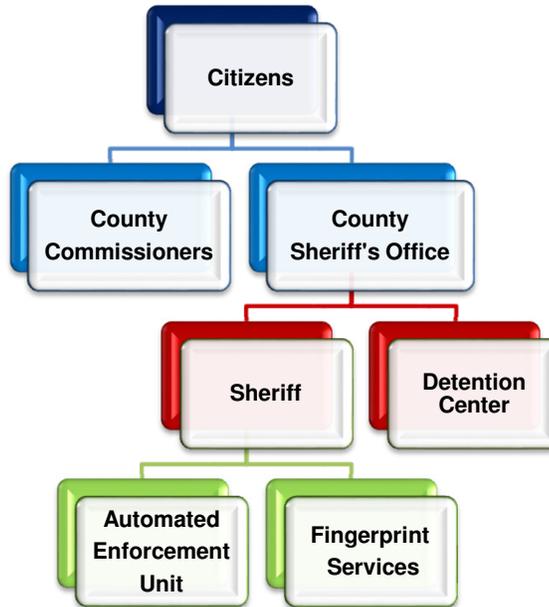
Non-Emergency 301-932-2222

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

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

www.ccsso.us

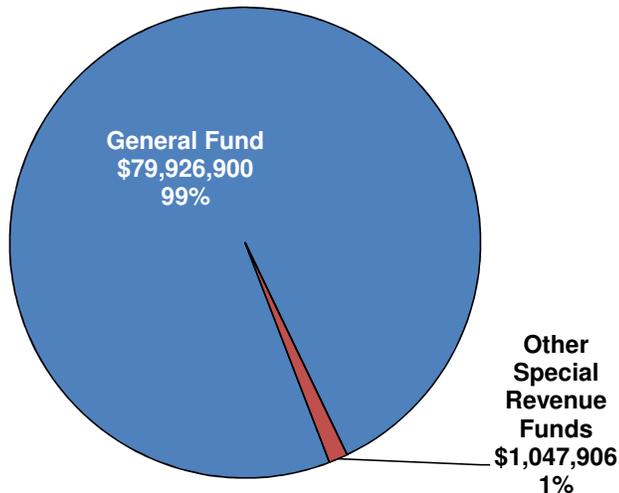
Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$44,431,097	\$45,999,900	\$46,050,500	\$46,948,800	\$948,900	2.1%
Fringe Benefits	20,297,593	21,674,600	21,990,400	22,169,000	494,400	2.3%
Operating Costs	10,141,052	11,355,500	11,696,600	11,748,700	393,200	3.5%
Agency Funding	3,647	24,000	24,000	24,000	0	0.0%
Transfers Out	564,794	620,900	671,500	716,400	95,500	15.4%
Capital Outlay	374,506	252,000	367,600	1,251,700	999,700	396.7%
Total Baseline	\$75,812,689	\$79,926,900	\$80,800,600	\$82,858,600	\$2,931,700	3.7%
Request Greater Than Baseline			7,430,600	0	0	N/A
Total Expenditures	\$75,812,689	\$79,926,900	\$88,231,200	\$82,858,600	\$2,931,700	3.7%
Revenues	\$6,012,755	\$5,368,900	\$5,508,000	\$5,508,000	\$139,100	2.6%
Total Expenditures as % of Budget:	19.9%	21.9%	24.2%	22.1%		



TOTAL FY2016 AGENCY BUDGET

\$80,974,806

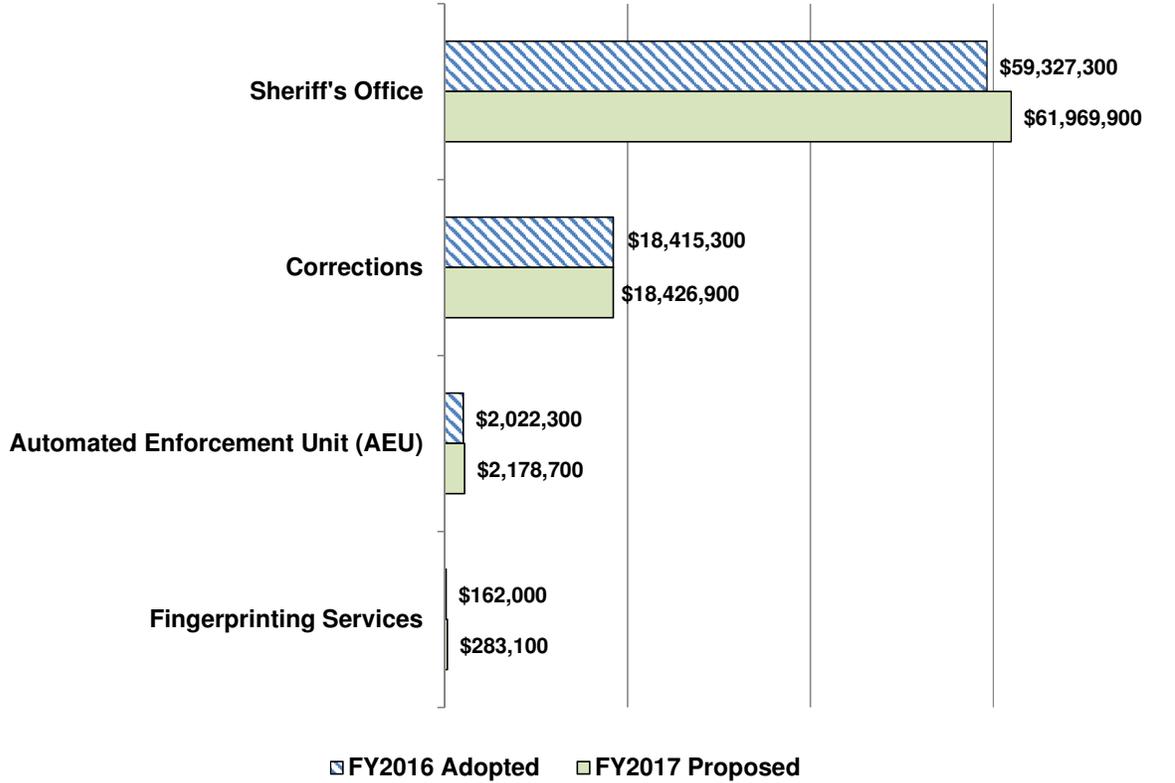
(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)



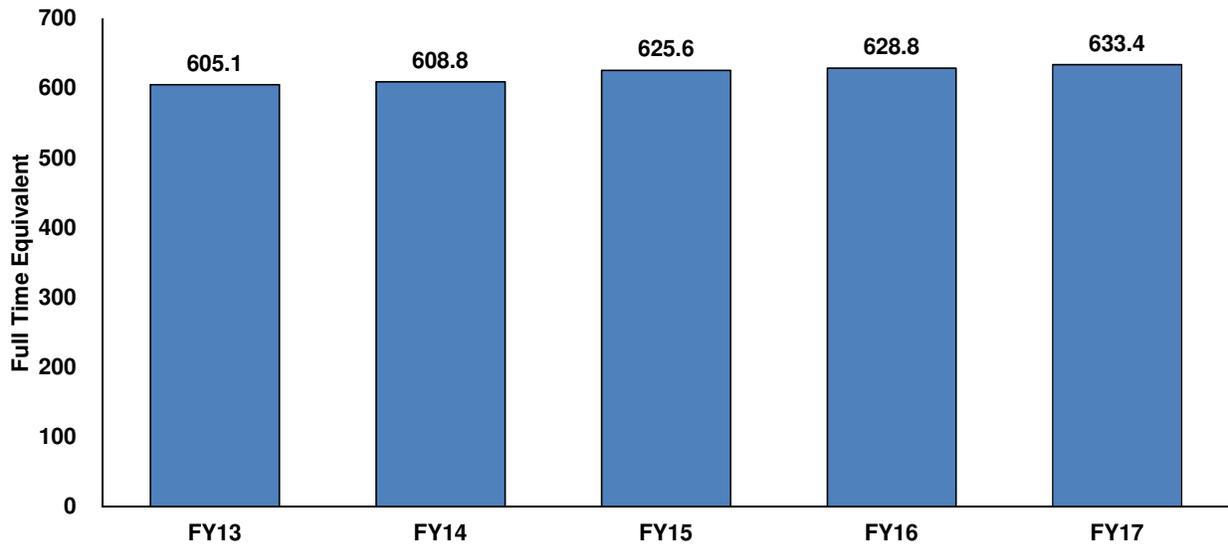
As indicated by the graph, the Sheriff's Office is mostly funded by the General Fund.

Sheriff's Office Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Sheriff	447.3	449.0	463.2	465.9	470.0
Corrections	155.1	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
Total Full Time Equivalent	605.1	608.8	625.6	628.8	633.4

Public Safety

Department: Sheriff's Office
Division\Program: Sheriff www.ccsso.us
Program Administrator: Troy D. Berry, Sheriff

01.24.24

Fund: General

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$34,042,247	\$35,308,100	\$35,702,600	\$36,430,300	\$1,122,200	3.2%
Fringe Benefits	16,598,628	17,680,300	18,063,800	18,219,000	538,700	3.0%
Operating Costs	5,012,435	5,521,700	5,521,700	5,573,800	52,100	0.9%
Agency Funding	3,204	21,700	21,700	21,700	0	0.0%
Transfers Out	564,794	620,900	671,500	716,400	95,500	15.4%
Capital Outlay	208,525	174,600	174,600	1,008,700	834,100	477.7%
Total Baseline	\$56,429,832	\$59,327,300	\$60,155,900	\$61,969,900	\$2,642,600	4.5%
Request Greater Than Baseline			5,155,500	0	0	N/A
Total Expenditures	\$56,429,832	\$59,327,300	\$65,311,400	\$61,969,900	\$2,642,600	4.5%
Revenues	\$1,851,546	\$1,695,600	\$1,657,500	\$1,657,500	(\$38,100)	-2.2%

Changes and Useful Information:

- Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017 for civilians. Also included is a proposed step increase for sworn officers in FY2017.
 -FY17 Proposed Budget includes funding for **five new officers with October hire dates.**
- The cost of the (18) School Resource Officers equals \$1.5 million in salaries and \$849,000 estimated fringe.
- Operating costs** includes an increase related to the five new officers.
- Transfer Out** represents the Local Match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA) . The County's share of the SMCJA has increased by \$48,000 which represents the County's share of a Director position. Remaining increase is related to increase in Local Match adjusted for increase in salaries.
- The Proposed FY2017 **Capital Outlay** budget fully funds the Sheriff's Capital Outlay Request with a combination of capital lease (\$1,281,500) and direct purchase (\$1,008,700). Budget includes funding for equipment needed for the five new officers.

Public Safety

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

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

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

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Sworn Officer</u>					
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	160.0
Total Sworn Officers	292.0	292.0	302.0	302.0	307.0
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)
Total Officers funded by General Fund	287.0	285.0	295.0	295.0	300.0
 <u>Office of the Sheriff</u>					
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	0.0
	5.6	6.2	6.2	6.1	6.0
 <u>Patrol Division</u>					
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0	1.0
 <u>Executive Services Division</u>					
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 Relations Specialist	0.0	0.0	0.0	1.0	1.0
Media Relations Specialist	1.0	1.0	1.0	1.0	1.0
Civilian Planner I	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
	10.1	10.7	10.7	9.1	7.0
 <u>Information Services Division - Communications</u>					
Communications Supervisor	5.0	5.0	5.0	4.5	4.0
Police Comm. Officer I - III	15.0	15.0	15.0	15.5	16.0
Telephone Report Writers	0.0	0.0	0.0	0.0	0.0
Communications - Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Part Time	0.0	0.0	0.0	0.6	0.9
	21.0	21.0	21.0	21.6	21.9
 <u>Informational Services Division - Station Clerks</u>					
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
	22.0	22.0	22.0	22.0	22.0

Public Safety

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

Positions:	<u>0</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Administrative Services Division - Records Management</u>					
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
	11.6	11.6	11.6	11.6	11.6

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	0.0	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	0.9	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)
	13.3	13.3	14.3	14.8	14.9

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
	12.6	11.6	11.6	11.6	11.6

Public Safety

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

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Training Division</u>					
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	1.2	1.2	1.2	1.2	1.2
Part Time - Training Instructor - Academy	0.6	0.6	0.6	0.6	0.6
Part Time	0.0	0.0	0.0	2.6	3.6
	4.7	4.7	4.7	7.3	8.3

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 Sci. Tech./Quality Assurance Mgr.	0.0	0.0	0.0	0.0	1.0
Forensic Science Technician I -III	3.0	3.0	3.0	3.0	2.0
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
	12.2	12.6	13.0	13.1	12.2

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 Civilian 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
Electronic Fingerprint Technician	0.0	0.0	0.0	1.0	1.0
PT - Electronic Fingerprint Technician	0.0	0.0	0.0	0.6	1.2
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)	(6.2)	(6.8)
	2.0	2.6	3.6	4.1	4.9

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
	20.6	21.6	21.0	21.0	21.0

Public Safety

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

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Special Services Division - Judicial Services</u>					
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)	(3.6)	(3.6)
	12.8	13.5	15.0	15.0	15.0
<u>Special Services Division - Property Management</u>					
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
	10.7	11.6	12.4	12.6	12.6
SWORN PERSONNEL:					
General Funded	287.0	285.0	295.0	295.0	300.0
Grant/Other Funding	5.0	7.0	7.0	7.0	7.0
Total Sworn Personnel:	292.0	292.0	302.0	302.0	307.0
CLASSIFIED PERSONNEL:					
General Funded	160.3	164.0	168.2	170.9	170.0
Grant/Other Funding	11.4	12.4	14.0	14.6	15.2
Total Classified Personnel:	171.7	176.4	182.2	185.5	185.1
TOTAL PERSONNEL					
Full -time	440.8	443.4	459.2	461.3	467.4
Part-time	22.9	25.1	25.1	26.2	24.7
Total:	463.7	468.4	484.2	487.5	492.1

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.

Public Safety

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

Goals & Objectives:

Patrol Division

Goal: To increase staffing by 20 with the Patrol Division, to cover the increase need for service.
Objective: 1. Hire and Train New Patrol Officers
Status: *On-going.*

Special Operations Division

Goal: To upgrade communication's headsets and lighting system for issued handguns.
Objective: 1. Purchase Surefire X300 Ultra500 Lumen handgun lights.
Status: *New FY-16*

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

Criminal Investigations Division- Investigations Section

Goal: Enable employees to have necessary training to perform their duties and better serve the community.
Objective: 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.
Objective: 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 - Apply for grant funds.*

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*

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; (45) new patrol vehicles were approved in FY16.*

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*

Public Safety

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

Information Services Division- Management Information Section

- 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*
-
- 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*

<u>Objectives & Measurements:</u>	CY10 Actual	CY11 Actual	CY12 Actual	CY13 Actual	CY14 Unofficial
<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
Total	4,425	4,366	3,918	5,115	3,597
- 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	2,850

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$10,120,290	\$10,358,100	\$10,065,300	\$10,230,400	(\$127,700)	-1.2%
Fringe Benefits	3,619,720	3,898,600	3,852,200	3,875,100	(23,500)	-0.6%
Operating Costs	3,521,610	4,089,900	4,202,700	4,202,700	112,800	2.8%
Agency Funding	443	2,300	2,300	2,300	0	0.0%
Capital Outlay	71,105	66,400	66,400	116,400	50,000	75.3%
Budget Cuts	0	0	0	0	0	N/A
Total Baseline	\$17,333,168	\$18,415,300	\$18,188,900	\$18,426,900	\$11,600	0.1%
Request Greater Than Baseline			2,217,800	0	0	N/A
Total Expenditures	\$17,333,168	\$18,415,300	\$20,406,700	\$18,426,900	\$11,600	0.1%
Revenues	\$774,905	\$369,000	\$431,900	\$431,900	\$62,900	17.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- **Operating Costs** include an increase for Medical Contract.
- The FY 2017 **Capital Outlay** budget includes funding for replacement equipment and a new X-Ray machine.
- **Revenues** associated with this program are from Federal Inmate Operating, State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.
 - Since the Detention Center is no longer housing federal inmates, the Federal Inmate Revenue budget was eliminated for FY 2016.

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 weekenders.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Correctional Officers					
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	91.0	91.0	90.0	90.0	90.0
Total Correctional Officers	143.0	143.0	143.0	143.0	143.0
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
Total Civilians	12.6	12.6	12.6	12.6	12.6
Total Full Time Equivalent	155.6	155.6	155.6	155.6	155.6
Allocated to VICS Program*	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	155.1	155.1	155.1	155.1	155.1

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

Public Safety

Department:	Sheriff's Office	01.24.37
Division\Program:	Corrections	Fund: General
Program Administrator:	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 hire additional Correctional Officers to provide a safe working environment and eliminate liability for officers, allowing officers to take leave, and have adequate staff coverage. This is based on the IACP job study.

- Objectives:**
1. Hire 10 Correctional Officers.
 2. Increase the efficiency and productivity, balance duty responsibilities.
 3. Reduce the tremendous amount of overtime.

Status: *IACP Job Study Complete, recommended to add 23 additional positions to the Detention Center, however funding for FY-16 was not approved.*

Goal: To maintain the security of the detention center.

- Objectives:**
1. Provide continuous security for cell blocks, cells and all doors within the facility.
 2. Replace outdated software and have a functional operating system. Upgrade computers, monitors and DVR systems.
 3. Purchase necessary equipment through the County's CIP Project.

Status: *New for FY-15. Requested in FY-16 CIP Program. On hold due to funding issues.*

Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
Average Daily Population	417	386	368	370	375
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	3,700	3,930
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	11,900	13,115

Public Safety

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$231,674	\$264,700	\$196,900	\$201,200	(\$63,500)	-24.0%
Fringe Benefits	68,386	81,200	59,400	59,800	(21,400)	-26.4%
Operating Costs	1,485,934	1,665,400	1,847,700	1,847,700	182,300	10.9%
Capital Outlay	94,876	11,000	70,000	70,000	59,000	536.4%
Total Baseline	\$1,880,871	\$2,022,300	\$2,174,000	\$2,178,700	\$156,400	7.7%
Request Greater Than Baseline			54,800	0	0	N/A
Total Expenditures	\$1,880,871	\$2,022,300	\$2,228,800	\$2,178,700	\$156,400	7.7%
Revenues	\$3,192,403	\$3,134,300	\$3,134,300	\$3,134,300	\$0	0.0%

Changes and Useful Information:

- The Automatic Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
 - Reduction in budget reflects the reallocation of personnel from the Speed Camera program to the Sheriff's Office based on assigned duties.
- **Operating costs** were adjusted to cover costs associated with contract services and credit card processing.
- The **FY2017 Capital Outlay** budget is to replace two motorcycles.
- **Revenues** represent the fines collected for the Red Light Camera and Speed Camera programs.

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 issued 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. During FY2016 additional sites are under review for additional 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-2016 additional camera sites are under review, if approved cameras will also be added.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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 Civilian Deputy (Special)	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
Total Full Time Equivalent	2.6	4.6	6.6	6.1	6.1

Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY15 Estimated
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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$36,886	\$69,000	\$85,700	\$86,900	\$17,900	25.9%
Fringe Benefits	10,859	14,500	15,000	15,100	600	4.1%
Operating Costs	121,073	78,500	124,500	124,500	46,000	58.6%
Capital Outlay	0	0	56,600	56,600	56,600	New
Total Baseline	\$168,818	\$162,000	\$281,800	\$283,100	\$121,100	74.8%
Request Greater Than Baseline			2,500	0	0	N/A
Total Expenditures	\$168,818	\$162,000	\$284,300	\$283,100	\$121,100	74.8%
Revenues	\$193,901	\$170,000	\$284,300	\$284,300	\$114,300	67.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes funding for an additional part time position.
- **Operating Costs** were adjusted to correspond with the revenue increase. The Sheriff's Office hires a contractor to process fingerprinting.
- The **FY2017 Capital Outlay** budget includes funding for (2) fingerprint systems.
- **Revenues** have been revised to reflect current revenue collections which should be sufficient to cover increased program costs.

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 to \$50.

Positions:

<u>Title</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 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
Total Full Time Equivalent	0.0	0.0	0.6	1.6	2.2

Objectives & Measurements:

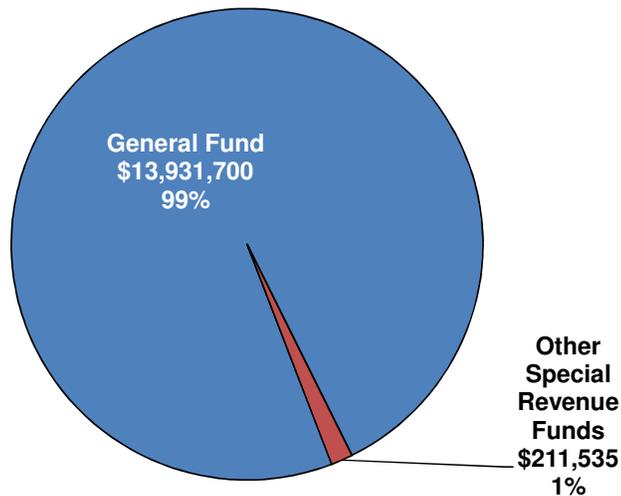
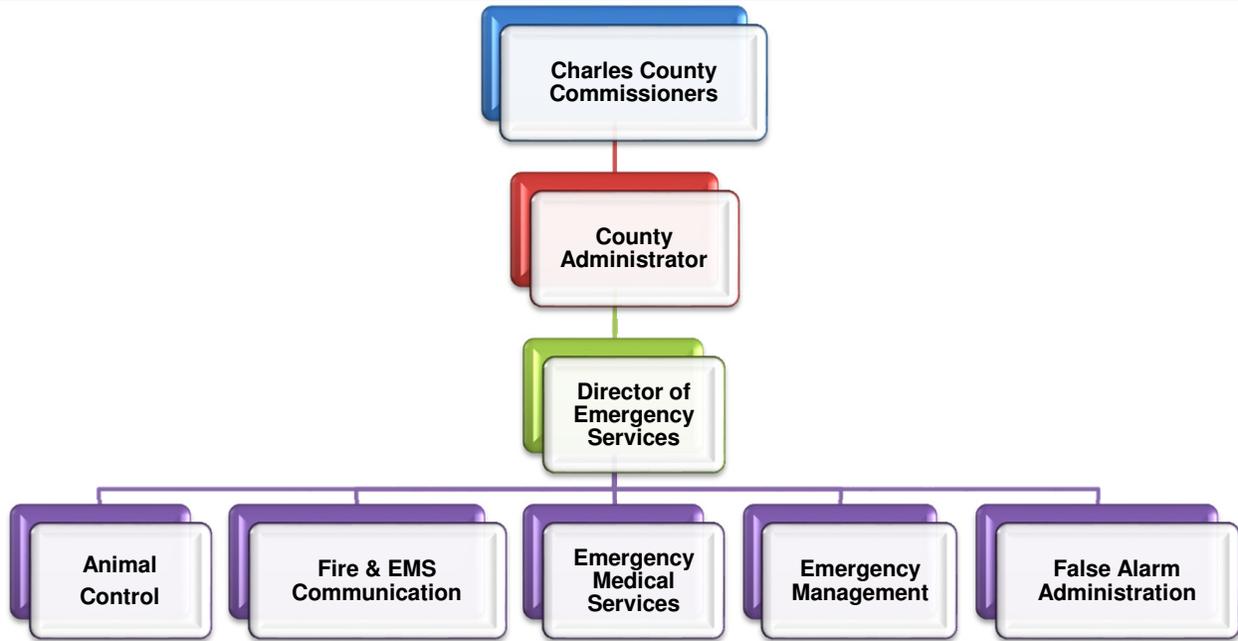
	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Projected</u>	<u>FY16 Estimated</u>
Number of Fingerprint cards processed:	1,960	2,777	3,139	3,500	4,200

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

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$8,561,681	\$8,840,800	\$8,812,500	\$9,080,800	\$240,000	2.7%
Fringe Benefits	2,357,366	2,441,100	2,387,800	2,460,400	19,300	0.8%
Operating Costs	2,380,625	2,553,600	2,666,400	2,758,900	205,300	8.0%
Transfers Out	108,781	96,200	86,000	86,000	(10,200)	-10.6%
Capital Outlay	0	0	38,800	38,800	38,800	New
Total Baseline	\$13,408,453	\$13,931,700	\$13,991,500	\$14,424,900	\$493,200	3.5%
Request Greater Than Baseline			2,421,300		0	N/A
Total Expenditures	\$13,408,453	\$13,931,700	\$16,412,800	\$14,424,900	\$493,200	3.5%
Revenues	\$5,750,129	\$5,517,700	\$5,733,000	\$5,733,000	\$215,300	3.9%



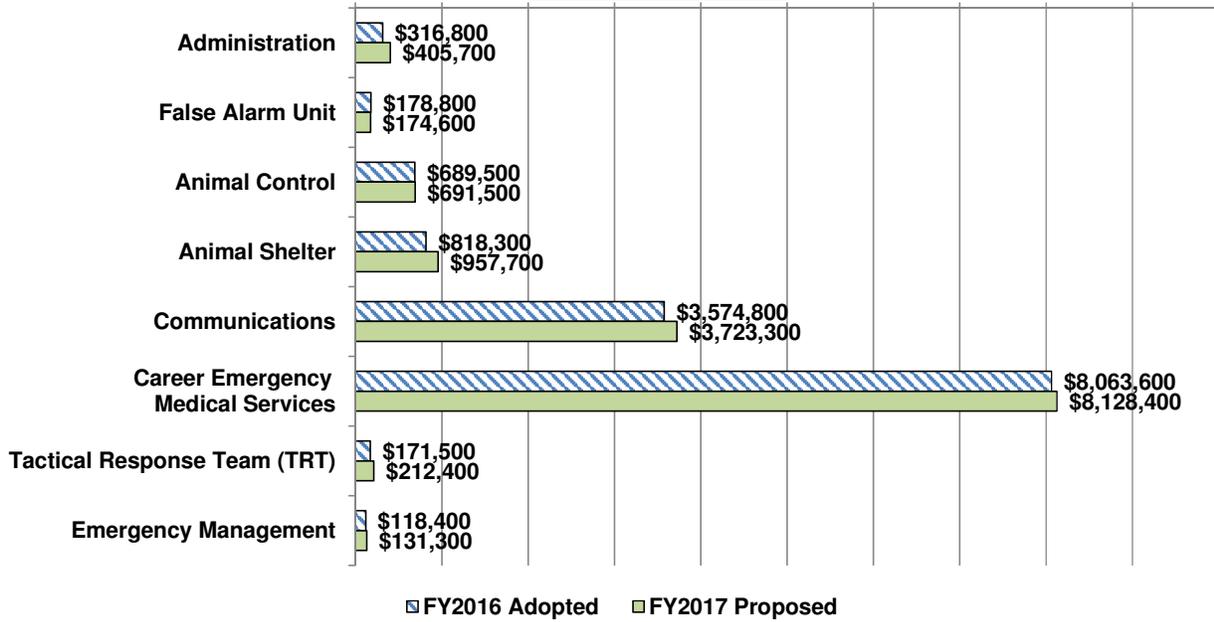
TOTAL FY2016 DEPARTMENT BUDGET \$14,143,235

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

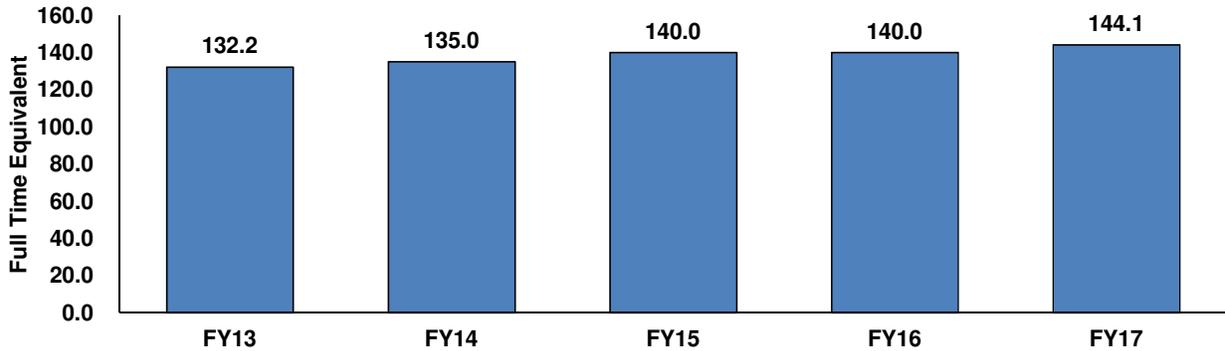
As indicated by the graph, the Department of Emergency Services is mostly funded by the General Fund.

Other Public Safety Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Administration	2.9	3.3	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	17.2
Fire/EMS Communications	24.7	26.7	31.7	31.7	31.7
Career Emergency Medical Services	81.1	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	1.0	1.0	1.1	1.2
Total Full Time Equivalent	132.2	135.0	140.0	140.0	144.1

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$241,336	\$238,700	\$244,200	\$246,500	\$7,800	3.3%
Fringe Benefits	63,123	64,000	59,800	60,100	(3,900)	-6.1%
Operating Costs	11,118	14,100	14,100	99,100	85,000	602.8%
Total Baseline	\$315,577	\$316,800	\$318,100	\$405,700	\$88,900	28.1%
Request Greater Than Baseline			85,000		0	N/A
Total Expenditures	\$315,577	\$316,800	\$403,100	\$405,700	\$88,900	28.1%
Revenues	\$242,880	\$254,000	\$254,000	\$254,000	\$0	0.0%

Changes and Useful Information:

- **Personal Services** increase is due to the mid-year COLA received in FY2016, proposed merit increase in FY2017, and increasing pay time pay by \$5,000 per the Medical Director contract.
- The **Fringe Benefits** change is a result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating** increase represents 50% of the cost of a **Strategic Planning Study**. 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.
- **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>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>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
Total Full Time Equivalent	3.3	3.3	3.3	3.3	3.3
Allocated to Special Revenue	(0.4)	0.0	0.0	0.0	0.0
Net Cost to General Fund	2.9	3.3	3.3	3.3	3.3

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$109,846	\$111,000	\$104,400	\$106,600	(\$4,400)	-4.0%
Fringe Benefits	32,835	32,700	32,700	32,800	100	0.3%
Operating Costs	31,135	35,100	35,200	35,200	100	0.3%
Total Expenditures	\$173,817	\$178,800	\$172,300	\$174,600	(\$4,200)	-2.3%
Revenues	\$545,318	\$527,500	\$535,500	\$535,500	\$8,000	1.5%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- **Operating Costs** were adjusted to cover the Envelope Machine Maintenance Agreement increase.
- **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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
<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	0.39	0.38	0.36	0.36	0.36

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$418,617	\$419,600	\$418,800	\$423,100	\$3,500	0.8%
Fringe Benefits	148,174	145,900	138,900	139,200	(6,700)	-4.6%
Operating Costs	117,307	124,000	129,200	129,200	5,200	4.2%
Total Expenditures	\$684,099	\$689,500	\$686,900	\$691,500	\$2,000	0.3%
Revenues	\$30,114	\$29,400	\$30,600	\$30,600	\$1,200	4.1%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- The **Fringe Benefits** change is a result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- The \$5,200 **Operating Costs** increase is 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. This software is administered by the Sheriff's Office and was recently installed on all of their vehicles. Without this software, Animal Control Officers will not be able to communicate electronically with the Sheriff's Office Dispatch Communication Division. Additionally, this software allows staff to check history on individuals, provides a mapping program and gives a GPS location of the officer in event back up assistance is needed.
- **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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Total Full Time Equivalent	6.0	6.0	6.0	6.0	6.0

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
<i>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.</i>					
# of CAD Events	5,646	7,053	6,157	6,400	6,500
# of Neglect & Cruelty Investigations	695	714	709	725	720
# of Animals Impounded/Transported	5,185	4,689	4,446	4,900	5,000

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$439,845	\$473,800	\$464,400	\$576,300	\$102,500	21.6%
Fringe Benefits	122,719	144,900	125,700	181,400	36,500	25.2%
Operating Costs	145,529	199,600	196,000	200,000	400	0.2%
Total Baseline	\$708,093	\$818,300	\$786,100	\$957,700	\$139,400	17.0%
Request Greater Than Baseline			143,700	0	0	N/A
Total Expenditures	\$708,093	\$818,300	\$929,800	\$957,700	\$139,400	17.0%
Revenues	\$449,772	\$533,900	\$603,700	\$603,700	\$69,800	13.1%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
 - FY17 Proposed budget includes **(4) new Animal Shelter Attendants** (4.0 FTE) which is dependent on funding from other Counties
- The **Fringe Benefits** change is a result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** were adjusted to estimated actual.
- The Animal Shelter is a Tri-County effort. **Revenues** represent funding from St. Mary's and Calvert Counties and Boarding fees. FY17 Revenues include share of new positions.

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:

<u>Title</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>	<u>FY17</u> <u>FTE</u>
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	7.0
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	0.0	0.0
Part-time Positions	3.2	3.2	3.2	3.8	3.8
Total Full Time Equivalent	13.9	13.8	13.8	13.8	17.8
Allocated to Special Revenue	(0.7)	(0.7)	(0.7)	(0.6)	(0.6)
Net Cost to General Fund	13.2	13.2	13.2	13.2	17.2

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
<i>Objective: Tracking the number of animals processed allows management to assess the effectiveness of the community outreach and spay/neuter programs.</i>					
# of Animals Processed	10,049	8,987	8,730	8,700	8,600
Average Daily Population of dogs and cats	161	158	132	140	125
# of Animals Adopted	778	847	746	800	800
# of Animals Rescued	3,521	3,164	3,276	3,227	3,230
# of Animals Reclaimed	930	960	900	963	965
# of Animal Intakes: Adoptable/Rescueable/Reclaimable Animals (ARRA)					
Dogs	3,151	3,106	3,058	3,020	3,050
Cats	4,938	4,715	4,447	4,500	4,500
Other	<u>634</u>	<u>640</u>	<u>444</u>	<u>450</u>	<u>430</u>
Total	8,723	8,461	7,949	7,970	7,980
Live Animal Release Rates - Live releases which include return to owners, rescues and adoptions.					
Dogs	79%	80%	82%	83%	83%
Cats	43%	42%	45%	45%	45%
Other	96%	98%	96%	96%	96%

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$1,741,339	\$1,829,000	\$1,827,300	\$1,887,500	\$58,500	3.2%
Fringe Benefits	543,736	541,000	527,800	533,200	(7,800)	-1.4%
Operating Costs	1,258,057	1,204,600	1,302,400	1,302,400	97,800	8.1%
Transfers Out	111	200	200	200	0	0.0%
Total Baseline	\$3,543,243	\$3,574,800	\$3,657,700	\$3,723,300	\$148,500	4.2%
Request Greater Than Baseline			48,400		0	N/A
Total Expenditures	\$3,543,243	\$3,574,800	\$3,706,100	\$3,723,300	\$148,500	4.2%
Revenues	\$1,073,727	\$1,090,000	\$1,090,000	\$1,090,000	\$0	0.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
-Includes \$29,000 to restore night differential pay parity between CCG Dispatchers and CCSO Dispatchers.
- The **Fringe Benefits** change is a result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** were adjusted for the following reasons:
 - \$75,000 to extend the life of six 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, a 17% increase over FY2015 adopted.
 - \$16,000 to provide and install radio console cables and telephone cables for new dispatch consoles.
 - \$9,800 increase 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) in one time costs and other line items were reduced by to offset these increases.
- **Revenues** represent primarily from Local 911 fees.

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.

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

Positions:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
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 Administrator	0.0	1.0	1.0	1.0	1.0
Training / Quality Assurance Captain	0.0	1.0	1.0	1.0	1.0
Public Safety Dispatch Lieutenant	5.0	5.0	5.0	5.0	5.0
Dispatcher I & II	15.0	15.0	20.0	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
Total Full Time Equivalent	24.7	26.7	31.7	31.7	31.7

Objectives & Measurements:	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated

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.

Number of 911 Calls Received	73,182	72,231	78,790	83,000	84,500
Percent 911 Calls Dispatched < 2 mins (Target is 90%)	N/A	N/A	60%	65%	70%
Radio System Reliability - Target 99.999%	N/A	N/A	99.990%	99.992%	99.996%
Radio System Saturation - Target < 40% (Ratio - access request vs. system busy)	N/A	N/A	TBD	TBD	TBD

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$5,499,502	\$5,687,300	\$5,657,800	\$5,743,700	\$56,400	1.0%
Fringe Benefits	1,419,542	1,499,700	1,484,800	1,495,100	(4,600)	-0.3%
Operating Costs	755,517	876,600	889,600	889,600	13,000	1.5%
Total Baseline	\$7,678,635	\$8,063,600	\$8,032,200	\$8,128,400	\$64,800	0.8%
Request Greater Than Baseline						
Volunteer Companies			757,200		0	N/A
Other			455,300		0	N/A
Total Expenditures	\$7,678,635	\$8,063,600	\$9,244,700	\$8,128,400	\$64,800	0.8%
Revenues	\$3,372,614	\$3,082,900	\$3,219,200	\$3,219,200	\$136,300	4.4%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- The **Fringe Benefits** change is a result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** budget was increased due to the following reasons:
 - Wireless PC Connection budget was increased by \$14,300 to reflect current activity.
 - An increase in the Billing Contract based on EMS service collections. Total increase - \$13,000.
 - The Bank Expenses budget was increased by \$600 to equal FY 2015 actual.
 - Vehicle fuel was reduced by (\$3,000).
 - The Medical Expenses budget was reduced by (\$11,900) as less physicals are needed during FY 2017. For the FY 2016 physicals were budgeted for all EMS employees.
- **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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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	38.0	38.0	36.0	39.0	39.0
Emergency Medical Tech.	28.0	28.0	30.0	27.0	27.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
Total Full Time Equivalent	81.1	81.1	81.1	81.1	81.1

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
<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	12,290	13,188	14,143	15,000	15,500
Responses by Volunteer Companies	<u>10,207</u>	<u>9,040</u>	<u>10,045</u>	<u>10,152</u>	<u>10,000</u>
Total Number of Responses	22,497	22,228	24,188	25,152	25,500
Percent of Responses by Career EMS	55%	59%	58%	60%	61%
Transports by Career EMS	7,194	7,055	8,035	8,320	8,200
Transports by Volunteer Companies	<u>4,497</u>	<u>3,612</u>	<u>4,277</u>	<u>4,276</u>	<u>4,000</u>
Total Number of Transports*	11,691	10,667	12,312	12,596	12,200
Percent of Transports by Career EMS	62%	66%	65%	66%	67%

*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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$89,892	\$68,800	\$70,100	\$70,100	\$1,300	1.9%
Fringe Benefits	16,356	7,800	8,300	8,300	500	6.4%
Operating Costs	60,419	94,900	95,200	95,200	300	0.3%
Transfers Out	1,500	0	0	0	0	N/A
Capital Outlay	0	0	38,800	38,800	38,800	New
Total Baseline	\$168,168	\$171,500	\$212,400	\$212,400	\$40,900	23.8%
Request Greater Than Baseline			923,700		0	N/A
Total Expenditures	\$168,168	\$171,500	\$1,136,100	\$212,400	\$40,900	23.8%
Revenues	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- The **Fringe Benefits** increase is a result of the adjusting the Workers Compensation rate for FY 2017.
- The FY 2017 **Operating Costs** budget was increased by \$300 to accommodate the current active 911 dispatching software application on the mobile devices that provides CAD data for emergency situations.
- The **Capital Outlay** request of \$38,800 is 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). These bottles were originally purchased with grants funds. Self-contained breathing apparatus are essential to completing the mission of the Tactical Response Team. The breathing air bottle used with the SCBA are reaching the end of their service life (15 years) as defined by the manufacturer, NFPA 1981 and DOT CFR 49.173.34. These life safety bottles must be replaced in order to continue the mission of the Tactical Response Team.

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>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</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
Total Full Time Equivalent	1.7	1.7	1.7	1.7	1.7

Objectives & Measurements:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<u>Objective: To provide an all-hazards response, mitigation, protection and support solution to hazardous materials, specialized rescue, chemical, biological, radiological, nuclear, and explosive incidents.</u>					
Responses by Tactical EMS	134	139	178	190	210
Responses by Hazmat Team	244	240	241	260	275

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$21,302	\$12,600	\$25,500	\$27,000	\$14,400	114.3%
Fringe Benefits	10,880	5,100	9,800	10,300	5,200	102.0%
Operating Costs	1,542	4,700	4,700	8,200	3,500	74.5%
Transfers Out	103,097	96,000	85,800	85,800	(10,200)	-10.6%
Total Baseline	\$136,822	\$118,400	\$125,800	\$131,300	\$12,900	10.9%
Request Greater Than Baseline			8,000	0	0	N/A
Total Expenditures	\$136,822	\$118,400	\$133,800	\$131,300	\$12,900	10.9%
Revenues	\$35,705	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- This Division is partially grant funded. The FY 2016 grant budget assumes funding will remain flat for FY 2016. This caused an increase to **Personal Services** and **Fringe Benefits** because the Divisions expenses are increasing. In prior years, the County utilized grant carry over funds to pay for the Mass Notification System contract. The County does not anticipate any carryover balance, therefore this necessitates an increase in these line items.
- Operating Costs** budget increase to provide additional funding to **print an updated Charles County Citizen's Guide for Emergency Preparedness** (lasted updated in 2006).
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant which is expected to be less.
- Revenues** for FY2015 were the reimbursement for events.

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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0
Allocated to Special Revenue	(1.4)	(1.0)	(1.0)	(0.9)	(0.8)
Net Cost to General Fund	0.6	1.0	1.0	1.1	1.2

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Number of Emergency Response Events	37	13	7	45	30

Debt

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	\$602,188	\$202,900	\$108,000	\$108,000	(\$94,900)	-46.8%
Debt Service	51,174,393	23,185,300	26,564,800	26,613,100	3,427,800	14.8%
Transfers Out	464,468	482,900	502,300	502,300	19,400	4.0%
Total Expenditures	\$52,241,049	\$23,871,100	\$27,175,100	\$27,223,400	\$3,352,300	14.0%
Revenues	\$30,045,990	\$2,806,900	\$3,442,600	\$3,442,600	\$635,700	22.6%

Changes and Useful Information:

- **Revenues** includes bond premium fund balance and other dedicated revenues.

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:

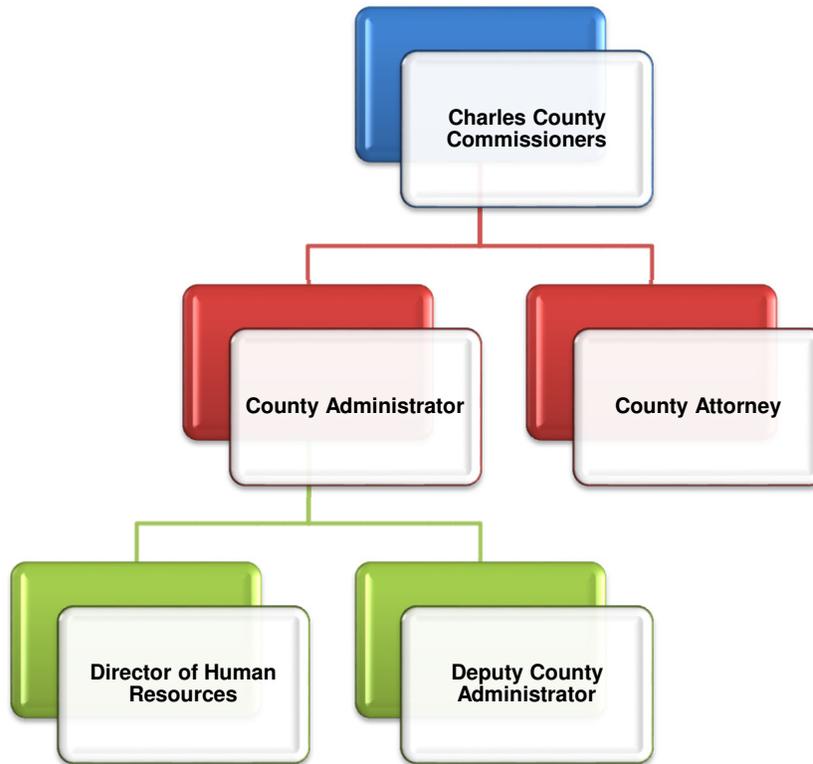
	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	\$ Change from FY2016	% Chg.
Bonds					
Board Of Education	\$3,692,413	\$3,651,000	\$4,059,300	\$408,300	11.2%
College of Southern Maryland	1,360,296	1,555,000	1,639,800	84,800	5.5%
General Government	4,986,019	4,733,300	6,132,800	1,399,500	29.6%
Public Safety	1,824,816	1,706,800	1,935,300	228,500	13.4%
Transportation	7,591,087	8,332,300	8,617,400	285,100	3.4%
Miscellaneous	99,483	99,500	99,500	0	0.0%
Bond Principal & Interest	\$19,554,114	\$20,077,900	\$22,484,100	\$2,406,200	12.0%
Bond Refunding	\$29,866,150	\$0	\$0	\$0	N/A
Leases					
Public Works - Facilities	\$269,603	\$321,600	\$405,800	\$84,200	26.2%
Recreation, Parks, and Tourism	85,936	131,000	176,600	45,600	34.8%
Emergency Services	390,235	554,500	641,700	87,200	15.7%
Fiscal & Administrative Services	4,365	6,100	9,600	3,500	57.4%
Planning & Growth Management	0	2,600	59,600	57,000	2192.3%
Community Services	7,809	7,900	10,700	2,800	35.4%
General Government	5,066	5,000	2,500	(2,500)	-50.0%
Sheriff	803,237	1,471,300	1,950,500	479,200	32.6%
Volunteer Fire & EMS	146,321	562,400	832,100	269,700	48.0%
Library	5,535	5,500	5,500	0	0.0%
Other Agencies	36,022	39,500	34,400	(5,100)	-12.9%
Capital Lease Principal & Interest	\$1,754,130	\$3,107,400	\$4,129,000	\$1,021,600	32.9%
Transfer to Enterprise Fund	\$464,468	\$482,900	\$502,300	\$19,400	4.0%
Operating Costs	\$602,188	\$202,900	\$108,000	(\$94,900)	-46.8%
Total	<u>\$52,241,049</u>	<u>\$23,871,100</u>	<u>\$27,223,400</u>	<u>\$3,352,300</u>	14.0%

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 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+	AAA	AAA
Moody's Investors Service	Aa2	Aa1	Aa1	Aa1	Aa1
Fitch Investors Service	AA+	AA+	AAA	AAA	AAA

General Government Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$5,792,396	\$6,497,600	\$6,437,000	\$6,846,700	\$349,100	5.4%
Fringe Benefits	4,318,473	4,106,800	4,186,400	4,300,200	193,400	4.7%
Operating Costs	3,903,401	3,877,400	4,004,900	3,927,200	49,800	1.3%
Transfers Out	337,201	421,500	422,500	437,200	15,700	3.7%
Agency Funding	758,599	1,011,000	1,260,000	1,260,000	249,000	24.6%
Capital Outlay	28,281	26,400	98,400	98,400	72,000	272.7%
Total Baseline	\$15,138,351	\$15,940,700	\$16,409,200	\$16,869,700	\$929,000	5.8%
Request Greater Than Baseline			1,178,100		0	N/A
Total Expenditures	\$15,138,351	\$15,940,700	\$17,587,300	\$16,869,700	\$929,000	5.8%
Total Expenditures as % of Budget:	4.0%	4.4%	4.5%	4.5%		
Revenues	\$514,061	\$535,400	\$537,000	\$537,000	\$1,600	0.3%

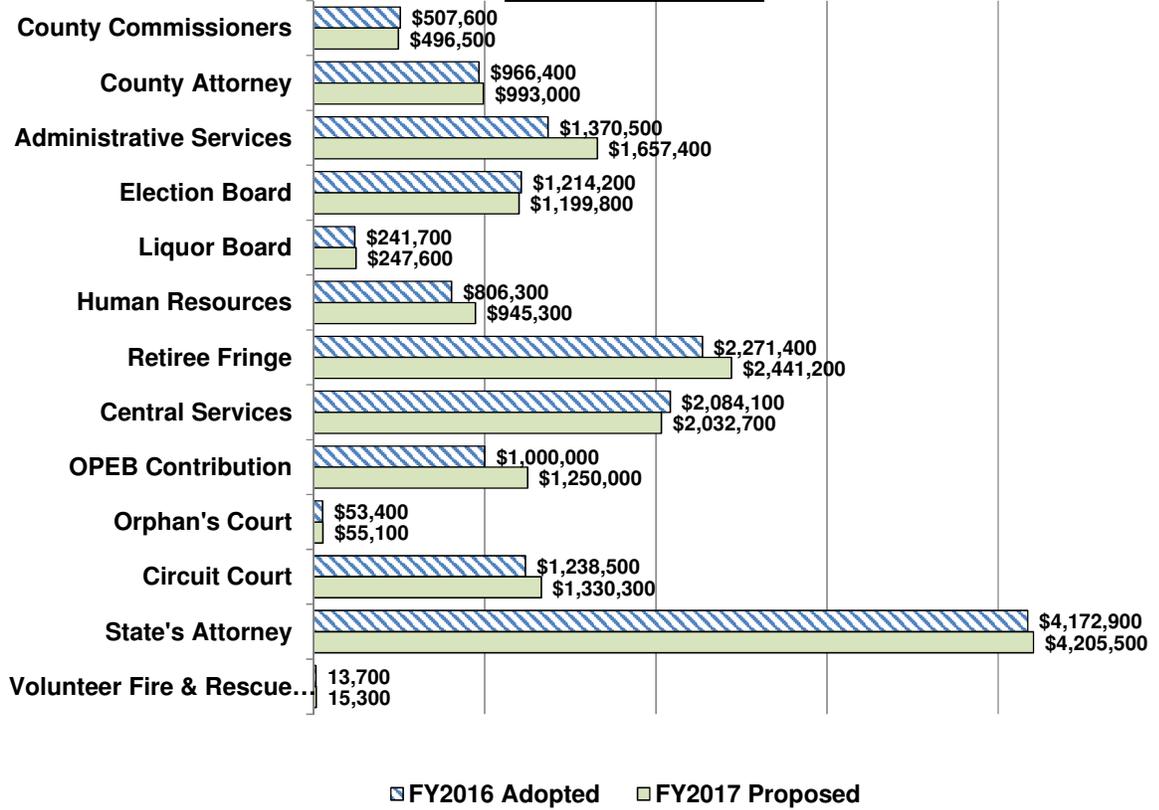


General Government Agencies which receive County funding:

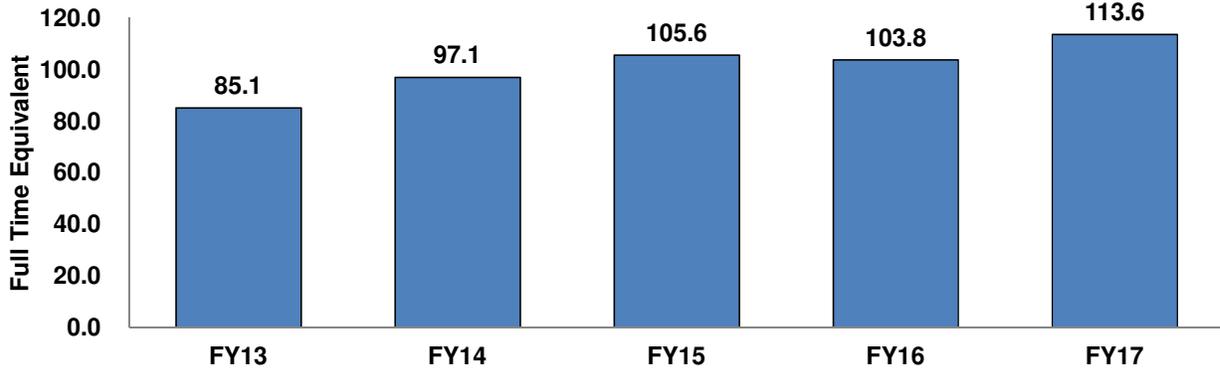
- | | |
|------------------|---|
| State's Attorney | Orphan's Court |
| Election Board | Circuit Court |
| Liquor Board | State Department of Assessments & Taxation Cost Share |

General Government Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
County Commissioners	5.0	5.0	5.0	5.0	5.0
County Attorney	8.0	8.0	8.0	8.0	8.3
Administrative Services	19.8	22.0	22.0	22.0	25.0
Liquor Board	1.9	1.9	1.9	1.9	1.9
Human Resources	8.0	8.0	8.0	8.0	10.5
Circuit Court	14.2	14.9	15.4	13.2	15.2
State's Attorney	28.4	37.4	45.4	45.8	47.8
Total Full Time Equivalent	85.1	97.1	105.6	103.8	113.6

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$251,370	\$251,000	\$251,000	\$251,000	\$0	0.0%
Fringe Benefits	82,647	75,700	68,200	68,200	(7,500)	-9.9%
Operating Costs	160,751	180,900	177,300	177,300	(3,600)	-2.0%
Total Expenditures	\$494,768	\$507,600	\$496,500	\$496,500	(\$11,100)	-2.2%

Changes and Useful Information:

- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** are decreasing based on the following:
 - A decrease of (\$5,500) in Office Supplies, Miscellaneous, and Print. This includes a transfer from the County Commissioners Department to the Administrative Services for the following: (Office Supplies, \$2,500), (Miscellaneous, \$1,300), and (Printing, \$1,200).
 - Dues & Subscriptions is increasing by \$1,900 due to the cost of the Council of Governments fee increase.

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:

<u>Title</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>
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
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0

General Government

Department: County Attorney 01.16
Division\Program: County Attorney Fund: General
Program Administrator: Rhonda Weaver, Esq., County Attorney
www.charlescountymd.gov/coattny/welcome

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$645,895	\$637,400	\$607,000	\$646,000	\$8,600	1.3%
Fringe Benefits	162,940	169,700	169,500	187,700	18,000	10.6%
Operating Costs	341,179	159,300	159,300	159,300	0	0.0%
Total Baseline	\$1,150,014	\$966,400	\$935,800	\$993,000	\$26,600	2.8%
Request Greater Than Baseline			\$41,200	\$0	\$0	N/A
Total Expenditures	\$1,150,014	\$966,400	\$977,000	\$993,000	\$26,600	2.8%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
 - Includes funding for a **Paralegal** to provide full time duties, including research, analysis and assisting attorneys with pleadings/motions and correspondence. Part time Paralegal funding will be used towards this position.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** are expected to remain the same for FY17.

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:

	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
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	0.0	0.0
Paralegal	0.0	0.0	0.0	0.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	0.0	0.0	0.0	1.0	1.0
Part Time	0.6	0.6	0.6	0.6	0.0
Total Full Time Equivalent	8.8	8.8	8.8	8.8	9.1
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Net Cost to General Fund	8.0	8.0	8.0	8.0	8.3

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Documents/matters received for legal	6,284	8,700	7,713	8,700	8,700
Litigation/enforcement actions/complaints	1,232	992	894	945	952
Permits Issued	480	415	428	407	415

General Government

Department: Administrative Services 01.03.13
Division\Program: Commissioner Office Administration Fund: General
Program Administrator: Board of County Commissioners/ Michael D. Mallinoff, County Administrator
www.charlescountymd.gov/commissioners/clo/citizens-liaison-office
www.charlescountymd.gov/coadmin/clerk/clerk-commissioners

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$372,697	\$364,800	\$356,600	\$363,100	(\$1,700)	-0.5%
Fringe Benefits	102,724	113,600	105,800	106,400	(7,200)	-6.3%
Operating Costs	15,494	16,100	21,200	21,200	5,100	31.7%
Total Expenditures	\$490,915	\$494,500	\$483,600	\$490,700	(\$3,800)	-0.8%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** were increased due to the following:
 - A \$5,000 transfer from the County Commissioners' Department. This includes increases to the following accounts: (\$2,500, Office Supplies), (Miscellaneous, \$1,300), and (Printing, \$1,200).
 - Printing was also increased \$100 over the transferred amount from the County Commissioners' Department.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions:

<u>Title</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>
Citizens' Liaison	1.0	1.0	0.0	0.0	0.0
Executive Office Manager	0.0	1.0	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	0.0	1.0	1.0	1.0
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
Total Full Time Equivalent	6.6	6.6	6.6	6.6	6.6

General Government

Department: Administrative Services 01.03.06
Division\Program: Administration Fund: General
Program Administrator: Michael D. Mallinoff, County Administrator
www.charlescountymd.gov/coadmin/welcome

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$437,806	\$434,200	\$421,500	\$469,400	\$35,200	8.1%
Fringe Benefits	107,738	123,600	111,300	129,700	6,100	4.9%
Operating Costs	11,055	13,000	121,000	131,000	118,000	907.7%
Total Baseline	\$556,598	\$570,800	\$653,800	\$730,100	\$159,300	27.9%
Request Greater Than Baseline			\$204,100		\$0	N/A
Total Expenditures	\$556,598	\$570,800	\$857,900	\$730,100	\$159,300	27.9%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
 - FY17 Proposed Budget also provides funding for a **new Administrative Support Specialist** to provide assistance with performance measures as well as administrative support.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget based on participation and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** are increasing for the following reasons:
 - A \$84,000 increase in the Government Affairs account which was previously budgeted as an economic development function.
 - Employee Education increase of \$20,000 for training at Gettysburg Leadership Institute and for training / strategic planning with Directors.
 - Dues & Subscriptions increase due mainly to the International County Management Association membership dues.
 - A \$1,000 increase in the Contract Services account to fund a File Transfer Protocol site.
 - Funding of \$10,000 for a National Citizens Survey. 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.

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.

Positions:

<u>Title</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 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
Internal Auditor	0.0	0.0	0.0	0.0	1.0
Assistant Internal Auditor	0.0	0.0	0.0	0.0	1.0
Administrative Support Specialist	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	3.0	3.0	3.0	3.0	6.0

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Proposed	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$105,643	\$119,200	\$120,000	\$120,800	\$1,600	1.3%
Fringe Benefits	17,808	19,000	17,300	17,500	(1,500)	-7.9%
Operating Costs	4,549	4,900	4,900	4,900	0	0.0%
Total Baseline	\$128,001	\$143,100	\$142,200	\$143,200	\$100	0.1%
Request Greater Than Baseline			\$41,300		\$0	N/A
Total Expenditures	\$128,001	\$143,100	\$183,500	\$143,200	\$100	0.1%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** budget is remaining flat.

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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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
Total Full Time Equivalent	2.9	2.9	2.9	2.9	2.9

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Visitors to Government Building	36,165	36,192	36,747	36,000	36,000
Security Incidents	0	0	0	0	0

Department: Administrative Services 01.03.141
Division\Program: Media Fund: General
Program Administrator:

www.charlescountymd.gov/coadmin/pio/public-information-office

Expenditure Category	FY2015 Actual	FY2016 Proposed	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	\$12,052	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$12,052	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- The FY2016 and FY2017 **Operating Costs** expenditures were moved to the Cable TV/I-Net Fund.

General Government

Department: Administrative Services 01.03.52
Division\Program: Safety Fund: General
Program Administrator: Deborah Hall, Deputy County Administrator / Joane Gulvas, Safety Officer
www.charlescountymd.gov/coadmin/safety/safety-office

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$79,028	\$78,200	\$78,300	\$79,800	\$1,600	2.0%
Fringe Benefits	18,552	18,900	16,900	17,200	(1,700)	-9.0%
Operating Costs	88,922	65,000	70,000	70,000	5,000	7.7%
Total Baseline	\$186,502	\$162,100	\$165,200	\$167,000	\$4,900	3.0%
Request Greater Than Baseline			\$40,600		\$0	N/A
Total Expenditures	\$186,502	\$162,100	\$205,800	\$167,000	\$4,900	3.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017 and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** are increasing based on the following:
 - Medical Expenses is increasing by \$5,000 based on FY2015 activity.
 - Safety Supplies is decreasing by (\$1,000) and Safety Supplies Contra is increasing \$1,000 for a Net impact of \$0.
 - The Office Supplies budget is increasing \$200 and the Printing account is decreasing (\$200).

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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Safety Officer	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.0	1.0	1.0	1.0	1.0

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
--	----------------	----------------	----------------	-------------------	-------------------

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)	30	20	20	25	20
--	----	----	----	----	----

DRUG & ALCOHOL TESTING:

# of Commercial Driver License Drivers	74	74	82	85	85
DOT requirement alcohol testing	10%	10%	10%	10%	10%
% actual alcohol testing	57%	32%	32%	25%	25%
# of alcohol tests	42	24	26	25	25
# of tests failing the standard	0	0	0	0	0
DOT requirement drug test	50%	50%	50%	50%	50%
% actual drug testing	68%	54%	68%	50%	50%
# of drug testing	50	40	56	43	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	50	38	65	75	70
# of work related injuries investigated	50	38	65	75	70
Average cost per work related injury claim	\$4,247	\$2,047	\$3.00/100 of payroll	\$3.00/100 payroll	3.00/100 of payroll
# of work days lost to related injuries*	143.0	228.0	229.0	100.0	120.0
Avg. # of work days lost per work related injury	2.86	6.00	3.50	3.00	2.00
% of work days lost	35.0%	17.0%	28.0%	15.0%	10.0%

*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 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$146,875	\$196,400	\$201,000	\$245,000	\$48,600	24.7%
Fringe Benefits	6,398	16,000	8,600	10,400	(5,600)	-35.0%
Operating Costs	875,637	1,001,800	944,400	944,400	(57,400)	-5.7%
Capital Outlay	0	0	0	0	0	N/A
Total Baseline	\$1,028,910	\$1,214,200	\$1,154,000	\$1,199,800	(\$14,400)	-1.2%
Request Greater Than Baseline			\$45,800		\$0	N/A
Total Expenditures	\$1,028,910	\$1,214,200	\$1,199,800	\$1,199,800	(\$14,400)	-1.2%

Changes and Useful Information:

- Personal Services** increase includes the following:
 - To provide additional training day on Early Voting which is estimated to cost \$4,600.
 - To **increase pay for Election Day judges** by \$20 a day for the Election Day and increase training by \$10 a day to make judges salaries more comparable to other counties. This increase was approved by the Local Election Board Supervisors who set these salaries. The total impact of this request is \$44,000.
- Fringe Benefits** was adjusted to reflect the Election Board's Personal Services request. Election Judges who make less than \$1,700 in a calendar are not required to pay FICA and FICA-Medicare. The prior fiscal year budget assumed all judges were required to pay these benefits.
- Operating Costs** adjustments includes the following:
 - Election Board employees are State employees and the County reimburses the State for their salary and fringe costs. The FY 2017 requested budget increased by \$63,700. Including in this request is to fund the full year impact of a vacant Election Clerk III position (\$18,400), to fund additional overtime for the General Election (\$10,000) and to reimburse the State for their employees anticipated regular salary & fringe benefit costs (\$35,300).
 - \$46,000 increase for the new voting equipment. Budget assumes Charles County pays 2.56% of the overall local government share of the voting equipment over the next seven years.
 - \$5,000 increase for the MDVOTERS registration system which the County cost shares with other Counties and State Government.
 - The budget was reduced by (\$168,000) for one time FY 2016 costs to purchase new voting booths and new carts.
 - Office Supplies was reduced by (\$2,500).
 - The Rent budget was reduced by (\$100) to estimated actual.
 - Printing was reduced by (\$1,500).

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:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
*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	1.8	2.2	2.5
Total Full Time Equivalent	8.3	8.3	8.8	9.4	9.8

*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	

<u>Objectives & Measurements:</u>	'10 General Election	12 Primary* Election	12 General Election	14 Primary* Election	14 General Election
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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$164,452	\$167,200	\$170,100	\$171,500	\$4,300	2.6%
Fringe Benefits	73,164	70,600	72,100	72,200	1,600	2.3%
Operating Costs	3,685	3,900	3,900	3,900	0	0.0%
Total Expenditures	\$241,301	\$241,700	\$246,100	\$247,600	\$5,900	2.4%
Revenues	\$193,753	\$187,500	\$187,500	\$187,500	\$0	0.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- **Fringe Benefits** is increasing due to a Workers Compensation rate increase and an increase in the Uniform Officer Pension, netted against a decrease in Health and Dental participation and a decrease in the County's pension due to actuarial plan assumption changes.
- **Operating Costs** are expected to remain flat.

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:

	FY13	FY14	FY15	FY16	FY17
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
Total Full Time Equivalent	1.9	1.9	1.9	1.9	1.9

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
--	----------------	----------------	----------------	-------------------	-------------------

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.

Number of Licenses Issued	184	181	176	177	180
Application/Transfer Fees	\$171,285	\$164,860	\$171,178	\$177,800	\$177,800
Fines Collected	\$9,700	\$4,050	\$22,575	\$9,700	\$9,700

General Government

Department: Human Resources

01.17

Division\Program: Administration

Fund: General

Program Administrator: Paul Rensted, Director of Human Resources

www.charlescountymd.gov/hr/welcome

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$423,310	\$522,300	\$529,200	\$617,300	\$95,000	18.2%
Fringe Benefits	131,733	159,300	147,300	167,300	8,000	5.0%
Operating Costs	117,950	124,700	124,700	160,700	36,000	28.9%
Total Baseline	\$672,993	\$806,300	\$801,200	\$945,300	\$139,000	17.2%
Request Greater Than Baseline			\$137,300		\$0	N/A
Total Expenditures	\$672,993	\$806,300	\$938,500	\$945,300	\$139,000	17.2%
Revenues	\$84,560	\$83,300	\$84,900	\$84,900	\$1,600	1.9%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
 - FY17 Proposed Budget includes funding for a **new Compliance and Wellness Administrator** 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. Funding has also been proposed for the **Summer Intern Program**.
- The **Operating Costs** budget is increasing due to:
 - Funding of \$25,000 has been provided for a **new Wellness Program**.
 - The Core Training budget was increased by \$6,000 due to the need for customer service and communications training for all employees.
 - The Senior Management Training budget was increased by \$5,000 to ensure that supervisors have the proper training that coincides with federal, state and local regulations.

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>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 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
Compliance and Wellness Administrator	0.0	0.0	0.0	0.0	1.0
Recruitment Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Coordinator	1.0	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
Summer Intern Program	0.0	0.0	0.0	0.0	1.5
Total Full Time Equivalent	8.0	8.0	8.0	8.0	10.5

General Government

Department:	Human Resources	01.17
Division\Program:	Administration	Fund: General
Program Administrator:	Paul Rensted, Director of Human Resources	

<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
ADMINISTRATION/RECRUITMENT:					
<i><u>Objective: Measures employment and recruitment activity.</u></i>					
% Timely completion of appraisals	93%	96%	95%	100%	100%
# of formal staff grievances	0	0	2	0	0
% of full time positions filled	96%	95%	95%	95%	95%
diversity of all applicants % women/%minority	47%/33%	50%/37%	51%/45%	55%/50%	60%/55%
# of full time applications for all positions	3,271	4,116	3,801	4,200	4,500
Average # of applications per job	58	70	66	74	80
Annual turnover ratio	4.00	5.00	5.00	5.00	5.00

BENEFITS:

OBJECTIVE: To accurately determine participation in County benefit program and to assist in future staffing needs & budget planning.

# of employees in medical & vision prescription plans *	1,359	1,385	1,415	1,498	1,542
% of total	79.9%	81.1%	80.2%	81.1%	81.1%
# of employees in dental plans*	1,502	1,529	1,579	1,653	1,702
% of total	88.3%	89.6%	89.6%	89.5%	89.5%

**The figures listed above include the County, Circuit Court, State's Attorney, Sheriff's Office, Soil Conservation, Retirees and Library.*

# of employees serviced for fringe benefits per Benefits FTE	1,700 850	1,707 854	1,765 883	1,846 923	1,901 951
---	--------------	--------------	--------------	--------------	--------------

For reference purposes, the following are the number of healthcare subscribers used to calculate the above PMs:

Eligible Employees	1,280	1,276	1,314	1,380	1,421
Charles County Library	46	44	47	48	49
Retirees	374	387	404	418	430
TOTAL	1,700	1,707	1,765	1,846	1,900

TRAINING:

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.

# of employee training hours	11,630	15,313	13,719	15,700	16,700
# of training classes offered (Core/IT)	122/42	127/59	125/78*	140/65	145/70

**Includes webinars. Higher # of computer classes due to Neo Gov implementation*

General Government

Department: Central Services 01.23.50
Division\Program: Retiree Benefits Fund: General
Program Administrator: Paul Rensted, Director of Human Resources

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Retiree Health Benefits	\$2,034,373	\$2,246,400	\$2,411,200	\$2,411,200	\$164,800	7.3%
Operating Costs	15,280	25,000	30,000	30,000	5,000	20.0%
Total Expenditures	\$2,049,653	\$2,271,400	\$2,441,200	\$2,441,200	\$169,800	7.5%

Changes and Useful Information:

- **The Retiree Health Benefits** were adjusted to reflect an increase in the number of participants as well as the cost of health benefits for retirees'.
- **Operating Costs** for Contract Services were increased by \$5,000 to account for a required OPEB report along with a dependent care audit.

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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
# of retirees processed	26	33	33	35	35
# retirees on retiree health insurance	304	302	347	357	368
Cost of Retiree Health Benefits (all funds)	\$1,703,168	\$1,968,769	\$2,203,292	\$2,365,749	\$2,580,200
% increase from prior year	2.8%	15.6%	11.9%	7.4%	9.1%

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$0	\$0	\$0	\$92,500	\$92,500	New
Fringe Benefits	736,271	96,500	96,500	111,100	14,600	15.1%
Operating Costs	1,320,230	1,268,600	1,298,700	1,172,000	(96,600)	-7.6%
Operating Costs - SDAT	607,716	681,600	681,600	681,600	0	0.0%
Agency Funding - OPEB	750,000	1,000,000	1,250,000	1,250,000	250,000	25.0%
Agency Funding - Trust	8,599	11,000	10,000	10,000	(1,000)	-9.1%
Capital Outlay	11,321	26,400	91,900	91,900	65,500	248.1%
Total Expenditures	\$3,434,137	\$3,084,100	\$3,428,700	\$3,409,100	\$325,000	10.5%

Changes and Useful Information:

- **Personal Services** FY17 Proposed Budget provides funding to **re-establish the Internal Audit Division**, in lieu of a third party contract. Budget funding for the Internal Audit will come from eliminating the Internal Audit contract which is part of the Operating Cost line item resulting with no cost to the General Fund in FY17.
- **Fringe Benefits** provides funding cost to reestablish the Internal Audit Division and represents the 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
 - Reduction of unemployment claims is expected.
- The **Operating Cost** increase is due to the following reasons:
 - Eliminates the Internal Audit Contract of (\$130,000).
 - Provides funding for Collective Bargaining \$25,000.
 - An increase of \$19,800 for Insurance.
 - Funding for Charity Tracker has been eliminated (\$9,000).
 - The Legal Fees budget was eliminated. A decrease of (\$3,000).
 - A decrease in the Postage account in the amount of (\$2,000).
 - A (\$700) decrease in Bank Expenses.
- **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 including upgrading Card Access system.

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.

General Government

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
---------------------------------------	------------------------	------------------------	------------------------	---------------------------	---------------------------

OBJECTIVE: To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.

Average cost of insurance coverage:

per vehicle for vehicle damage	\$338	\$297	\$259	\$250	\$270
per vehicle for vehicle liability	\$240	\$237	\$213	\$220	\$245

Average cost of property coverage:

per \$1M worth of County assets	\$817	\$867	\$895	\$900	\$950
# of property damage claims	2	2	2	2	2
% of claims paid to premiums	4%	7%	18%	15%	15%

Department: Volunteer Fire Protection & Emergency Medical Services 01.10
Division\Program: Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS) Fund: General
Program Administrator: George Hayden, CCVFA President / Bill Deer, CCAEMS President

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	\$13,502	\$13,700	\$15,300	\$15,300	\$1,600	11.7%
Total Expenditures	\$13,502	\$13,700	\$15,300	\$15,300	\$1,600	11.7%

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.

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$30,848	\$32,400	\$33,900	\$33,900	\$1,500	4.6%
Fringe Benefits	11,602	13,800	14,000	14,000	200	1.4%
Operating Costs	5,977	7,200	7,200	7,200	0	0.0%
Total Expenditures	\$48,428	\$53,400	\$55,100	\$55,100	\$1,700	3.2%

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.

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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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 3060, La Plata, MD 20646 301-932-3202 301-870-2659
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$614,451	\$739,100	\$758,900	\$818,500	\$79,400	10.7%
Fringe Benefits	169,917	210,300	183,900	203,300	(7,000)	-3.3%
Operating Costs	146,196	190,500	193,200	196,200	5,700	3.0%
Transfers Out	78,700	98,600	98,800	105,800	7,200	7.3%
Capital Outlay	16,960	0	6,500	6,500	6,500	New
Total Baseline	\$1,026,224	\$1,238,500	\$1,241,300	\$1,330,300	\$91,800	7.4%
Request Greater Than Baseline -5th Judge			Contingency		0	N/A
Request Greater Than Baseline - Other			527,700		0	N/A
Total Expenditures	\$1,026,224	\$1,238,500	\$1,769,000	\$1,330,300	\$91,800	7.4%
Revenues	\$163,449	\$186,000	\$186,000	\$186,000	\$0	0.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and includes the mid-year reclassifications of positions in FY2016.
 - FY17 Proposed Budget includes funding for a **new Alternative Dispute Resolution Coordinator** needed to facilitate the pre-trial resolution of cases.
- **Fringe Benefits** decreased due to lower participation in Health and Dental plans and actuarial plan assumption changes in the pension plan.
- **Operating Costs** increase is the net result of budgeting to meet current trends.
 - (300) Printing
 - 2,500 Increase in Contract Services for CourtSmart System
 - 500 Equip Repair/Maintenance
 - 500 Increase in Supplies related to New Position
 - 2,500 **New:** Ceiling Project Unit for Training/Hearing Room
 - 5,700
- **Transfers Out** increase is for the County's local match on the Child Support Program.
- The **Capital Outlay** budget represents replacement Chairs for Training/Hearing Room.
- **Request Greater Than Baseline -5th Judge** has been budgeted as part of Contingency and will be transferred to the Circuit Court if needed. Costs includes \$66,800 for a Judicial Administrative Assistant and \$15,800 for Chambers Furniture.
- **FY17 Request Greater than Proposed**
 - 55,900 Assignment Clerk
 - 397,800 Move from Grants to General Fund
 - 7,800 New Operating
 - 461,500 Total Request Greater Than Proposed**
 - 63,700 Proposed: Alternative Dispute Resolution Coordinator
 - 2,500 Proposed: Ceiling Project Unit for Training/Hearing Room
 - 527,700 Total Request Greater Than Baseline**

Assignment Clerk

From fiscal year 2010 to date, the court has experienced an average increase of 28% in the number of scheduled court events and a 62% increase in general civil case filings. Further, unlike most jurisdictions, Assignment Office staff pulls cases for courtroom dockets. This function is routinely performed by Clerk's Office staff in other courts. Despite the workload increase, the number of employees tasked with scheduling court events and preparing the daily dockets has remained the same. These facts, coupled with the initiation of a cohesive Differentiated Case Management (DCM) program, substantiates a need for an additional employee.

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 3060, La Plata, MD 20646 301-932-3202 301-870-2659
Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Move from Grants to General Fund

Court Administration requests that these positions be securely funded by the County, supplemented by grant funding, when available, for salary and fringe benefits.

83,900	Director of Family Programs (Family Services Director)
63,000	Drug Court Coordinator
56,100	Family Resource Specialist
67,800	DR Case Manager
57,400	Family Recovery Court Assistant Case Manager
69,600	Domestic Relations Clerk

\$397,800 Total

New Operating

3,600 **Assignment Office Copier/Scanner**

The Assignment Office currently utilizes an antiquated copier to produce a significant volume of copies. It does not have the capability to scan documents for electronic distribution of the daily dockets. The copier has historically been provided and maintained by the Clerk of the Court who no longer wishes to provide maintenance on the machine. The office currently utilizes the Clerk's multifunction copier to scan and distribute dockets. It is estimated that a monthly lease, to include maintenance and supplies, would cost approximately \$300 per month.

4,200 **Electronic Transcription Request Service**

Coincidental with the 28% increase in scheduled hearing events is the increase for transcript requests. Transcript requests are coordinated by the Administrative Assistant to Court Administration. This employee now provides less administrative support to Court Administration to focus primarily on transcripts. While the court could justify the creation of a Full Time Reduced Hours (FTRH) position to coordinate transcripts, it is more fiscally prudent at this juncture to utilize an online order and transcription management platform. The contractual service cost per month is approximately \$350.

\$7,800 Total

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 its 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 3060, La Plata, MD 20646 301-932-3202 301-870-2659
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Positions:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
County Court Administrator	1.0	1.0	1.0	1.0	1.0
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Differentiated Case Manager	1.0	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	0.3	1.0	0.3	0.0
Family Recovery Court Assist. Case Manager	0.0	0.3	1.0	0.5	1.0
Alternative Dispute Resolution Coordinator	0.0	0.0	0.0	0.0	1.0
Administrative Associate	2.0	2.0	2.0	1.0	1.0
Administrative Assistant	0.0	0.0	0.0	2.0	2.0
Judicial Secretary	4.0	4.0	4.0	3.0	3.0
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
Juvenile Drug Court Case Manager	0.0	0.0	0.0	0.0	0.0
Assignment Clerk (I -II)	4.0	4.0	4.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	1.0
Part-Time positions	0.7	0.6	0.2	0.2	0.2
Total Full Time Equivalent	21.7	22.1	23.2	22.0	23.2
Allocated to Grants	(7.5)	(7.2)	(7.8)	(8.8)	(8.0)
Net Cost to General Fund	14.2	14.9	15.4	13.2	15.2

Objectives & Measurements:	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated

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.

# of Scheduled Hearings	23,743	25,218	26,340	27,525	28,765
Case Type - % Concluded within # of days					
General Civil - 98% within 548 days	*	*	84.1%	85.5%	89.0%
Criminal - 98% within 180 days	*	*	88.6%	89.5%	92.0%
Family Law - 98% within 365 days	*	*	96.6%	97.0%	98.0%
Family Law (Limited Divorce)					
98% within 730 days	*	*	100.0%	100.0%	100.0%
Juvenile - 98% within 90 days	*	*	99.7%	99.0%	99.0%
Child in Need of Assistance (CINA)					
Non-Shelter - 100% within 60 days	*	*	100.0%	100.0%	100.0%
CINA Shelter - 100% within 30 days	*	*	100.0%	100.0%	100.0%
Termination of Parental Rights					
100% within 180 days	*	*	100.0%	100.0%	100.0%

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$2,520,020	\$2,955,400	\$2,909,500	\$2,937,900	(\$17,500)	-0.6%
Fringe Benefits	662,607	773,400	763,800	784,000	10,600	1.4%
Operating Costs	163,225	121,200	152,200	152,200	31,000	25.6%
Transfers Out	258,501	322,900	323,700	331,400	8,500	2.6%
Total Baseline	\$3,604,353	\$4,172,900	\$4,149,200	\$4,205,500	\$32,600	0.8%
Request Greater Than Baseline			140,100	0	0	N/A
Total Expenditures	\$3,604,353	\$4,172,900	\$4,289,300	\$4,205,500	\$32,600	0.8%
Revenues	\$72,300	\$78,600	\$78,600	\$78,600	\$0	0.0%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** reflects current staffing and includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
 - FY17 Budget would approve **(2) new positions** generated from funds within the Baseline Budget.
- **Operating Costs** increase of \$31,000 is for the Karpel Software.
- **Transfers Out** is the local match for the Child Support Grant award.
- **FY17 Request Greater than Proposed-** Additional funding for the (2) new positions.

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

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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	11.0	14.0	16.0	16.0	16.0
Law Clerk	1.0	1.0	1.0	1.0	1.0
Victim/Witness Liaison	2.0	5.0	6.0	6.0	5.0
Police Witness/Coordinator	1.0	1.0	1.0	0.0	0.0
Domestic Violence Coordinator	1.0	1.0	1.0	0.0	1.0
Investigator	1.0	2.0	2.0	2.0	2.0
Executive Administrator	0.0	0.0	0.0	3.0	3.0
Unit Supervisor	0.0	0.0	0.0	3.0	3.0
Administrative Secretary	1.0	1.0	1.0	0.0	0.0
Administrative Assistant	0.0	0.0	1.0	0.0	0.0
Administrative Associate	0.0	0.0	1.0	0.0	0.0
Secretary	7.8	9.6	10.6	10.0	12.0
Receptionist/Secretary	0.0	0.0	0.8	0.8	0.8
Network Specialist III	0.0	0.0	1.0	1.0	1.0
Computer Technician	0.0	0.0	0.0	0.0	0.0
Part-time positions	0.6	0.8	1.0	1.0	1.0
General Fund Full Time Equivalent	28.4	37.4	45.4	45.8	47.8
CHILD SUPPORT					
Assistant State's Attorney	1.8	1.8	1.8	1.8	1.8
Legal Specialist	6.0	6.0	6.0	6.0	6.0
Administrative Associate	0.0	0.0	1.0	1.0	1.0
Computer Technician	0.8	0.6	0.6	0.0	0.0
Part-time positions	0.0	0.0	0.0	0.6	0.6
Child Support Full Time Equivalent	8.6	8.4	9.4	9.4	9.4
Total Full Time Equivalent	37.0	45.8	54.8	55.2	57.2

* 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:

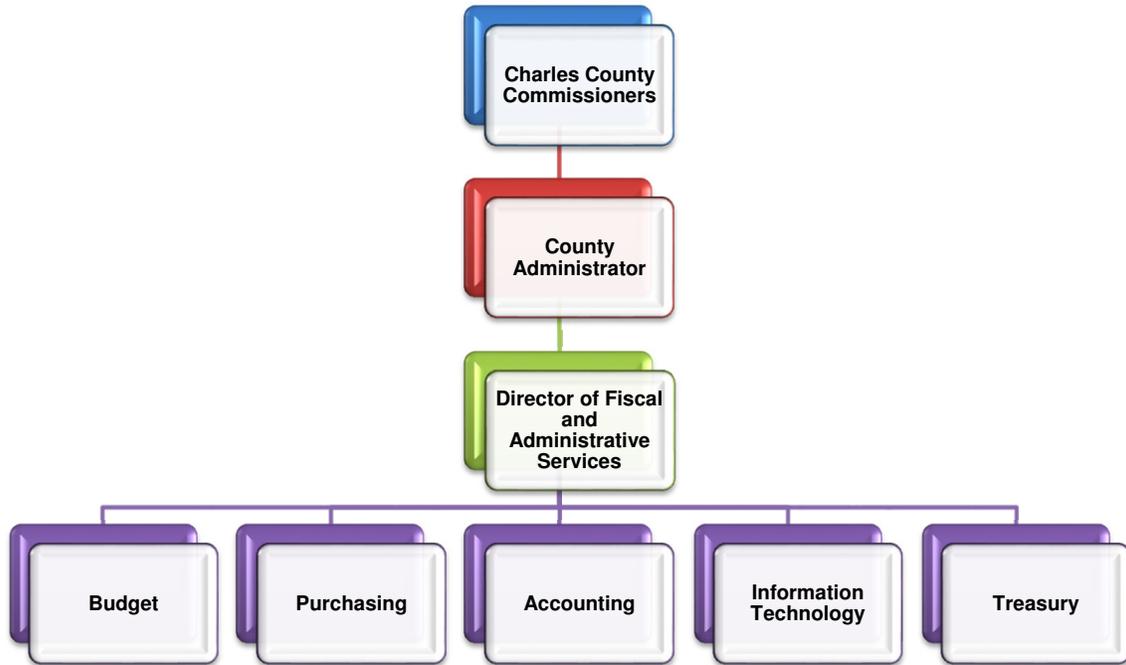
The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County.

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>

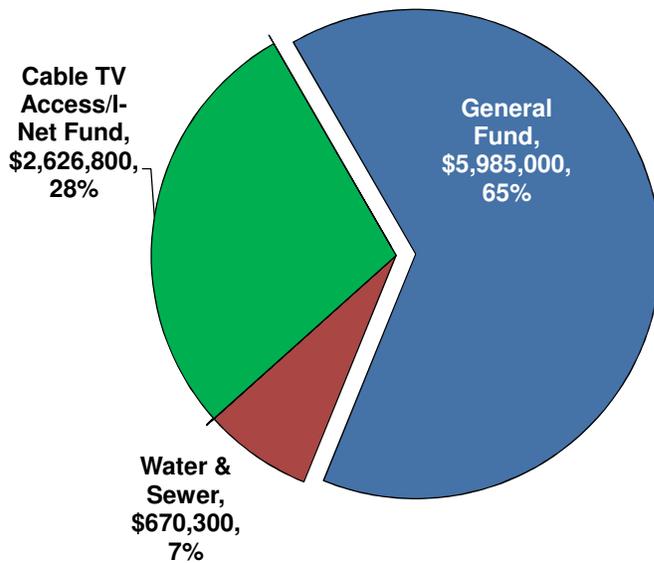
301-645-0570 301-870-2542
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$3,318,680	\$3,428,500	\$3,345,500	\$3,454,300	\$25,800	0.8%
Fringe Benefits	1,162,930	1,192,500	1,071,100	1,095,700	(96,800)	-8.1%
Operating Costs	1,393,200	1,364,000	1,456,100	1,725,100	361,100	26.5%
Total Baseline	\$5,874,809	\$5,985,000	\$5,872,700	\$6,275,100	\$290,100	4.8%
Request Greater Than Baseline		0	518,100	0	0	N/A
Total Expenditures	\$5,874,809	\$5,985,000	\$6,390,800	\$6,275,100	\$290,100	4.8%
Revenues	\$317,904	\$326,100	\$440,100	\$440,100	\$114,000	35.0%



TOTAL FY2016 DEPARTMENT BUDGET \$9,282,100

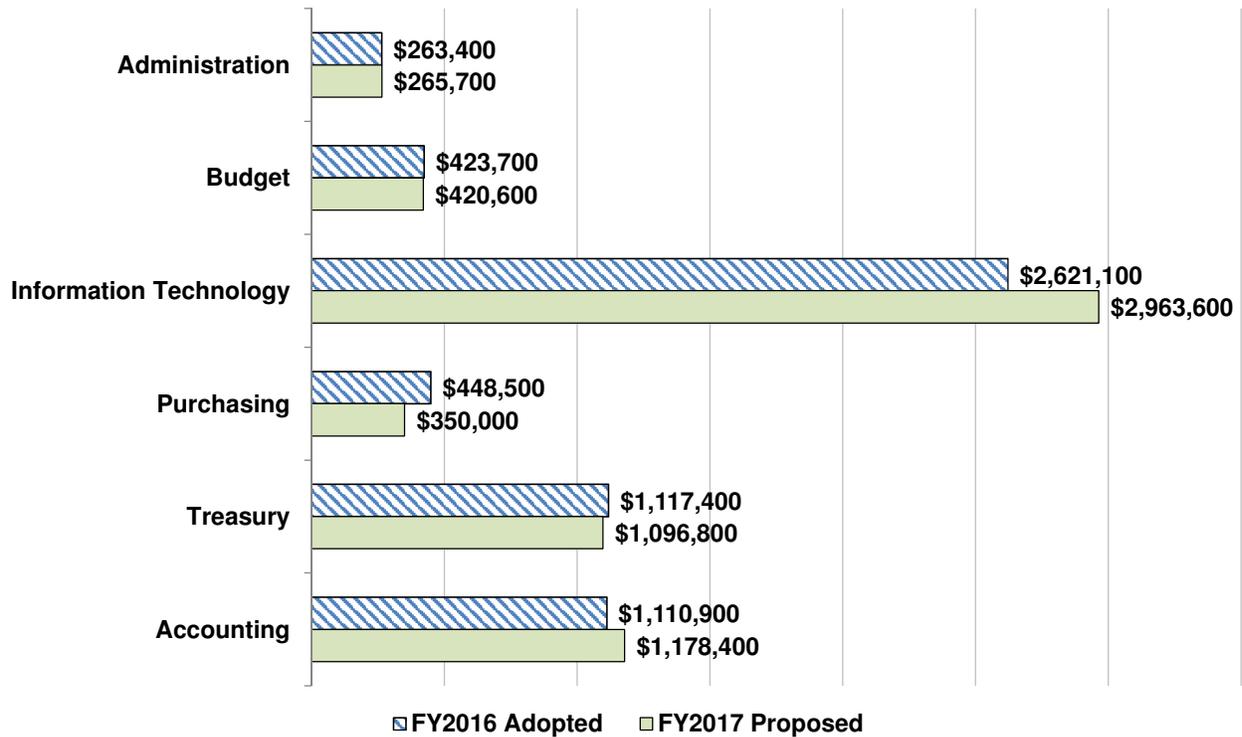
(Totals for funds other than the General Fund exclude debt service payments.)



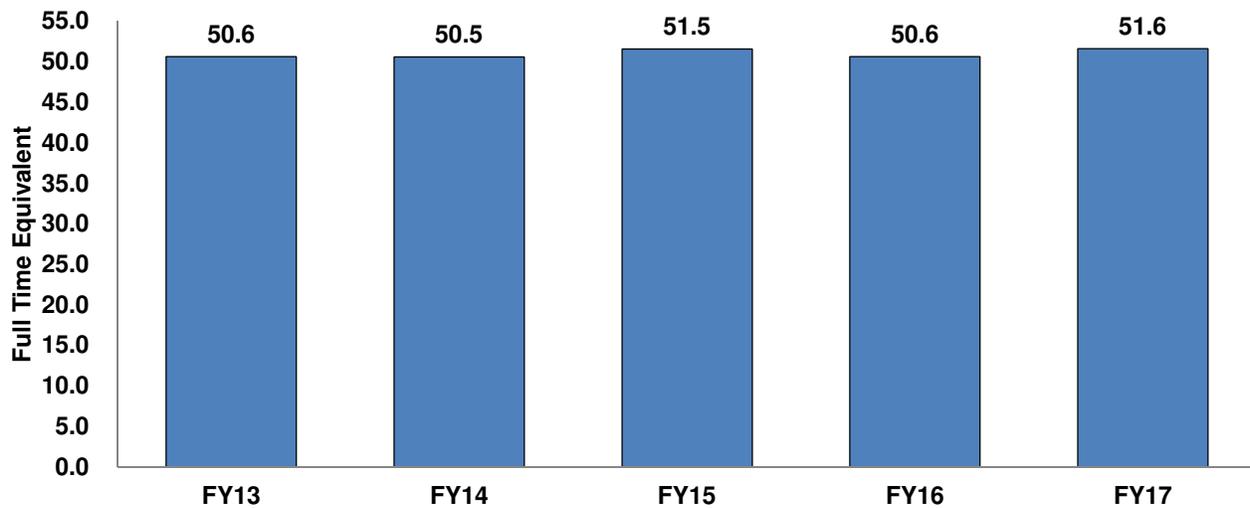
As indicated by the graph, the Department of Fiscal Services is allocated through several different funds.

Fiscal & Administrative Services Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</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	4.0	4.0
Accounting	10.8	10.7	11.7	11.8	12.8
Treasury	14.0	14.0	14.0	14.0	14.0
Total Full Time Equivalent	50.6	50.5	51.5	50.6	51.6

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$187,820	\$190,900	\$191,900	\$195,100	\$4,200	2.2%
Fringe Benefits	60,207	62,100	57,500	57,800	(4,300)	-6.9%
Operating Costs	8,165	10,400	10,100	12,800	2,400	23.1%
Total Expenditures	\$256,192	\$263,400	\$259,500	\$265,700	\$2,300	0.9%

Changes and Useful Information:

- Increase in **Operating Costs** for Indirect Cost Allocation Plan which will need to be revised due to the reorganization of County Government.

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:

	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
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
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
# Meetings Scheduled	839	1,132	994	950	1,000
# Letters/Memorandums Typed	830	624	700	650	675
# Mail received/mailed	3,670	3,292	3,018	3,150	3,100

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

# of Pension Plans/Trust Fund Plans Administered	4	4	4	4	4
Market Value of Pension/Trust Fund Plans	\$314,006,006	\$373,259,011	\$396,280,259	\$433,356,045	\$466,941,138

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	\$2,459,700	\$6,346,800	\$8,220,700	\$8,452,000	\$3,331,900
Value of Bond Issue	\$28,200,000	delay issue	\$34,700,000	\$34,800,000	\$36,800,000

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$304,350	\$311,000	\$310,200	\$315,200	\$4,200	1.4%
Fringe Benefits	108,405	106,700	98,800	99,400	(7,300)	-6.8%
Operating Costs	4,777	6,000	6,000	6,000	0	0.0%
Total Expenditures	\$417,533	\$423,700	\$415,000	\$420,600	(\$3,100)	-0.7%
Revenues	\$126,984	\$142,500	\$166,800	\$166,800	\$24,300	17.1%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- **Revenues** are associated with the indirect cost reimbursement for work associated with grants and is determined based on salary levels and increased allocations based on the most recent cost allocation plan.

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>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 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
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

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

<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
--	------------------------	------------------------	------------------------	---------------------------	---------------------------

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	99.3%	98.2%	99.1%	98.9%	98.9%
General Fund Expense	97.7%	98.3%	98.8%	98.2%	98.2%
Water & Sewer Revenue	98.2%	95.9%	96.1%	96.7%	96.7%
Water & Sewer Expense	96.4%	95.0%	91.4%	94.3%	94.3%
Landfill Revenue	96.8%	95.5%	89.1%	93.8%	93.8%
Landfill Expense	99.9%	94.3%	94.3%	96.2%	96.2%
Cable Revenue	97.0%	98.8%	99.1%	98.3%	98.3%
Cable Expense	96.7%	91.2%	96.0%	94.6%	94.6%
Environmental Service Fund Revenue	97.7%	95.9%	97.3%	97.0%	97.0%
Environmental Service Fund Expense	94.9%	95.2%	99.5%	96.5%	96.5%
Watershed Revenue	N/A	99.8%	98.2%	98.2%	98.2%
Watershed Expense	N/A	76.3%	85.4%	96.5%	96.5%

FY16 Projected is based on a three year average of actual results.

FY17 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	526	562	606	584	584
-Avg. # of days from request to approval					
Department Head Level	2.3	4.1	4.2	4.0	4.0
County Administrator	N/A	N/A	3.7	3.7	3.7
County Commissioners	13.2	13.5	16.5	14.4	14.4

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

# of budget line items to maintain	14,337	14,672	14,900	15,000	15,300
------------------------------------	--------	--------	--------	--------	--------

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$1,114,810	\$1,127,800	\$1,120,000	\$1,137,500	\$9,700	0.9%
Fringe Benefits	402,268	413,000	377,900	379,900	(33,100)	-8.0%
Operating Costs	1,088,581	1,080,300	1,179,900	1,446,200	365,900	33.9%
Total Baseline	\$2,605,659	\$2,621,100	\$2,677,800	\$2,963,600	\$342,500	13.1%
Request Greater Than Baseline			347,000		0	N/A
Total Expenditures	\$2,605,659	\$2,621,100	\$3,024,800	\$2,963,600	\$342,500	13.1%

Changes and Useful Information:

- The **Operating Costs** increase is for the following reasons:
 - Additional funding in Software and 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.
 - Other accounts have been adjusted to provide funds for tablet services, phones and data plans for carte graph for the Roads Division, Park Managers and Animal Control. \$9,200
 - 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).
 - PC Repairs and Maintenance is increasing by \$16,100 and Telecomm./Hub/Cable is increasing by \$9,500 based on actual.
 - Minor adjustments based on activity netting a \$3,600 increase.
 - New items approved for FY2017 include:

\$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
\$4,000	IT: PC, desk phone, laptop, & licenses for New Accounting Officer
\$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
\$200	Circuit Court: Desk phone for Alternative Dispute Coordinator
\$1,800	HR: PC and desk phone for Compliance and Wellness Administrator
\$21,300	HR: NeoGov components
\$266,300	

Fiscal & Administrative Services

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

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 Help Desk.

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.

Positions:

<u>Title</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>	<u>FY17</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
I.T. Security Specialist	0.0	0.0	0.0	1.0	1.0
Systems Analyst II	4.0	4.0	4.0	4.0	4.0
Network Specialist III	4.0	4.0	5.0	5.0	5.0
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
Part-time positions	0.5	0.5	1.7	1.7	1.7
Total Full Time Equivalent	21.5	21.5	23.7	24.7	24.7
Allocated to Cable TV / I-Net Fund	(4.6)	(4.6)	(5.8)	(6.8)	(6.8)
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to State's Attorney's Office	0.0	0.0	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	14.8	14.8	14.8	14.8	14.8

Fiscal & Administrative Services

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

<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
<u>Objective: Provide technical support and assistance with computer related requests.</u>					
# of work requests completed	1,284	1,445	1,499	1,550	1,600
# of help desk calls completed	9,286	10,669	10,474	11,000	11,000
# of users supported	568	591	702	732	742*
<u>Objective: Operate, maintain and enhance the information technology network infrastructure.</u>					
# of PCs/laptops/tablets supported	843	892	922	970	985
# of network servers supported	120	150	149	155	158
# of virtual servers supported	57	77	87	97	105
<u>Objective: Provide and maintain an informative and current Charles County Government website.</u>					
Average website page views per month	228,013	288,197	325,358	335,000	350,000
Average unique visitors per month (repeat visitors only counted once)	42,363	49,007	56,128	57,000	60,100
<u>Objective: Provide telephone and voice mail service for selected county departments and agencies.</u>					
# of buildings supported	32	40	40	40	40
# of I/P telephones supported	727	745	692	702	712**
# of non I/P telephones supported	80	116	103	95	95**
# of CCG owned devices supported	138	144	130	140	150
# of employee owned devices supported	53	78	89	95	110

* previous numbers did not include GroupWise only users and they should have

** drops in these numbers are due to the implementation of SIP and eFax

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.14
Division\Program: Purchasing Fund: General
Program Administrator: Frederick Shroyer, Chief of Purchasing
www.charlescountymd.gov/fas/purchasing/purchasing

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$249,210	\$302,000	\$240,000	\$243,200	(\$58,800)	-19.5%
Fringe Benefits	118,020	129,600	97,500	98,100	(31,500)	-24.3%
Operating Costs	16,183	16,900	8,700	8,700	(8,200)	-48.5%
Total Baseline	\$383,413	\$448,500	\$346,200	\$350,000	(\$98,500)	-22.0%
Request Greater Than Baseline			41,600		0	N/A
Total Expenditures	\$383,413	\$448,500	\$387,800	\$350,000	(\$98,500)	-22.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflects the transfer of the Purchasing Programs Outreach Administrative position to Economic Development.
- The **Operating Costs** decrease is due to a decrease in Dues and Subscriptions of (\$700) based on estimated needs for FY2017 and (\$7,500) being transferred to Economic Development for operating cost associated with the Purchasing Program Outreach Admin 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; and disposal of surplus property.

Positions:

Title	FY13	FY14	FY15	FY16	FY17
	FTE	FTE	FTE	FTE	FTE
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.	1.0	1.0	1.0	0.0	0.0
Senior Procurement Specialist	0.0	0.0	1.0	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
Total Full Time Equivalent	6.0	6.0	7.0	6.0	6.0
Allocated to Capital Projects	(1.0)	(1.0)	(2.0)	(2.0)	(2.0)
Net Cost to General Fund	5.0	5.0	5.0	4.0	4.0

Objectives & Measurements:

	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated

Objective: *To provide accurate and efficient processing of purchase orders.*

Total Purchase Orders processed	1,249	1,485	1,538	1,600	1,600
Total Purchase Order value	\$25,881,421	\$32,909,157	\$29,079,994	\$32,000,000	\$35,000,000
Average PO amount (PO value/# of POs)	\$20,722	\$22,161	\$18,908	\$20,000	\$20,000

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	48	59	67	70	75
\$ Amount of significant procurement activities	N/A	\$35,455,174	\$20,679,318	\$26,000,000	\$28,000,000
Number of bid/award protests	1	0	0	1	0
Cost avoidance (Avg. bid minus low bid)	\$2,289,786	\$5,625,553	\$2,189,910	\$2,500,000	\$2,500,000

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

MBE Participation	22.3%	28.2%	51.0%	28.0%	30.0%
-------------------	-------	-------	-------	-------	-------

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$749,900	\$777,700	\$775,100	\$843,200	\$65,500	8.4%
Fringe Benefits	250,984	255,300	234,800	255,000	(300)	-0.1%
Operating Costs	72,005	77,900	80,200	80,200	2,300	3.0%
Total Baseline	\$1,072,888	\$1,110,900	\$1,090,100	\$1,178,400	\$67,500	6.1%
Request Greater Than Baseline			78,900		0	N/A
Total Expenditures	\$1,072,888	\$1,110,900	\$1,169,000	\$1,178,400	\$67,500	6.1%
Revenues	\$56,797	\$63,200	\$140,900	\$140,900	\$77,700	122.9%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
-FY17 Proposed Budget includes funding for a **new Accounting Officer**. Funding for this position will be provided by Enterprise Funds.
- The **Operating Costs** increase is due to an increase in auditing fees based on contract.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the purchasing card program.

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 FY14 by the Government Finance Officers, Association of the United States and Canada.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Accounting Officer	0.0	0.0	0.0	0.0	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	5.0	5.0	6.0	6.0
Accounting Technician	2.0	2.0	3.0	3.0	3.0
Total Full Time Equivalent	17.8	18.0	19.0	20.0	21.0
Allocated to W&S Fund	(7.1)	(7.3)	(7.3)	(8.3)	(8.3)
Net Cost to General Fund	10.8	10.7	11.7	11.8	12.8

Fiscal & Administrative Services

Department:	Fiscal & Administrative Services	01.04.70
Division\Program:	Accounting	Fund: General
Program Administrator:	William DeAtley, Chief of Accounting	

<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	44,361	53,343	56,644	57,000	58,000
- average days to process	6	6	6	6	6
- % 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)	697	750	750	760	765
<u>Objective: Process transactions and maintain accurate records of capital assets owned by the County.</u>					
# of fixed assets maintained	3,332	3,577	3,799	3,825	4,000

Fiscal & Administrative Services

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$712,590	\$719,100	\$708,300	\$720,100	\$1,000	0.1%
Fringe Benefits	223,045	225,800	204,600	205,500	(20,300)	-9.0%
Operating Costs	203,489	172,500	171,200	171,200	(1,300)	-0.8%
Total Baseline	\$1,139,124	\$1,117,400	\$1,084,100	\$1,096,800	(\$20,600)	-1.8%
Request Greater than Baseline			50,600		50,600	N/A
Total Expenditures	1,139,124	1,117,400	1,134,700	1,096,800	(\$20,600)	-1.8%
Revenues	\$134,123	\$120,400	\$132,400	\$132,400	\$12,000	10.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- **Operating Costs** decrease is based on activity in various accounts.
- **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. The Treasury Division is also responsible for the collection of recordation and county transfer tax.

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.

Positions:

<u>Title</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>
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
Total Full Time Equivalent	14.0	14.0	14.0	14.0	14.0

Fiscal & Administrative Services

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

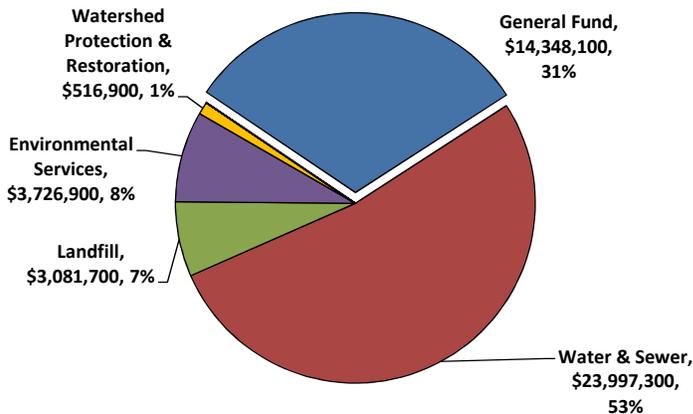
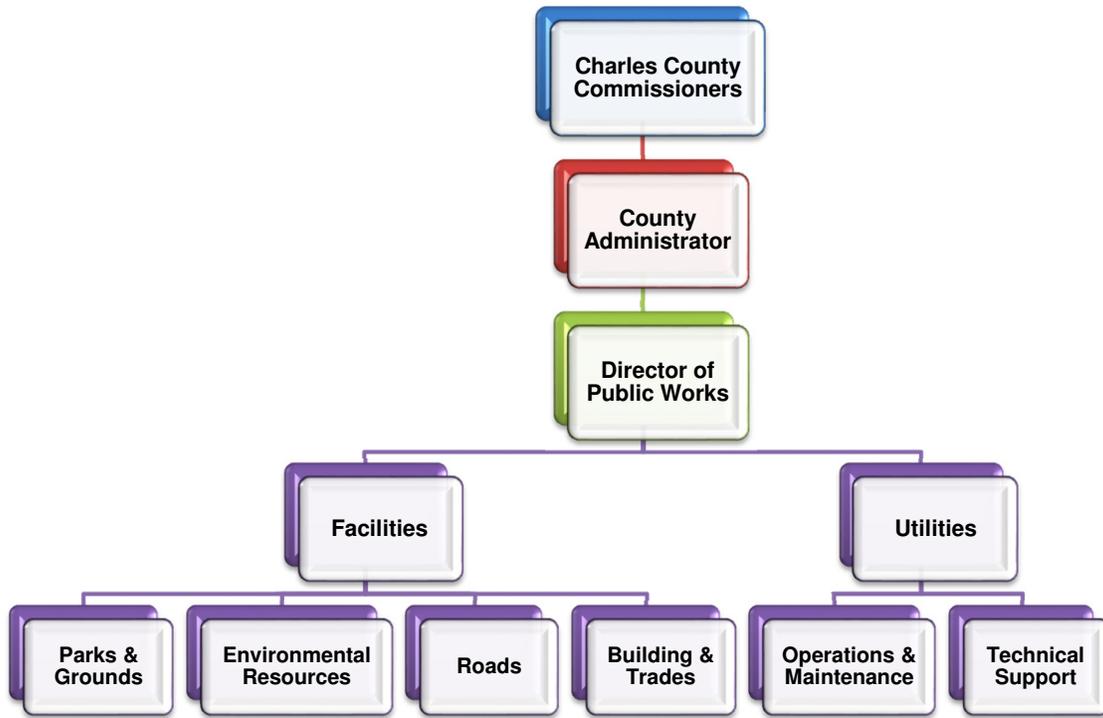
<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Revenue Specialists: <u>Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.</u>					
Total number of Transactions	279,925	299,597	321,375	330,000	337,000
- # of tax transactions	95,041	96,568	99,342	100,000	101,000
- # of utility transactions	125,872	127,236	135,528	140,000	143,000
- # of other transactions	59,012	75,793	86,505	90,000	93,000
- \$ amount of transactions (\$000)	\$319,000	\$330,000	\$360,000	\$340,000	\$370,000
per FTE	50,895	54,472	58,432	60,000	61,273
Deed Specialists: <u>Objective: To process recordation tax collections and deed verifications in a timely manner.</u>					
Recordation Tax instruments* (Deeds and Deeds of Trust)	6,925	8,917	7,207	7,500	8,000
Number of deed verifications	3,611	3,676	4,621	4,800	4,900
- per FTE	2,407	2,451	3,081	3,200	3,267
Tax Specialists: <u>Objective: To accurately maintain County tax property accounts.</u>					
# of tax accounts maintained	64,802	67,085	68,548	69,000	70,000
- per FTE	16,201	16,771	17,137	17,000	18,000
<u>Objective: To respond to customer inquires in a timely manner (24 hours)</u>					
# of customer inquiries			1,011	1,300	1,300
Response time (hours)			4	4	4
<u>Objective: Timely deposit of funds</u>					
# of deposits			1,441	1,500	1,500
% of deposits completed			100%	100%	100%
<u>Objective: To make full year tax information available to the public in a timely manner(10</u>					
# of tax bills			61,683	61,800	62,000
Days to have information			5	7	7

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

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$6,090,668	\$6,019,600	\$5,843,900	\$5,961,500	(\$58,100)	-1.0%
Fringe Benefits	2,076,089	2,107,900	1,966,400	1,979,700	(128,200)	-6.1%
Operating Costs	6,583,865	6,220,600	6,189,500	6,284,500	63,900	1.0%
Capital Outlay / Maintenance	13,160	0	0	0	0	N/A
Total Baseline	\$14,763,782	\$14,348,100	\$13,999,800	\$14,225,700	(\$122,400)	-0.9%
Request Greater Than Baseline		0	517,400	0	0	N/A
Total Expenditures	\$14,763,782	\$14,348,100	\$14,517,200	\$14,225,700	(\$122,400)	-0.9%
Revenues	\$599,748	\$613,300	\$611,900	\$611,900	(\$1,400)	-0.2%
Total Expenditures as % of Budget:	3.9%	3.9%	3.8%	3.8%		



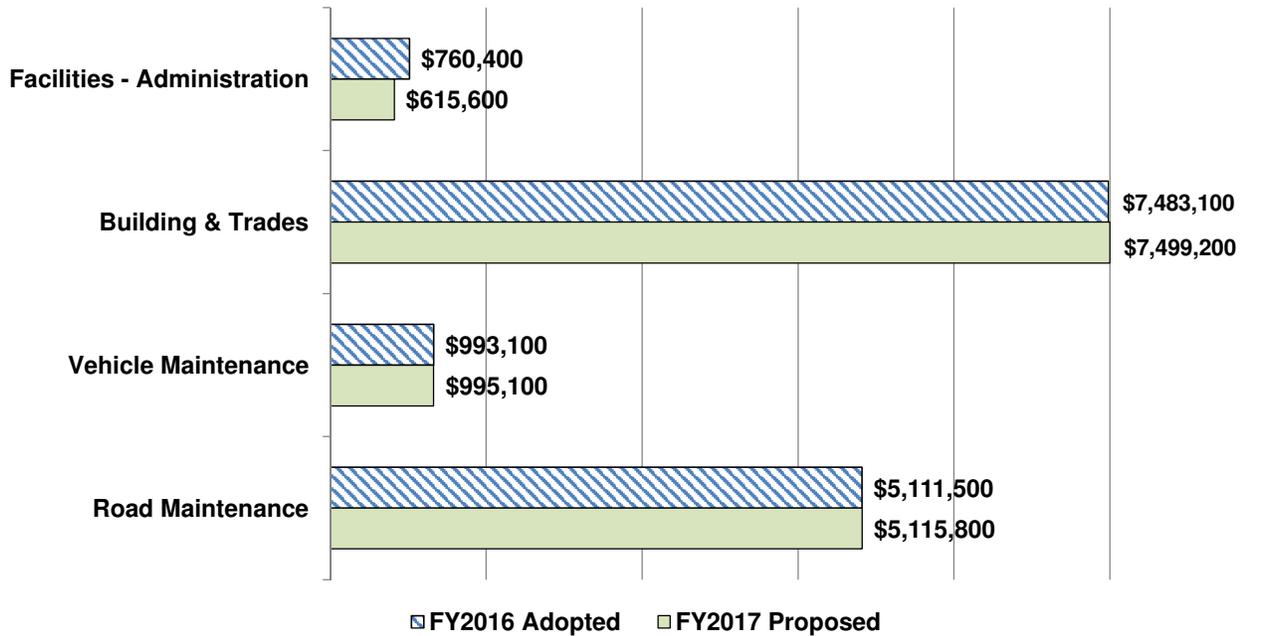
TOTAL FY2016 DEPARTMENT BUDGET \$45,670,900

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

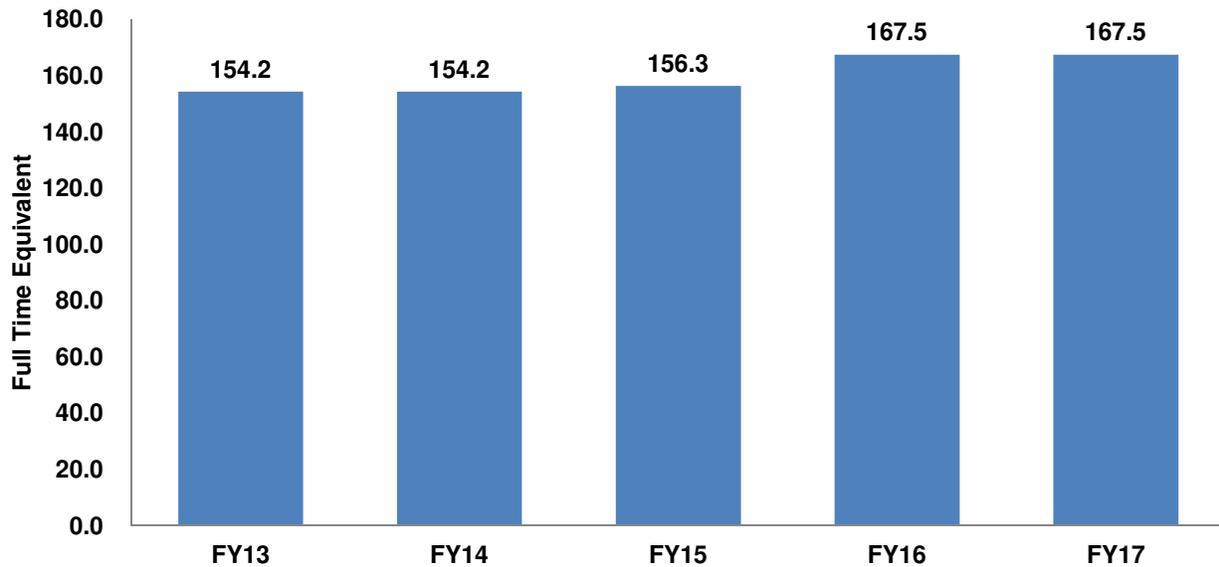
As indicated by the graph, the Department of Public Works is allocated through several different funds.

Public Works Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Facilities - Administration	8.8	8.8	8.8	8.4	6.9
Building & Trades	50.7	50.7	52.8	52.8	52.8
Parks & Grounds	46.8	46.8	46.8	57.5	57.5
Vehicle Maintenance	8.6	8.6	8.6	9.6	9.6
Road Maintenance	39.3	39.3	39.3	39.3	40.6
Total Full Time Equivalent	154.2	154.2	156.3	167.7	167.5

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$517,066	\$524,000	\$403,600	\$412,400	(\$111,600)	-21.3%
Fringe Benefits	205,394	203,100	157,600	158,400	(44,700)	-22.0%
Operating Costs	26,277	33,300	36,300	44,800	11,500	34.5%
Capital Outlay	13,040	0	0	0	0	N/A
Total Baseline	761,776	760,400	597,500	615,600	(144,800)	-19.0%
Request Greater Than Baseline			8,500	0	0	N/A
Total Expenditures	\$761,776	\$760,400	\$606,000	\$615,600	(\$144,800)	-19.0%
Revenues	\$9,032	\$11,000	\$9,000	\$9,000	(\$2,000)	-18.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** based on staffing levels after 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.
- The **Operating Costs** budget increase is based on activity in Equipment Repairs and Maintenance which is mainly for the copier machine. Funding has also been provided for pallet racking & (2) modular storage cabinets.
- **Revenues** were adjusted based on actual. Revenues are from agencies that use the County's fuel pumps.

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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	1.0	1.0	1.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Inventory Control Coordinator	1.0	1.0	0.0	0.0	0.0
Inventory Control Specialist	0.0	0.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	1.0	1.0	0.0
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	1.0	1.0	1.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Supply Clerk I	2.0	2.0	0.0	0.0	0.0
Total Full Time Equivalent	11.0	11.0	11.0	11.0	10.0
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)	(0.9)	(0.9)
Allocated to Environmental Srvc. Fee Fund	(0.4)	(0.4)	(0.4)	(0.8)	(0.8)
Allocated to Capital Projects	0.0	0.0	0.0	0.0	(0.5)
Net Cost to General Fund	8.8	8.8	8.8	8.4	6.9

Public Works

Department: Public Works 01.05.06
Division\Program: Facilities - Administration Fund: General
Program Administrator: Bill Shreve, Director of Public Works

Objectives & Measurements:	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i>Objective: Amount of requisitions received internally (DPW) 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

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$2,777,220	\$2,799,900	\$2,764,100	\$2,809,700	\$9,800	0.4%
Fringe Benefits	941,050	968,200	923,100	928,900	(39,300)	-4.1%
Operating Costs	3,306,302	3,715,000	3,675,600	3,760,600	45,600	1.2%
Capital Outlay	120	0	0	0	0	N/A
Total Baseline	\$7,024,691	\$7,483,100	\$7,362,800	\$7,499,200	\$16,100	0.2%
Request Greater Than Baseline			330,800		0	N/A
Total Expenditures	\$7,024,691	\$7,483,100	\$7,693,600	\$7,499,200	\$16,100	0.2%
Revenues	\$590,716	\$602,300	\$602,900	\$602,900	\$600	0.1%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- The **Operating Costs** have been adjusted based on the following:
 - Project Outsourcing is increasing by \$90,000 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.
 - Utilities (\$18,000) and Electricity (\$41,100) have decreased based on activity and to move funds for the Golf Course.
 - Full year impact of Smallwood Park and Ride for Electricity, General Supplies, and General Repairs and Maintenance (\$14,500).
 - Adjustments in other accounts based on activity netting a \$200 increase.
- **Revenues** represent funds received from the Health Department and the Courthouse.

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.

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

Positions:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	1.0	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	4.0	4.0	4.0
Custodial Worker I	14.7	14.7	14.7	14.7	14.7
Part-time Positions	3.0	3.0	4.1	4.1	4.1
Total Full Time Equivalent	53.7	53.7	55.8	55.8	55.8
Allocated to W&S Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Net Cost to General Fund	50.7	50.7	52.8	52.8	52.8

Objectives & Measurements:	FY12	FY13	FY14	FY15	FY16
	Actual	Actual	Actual	Projected	Estimated
<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 01.05.44
Division\Program: Vehicle Maintenance Fund: General
Program Administrator: Dennis Fleming, Chief of Environmental Resources
www.charlescountymd.gov/pw/facilities/la-plata-office-facilities

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$505,746	\$578,800	\$578,100	\$587,500	\$8,700	1.5%
Fringe Benefits	175,204	190,100	181,300	182,500	(7,600)	-4.0%
Operating Costs	190,407	224,200	218,100	225,100	900	0.4%
Total Baseline	\$871,357	\$993,100	\$977,500	\$995,100	\$2,000	0.2%
Request Greater Than Baseline			800	0	0	N/A
Total Expenditures	\$871,357	\$993,100	\$978,300	\$995,100	\$2,000	0.2%

Changes and Useful Information:

- The **Fringe Benefits** decrease is the net result of staff turnover, adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** decrease is mainly due to adjustments in Vehicle Fuel (\$1,600), and Contract Services (\$5,000) based on activity. The FY17 budget includes \$7,000 for a diagnostic scan tool to increase productivity and provide ability to diagnose and repair vehicles and equipment using the latest technology.

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:

	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
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
Total Full Time Equivalent	13.4	13.4	13.4	13.4	13.4
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)	0.0	0.0
Net Cost to General Fund	8.6	8.6	8.6	9.6	9.6

Objectives & Measurements:

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

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$2,290,637	\$2,116,900	\$2,098,100	\$2,151,900	\$35,000	1.7%
Fringe Benefits	754,441	746,500	704,400	709,900	(36,600)	-4.9%
Operating Costs	3,060,880	2,248,100	2,259,500	2,254,000	5,900	0.3%
Total Expenditures	\$6,105,957	\$5,111,500	\$5,062,000	\$5,115,800	\$4,300	0.1%
Request Greater Than Baseline			177,300		0	N/A
Total Expenditures	\$6,105,957	\$5,111,500	\$5,239,300	\$5,115,800	\$4,300	0.1%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
 - FY17 Budget includes increased part time funding for **Road Flaggers** to work all year.
- The **Fringe Benefits** decrease is the net result of staff turnover, adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** adjustment is due to the following:
 - 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. \$10,000
 - 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. \$11,400
 - Based on activity, Vehicle Fuel is decreasing by \$10,000.
 - Supplies are being reduced by \$6,000 to fund the lease of an 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).
- Roads division budget includes \$787,900 for storm events.

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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
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/Project Manager	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	1.0	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	7.0
Total Full Time Equivalent	39.7	39.7	39.7	39.7	41.0
Allocated to Capital Projects	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	39.3	39.3	39.3	39.3	40.6

Public Works

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

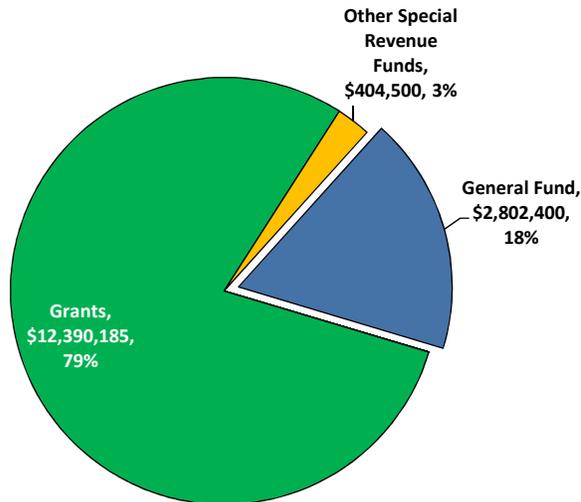
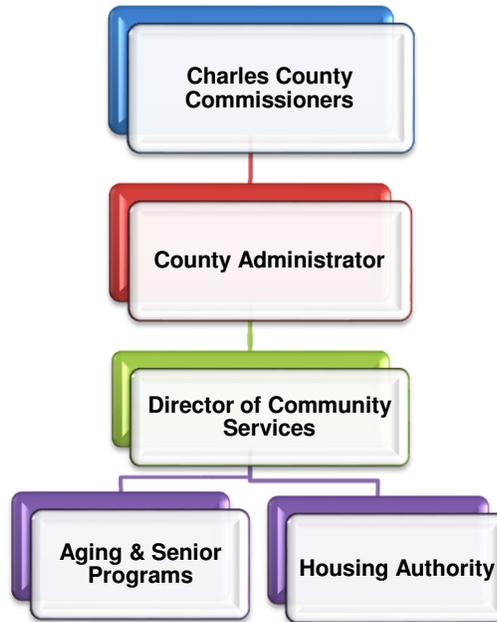
<u>Objectives & Measurements:</u>	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 Estimated
<i><u>Objective: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.</u></i>					
Miles resurfaced	72	63	58	60	65
Cost per Mile:					
Asphalt	\$176,000	\$175,000	\$199,449	\$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%
<i><u>Objective: To provide maximum road maintenance with minimum number of staff.</u></i>					
# 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
**Refined methodology with laser road profiling technology, consistent with SHA.					
<i><u>Objective: To repair all reported potholes within 24 hours.</u></i>					
Number of Pothole Reports	178	107	306	200	200

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

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$1,398,558	\$1,531,500	\$1,224,000	\$1,248,900	(\$282,600)	-18.5%
Fringe Benefits	494,805	510,700	437,100	440,300	(70,400)	-13.8%
Operating Costs	299,478	348,900	338,400	338,400	(10,500)	-3.0%
Agency Funding	46,863	50,000	50,000	50,000	0	0.0%
Transfers Out	138,872	361,300	232,900	232,900	(128,400)	-35.5%
Total Baseline	\$2,378,576	\$2,802,400	\$2,282,400	\$2,310,500	(\$491,900)	-17.6%
Request Greater Than Baseline		0	144,100	0	0	N/A
Total Expenditures	\$2,378,576	\$2,802,400	\$2,426,500	\$2,310,500	(\$491,900)	-17.6%
Revenues	\$3,000	\$7,200	\$7,200	\$7,200	\$0	0.0%
Total Expenditures as % of Budget:	0.6%	0.8%	0.7%	0.6%		



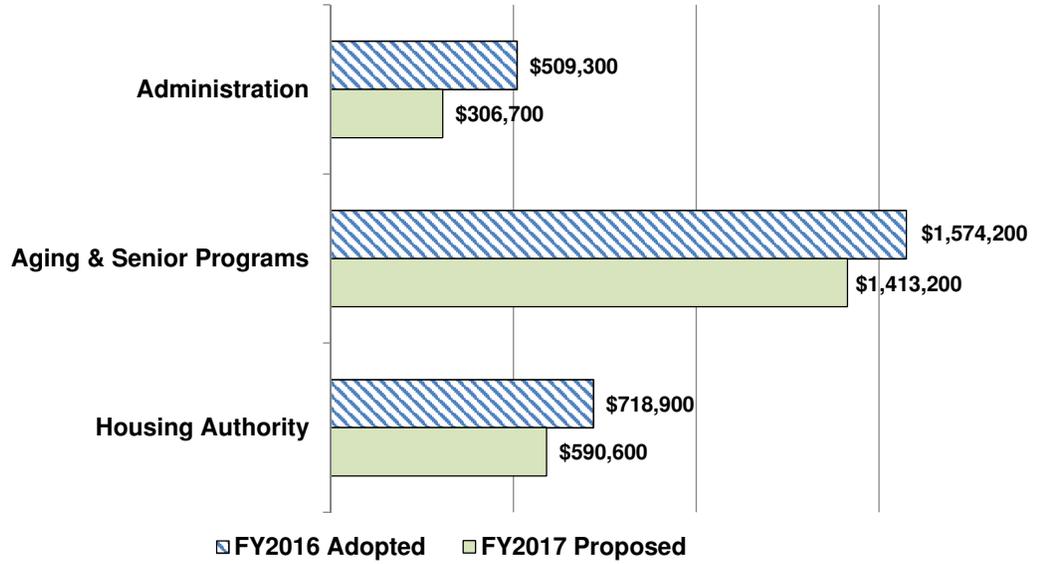
TOTAL FY2016 DEPARTMENT BUDGET \$15,597,085

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

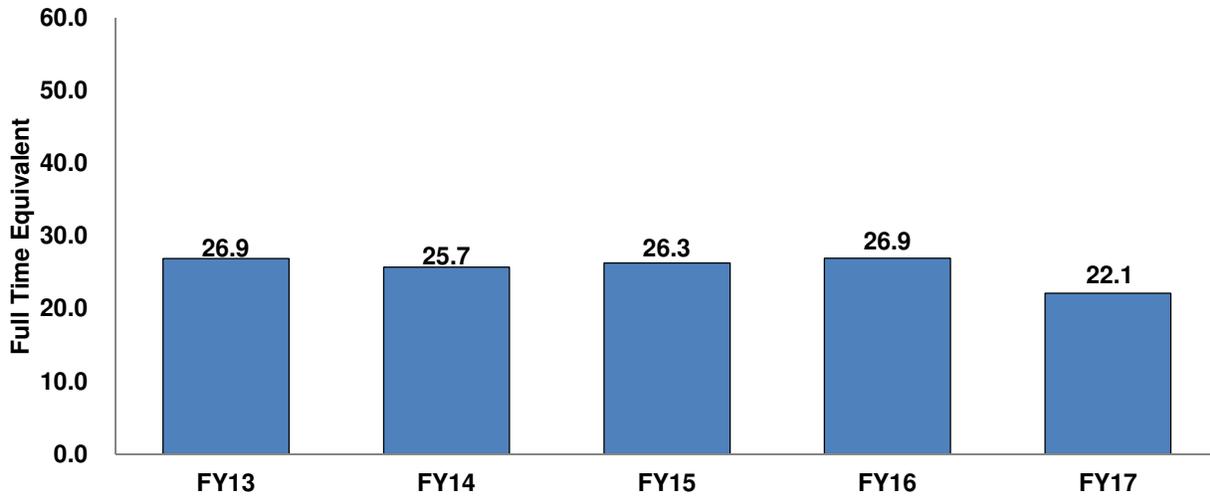
As indicated by the graph, the Department of Community Services is allocated through several different funds.

Community Services Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Administration	5.0	5.0	5.5	5.5	3.0
Aging & Senior Programs	18.6	17.4	17.5	18.2	15.9
Housing Authority	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	26.9	25.7	26.3	26.9	22.1

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$330,924	\$341,400	\$187,700	\$188,500	(\$152,900)	-44.8%
Fringe Benefits	95,553	93,400	51,300	51,400	(42,000)	-45.0%
Operating Costs	21,881	24,500	16,800	16,800	(7,700)	-31.4%
Agency Funding	46,863	50,000	50,000	50,000	0	0.0%
Total Expenditures	\$495,220	\$509,300	\$305,800	\$306,700	(\$202,600)	-39.8%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** based on staffing levels after reorganization.
(192,400) - The following positions were transferred to the new Department of Recreation, Parks, and Tourism: Assistant to Director, Program Specialist, and 50% of the Office Associate.
- **Operating Costs** decrease is net result of budgeting to meet current trends. Operating funds of \$7,200 have been moved to the new Department of Recreation, Parks, & Tourism.
- **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 four 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:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Community Services	0.8	0.8	0.8	0.8	0.8
Assistant to Director	1.0	1.0	1.0	1.0	0.0
Social Worker	1.0	1.0	1.0	1.0	1.0
Program Specialist (Recreation)	1.0	1.0	1.0	1.0	0.0
Administrative Associate	0.8	0.8	0.8	0.8	0.8
Office Associate I	1.0	1.0	1.0	1.0	0.5
Part Time Positions	0.0	0.0	0.5	0.5	0.5
Total Full Time Equivalent	5.6	5.6	6.1	6.1	3.6
Allocated to Recreation Fund	0.0	(0.3)	(0.3)	0.0	0.0
Allocated to Human Services Fund	0.0	0.0	0.0	(0.3)	(0.3)
Allocated to Housing Assistance Fund	(0.6)	(0.3)	(0.3)	(0.3)	(0.3)
Net Cost to General Fund	5.0	5.0	5.5	5.5	3.0

Objectives & Measurements:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Vision 2020 Program Objectives (*New for FY2015 forward)</i>					
Total # of applications received each year	*	*	129	100	100
Total # of participant contacts made	*	*	Not tracked	800	1000

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$858,379	\$969,400	\$849,300	\$869,800	(\$99,600)	-10.3%
Fringe Benefits	330,754	348,000	331,700	334,500	(13,500)	-3.9%
Operating Costs	152,347	179,500	178,800	178,800	(700)	-0.4%
Transfers Out	0	77,300	30,100	30,100	(47,200)	-61.1%
Total Baseline	\$1,341,480	\$1,574,200	\$1,389,900	\$1,413,200	(\$161,000)	-10.2%
Request Greater Than Baseline			76,800		0	N/A
Total Expenditures	\$1,341,480	\$1,574,200	\$1,466,700	\$1,413,200	(\$161,000)	-10.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefit** decreases are the net result of staff turnover and transition of the Maryland Access Point (MAP) personnel to the General Fund and anticipated transfers relative to aging grants. The county anticipates 75% of cost of MAP personnel and fringe will be covered in FY2017 through a transfer to a Special Revenue Fund. Decrease is also due to transfer of Fiscal Specialist position related to the reorganization.
- **Operating Costs** were reduced to meet current trends.
 - (200) General Supplies
 - (100) Photocopy
 - (300) Training
 - (100) Employee Education
 - 2,000 Utilities
 - (2,000) Electricity
 - (700)
- The **Transfers Out** reduction is due to transition of the MAP Program to a fee for service program in FY2016. Transition was delayed until the final quarter of FY2016. For FY2017, all personnel are changed to the General Fund and transfers to the Aging Special Revenue Fund will be done based on calculated cost for services. The County will work within an interagency agreement to be a local provider of assistance to Medicaid beneficiaries in applying for Medicaid benefits, review, and service planning and case management. The transfer represents a 25% match to the program.

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.

Community Services

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

In FY12, the Aging and 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.

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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	1.9	1.9	1.9
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	0.0
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	16.9	14.6	15.2	14.6	14.3
Total Full Time Equivalent	33.0	30.7	31.4	30.9	29.5
Allocated to Recreation Fund	(3.5)	(3.5)	(3.6)	(3.6)	(3.2)
Allocated to Grants	(10.9)	(9.8)	(10.3)	(9.1)	(10.4)
Net Cost to General Fund	18.6	17.4	17.5	18.2	15.9

<u>Objectives & Measurements:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To increase participation in Maryland Access Point (MAP)</i>					
# of persons who accessed MAP for long term care support services & benefits coordination	801	1,100	1,747	1,750	1,800
Division Report Card Indicators					
# of registered seniors served (unduplicated)	3,701	4,041	4,233	4,250	4,300
Total Units of Service	235,591	240,457	245,589	247,000	247,500
Number of billable units for Medicaid Waiver	*	*	*	9,700	9,750
<i>*New for FY2016</i>					

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$209,255	\$220,700	\$187,000	\$190,600	(\$30,100)	-13.6%
Fringe Benefits	68,498	69,300	54,100	54,400	(14,900)	-21.5%
Operating Costs	125,251	144,900	142,800	142,800	(2,100)	-1.4%
Transfers Out	138,872	284,000	202,800	202,800	(81,200)	-28.6%
Total Baseline	\$541,877	\$718,900	\$586,700	\$590,600	(\$128,300)	-17.8%
Request Greater Than Baseline			67,300		0	N/A
Total Expenditures	\$541,877	\$718,900	\$654,000	\$590,600	(\$128,300)	-17.8%
Revenues	\$3,000	\$7,200	\$7,200	\$7,200	\$0	0.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- The **Fringe Benefits** decrease is the net result of staff turnover, adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- Decrease in **Operating Costs** is net result of budgeting to meet current trends and increase funding to Robert J. Fuller Transitional House by \$1,000.
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2017 funding was adjusted to estimated actual.
- **Revenues** represent Loan Fees. The flat 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. In addition, support is provided to homeless transitional shelters to assist clients in obtaining permanent housing.

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, Emergency Solutions Grant 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

Community Services

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

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.

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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
Total Full Time Equivalent	14.6	14.6	14.6	14.6	14.6
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)
Net Cost to General Fund	3.2	3.2	3.2	3.2	3.2

<u>Objectives & Measurements:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<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	837	814	793	830	820
# of Occupancy Specialists	4	4	4	4	4
- units per FTE Counselors	209	204	198	208	205
- avg. # of re-examinations/family	3	3	3	3	3
- total per FTE per year	627	612	595	624	615
# of Inspectors	2	2	2	2	2
- units per FTE Inspectors	419	407	397	415	410
- average number of inspections/unit	2	2	2	2	2
- total per FTE per year	837	814	793	830	820
# HCV recertifications completed	815	814	793	830	820
# of low income housing rental assistance prov	*	*	*	835	825
# of SLP applications approved by MDHCD	*	*	*	7	10

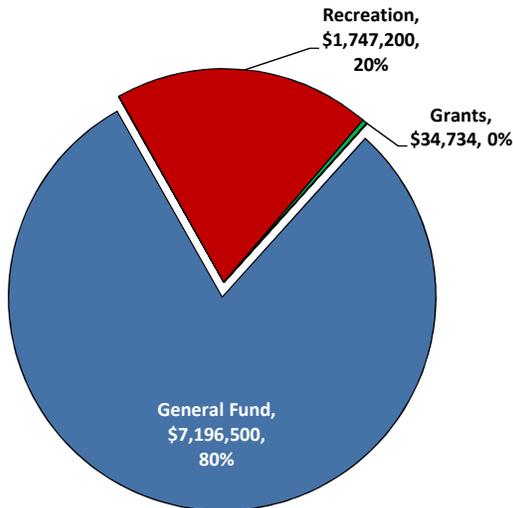
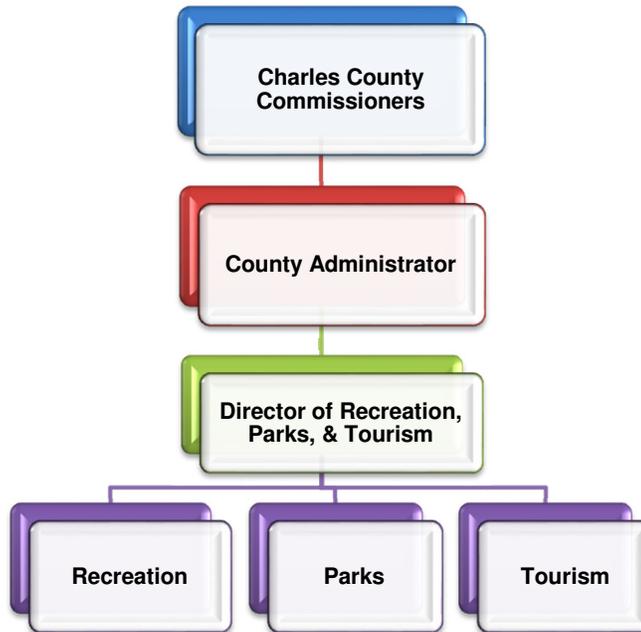
*New for FY2016

Recreation, Parks, & Tourism Summary

Eileen Minnick, Director of Recreation, Parks, & Tourism
 Mailing Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
 Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$3,538,393	\$4,175,700	\$4,436,600	\$4,692,800	\$517,100	12.4%
Fringe Benefits	1,079,430	1,219,100	1,227,600	1,294,100	75,000	6.2%
Operating Costs	1,334,283	1,801,700	1,813,800	1,905,900	104,200	5.8%
Transfers Out	5,000	0	0	0	0	N/A
Total Baseline	\$5,967,106	\$7,196,500	\$7,478,000	\$7,892,800	\$696,300	9.7%
Request Greater Than Baseline		0	413,400	0	0	N/A
Total Expenditures	\$5,967,106	\$7,196,500	\$7,891,400	\$7,892,800	\$696,300	9.7%
Revenues	\$353,422	\$970,900	\$916,300	\$916,300	(\$54,600)	-5.6%
Total Expenditures as % of Budget:	1.6%	2.0%	2.2%	2.1%		



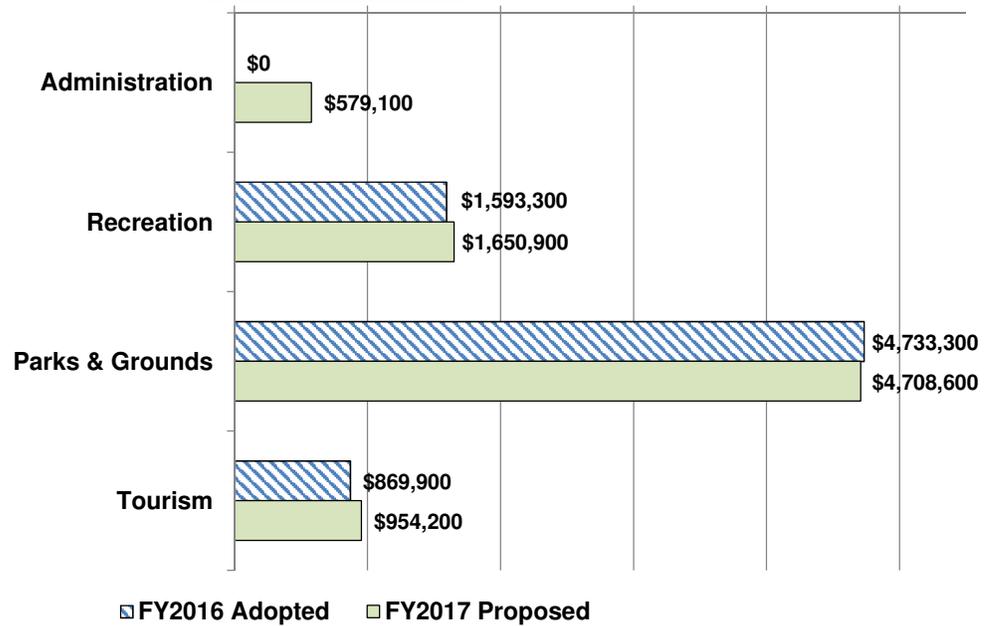
TOTAL FY2016 DEPARTMENT BUDGET
\$8,978,434

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

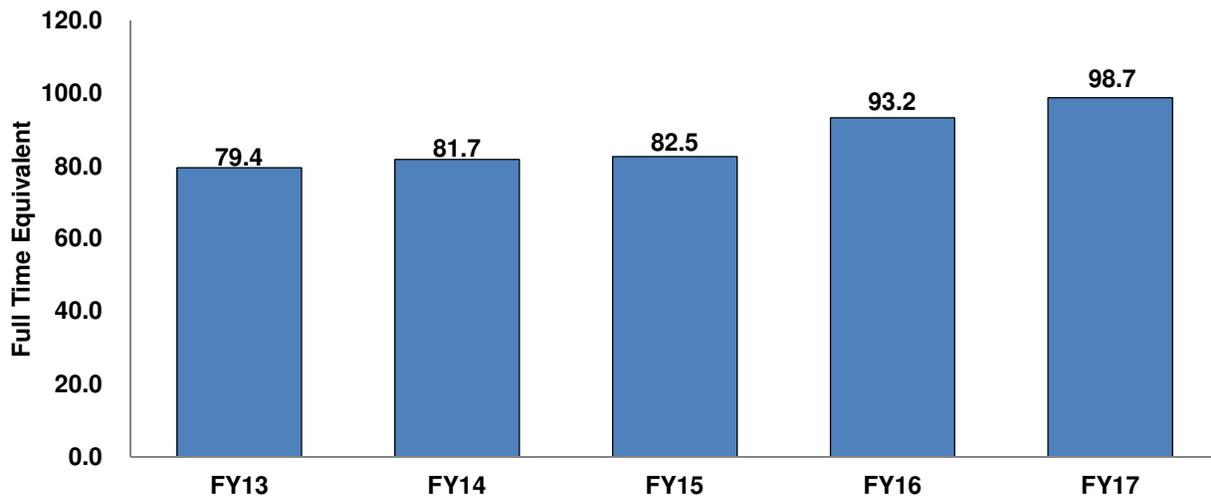
As indicated by the graph, the Department of Recreation, Parks, & Tourism is allocated through several different funds.

Recreation, Parks, & Tourism Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Administration	0.0	0.0	0.0	0.0	4.5
Recreation	26.4	26.4	27.2	27.2	28.2
Parks & Grounds*	46.8	46.8	46.8	57.5	57.5
Tourism	6.2	8.5	8.5	8.5	8.5
Total Full Time Equivalent	79.4	81.7	82.5	93.2	98.7

*Includes transfer of 10.7 positions from the Golf Course Enterprise Fund to the General Fund in FY16.

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.06
Division\Program: Administration Fund: General
Program Administrator: Eileen Minnick, Director of Community Services

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$0	\$0	\$294,400	\$438,200	\$438,200	New
Fringe Benefits	0	0	84,500	124,600	124,600	New
Operating Costs	0	0	7,200	16,300	16,300	New
Total Baseline	\$0	\$0	\$386,100	\$579,100	\$579,100	New
Request Greater Than Baseline			192,000		0	N/A
Total Expenditures	\$0	\$0	\$578,100	\$579,100	\$579,100	New

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are based on staffing from reorganization and **a new Director position**.
 - \$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.
 - \$143,800 - New Director of Parks, Recreation, and Tourism

Description:

The Department of Recreation, Parks, & Tourism brings similar county government functions together by realigning existing divisions and creating a new department.

Positions:

<u>Title</u>	<u>FY17 FTE</u>
Director of Recreation, Parks, and Tourism	1.0
Assistant to Director	1.0
Program Specialist (Recreation)	1.0
Program Specialist (Parks)	1.0
Office Associate I	0.5
Total Full Time Equivalent	4.5

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism
Division\Program: Recreation
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountyparks.com

01.30.40
 Fund: General

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$1,129,883	\$1,193,400	\$1,189,600	\$1,256,400	\$63,000	5.3%
Fringe Benefits	288,694	312,400	286,300	307,600	(4,800)	-1.5%
Operating Costs	101,811	87,500	86,900	86,900	(600)	-0.7%
Total Baseline	\$1,520,388	\$1,593,300	\$1,562,800	\$1,650,900	\$57,600	3.6%
Request Greater Than Baseline			62,600		0	N/A
Total Expenditures	\$1,520,388	\$1,593,300	\$1,625,400	\$1,650,900	\$57,600	3.6%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
-FY17 budget includes funding for an **additional Multi Center Coordinator** to handle the operation of Port Tobacco Recreation Center and Davis Middle School based Recreation Center.
- The **Fringe Benefits** decrease is the net result of staff turnover, adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs** reduced as net result of budgeting to meet current trends and bi-annual repairs and maintenance for Port Tobacco Gymnasium.

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, gymnastics programs, summer camps, and various special events.

The division also oversees the operation of eight school-based Community Centers, the Port Tobacco gymnasium, three year-round school-based Indoor Community Pools, three seasonal outdoor public pools, and Elite Gymnastic and Recreation Center.

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.

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.06.40
Division\Program: Recreation Fund: General
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountyparks.com

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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	3.0	3.0	3.0
Multi-Center Coordinator	4.0	4.0	4.0	4.0	5.0
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	38.8	38.8	40.5	42.0	42.0
Total Full Time Equivalent	54.6	54.6	57.3	58.8	59.8
Allocated to Recreation Fund	(28.2)	(28.2)	(30.1)	(31.6)	(31.6)
Net Cost to General Fund	26.4	26.4	27.2	27.2	28.2

<u>Objectives & Measurements:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suite the needs of the Community.</i>					
Total # of Preteen & Teen Drop-in Programs	945	837	864	900	900
Total # of scheduled youth indoor games	1,008	1,247	1,336	1,250	1,300
Total # of Recreation activity registrations	*	*	*	7,500	7,500
% of online vs. traditional registrations	*	*	*	50%/50%	50%/50%
Total # of youth indoor sports teams	*	*	*	270	270

*New for FY2016

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism

01.30.41

Division\Program: Parks & Grounds

Fund: General

Program Administrator: Thomas Roland, Chief of Parks & Grounds

www.charlescountymd.gov/pw/parks/parks-and-grounds

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$2,105,527	\$2,627,400	\$2,599,400	\$2,639,400	\$12,000	0.5%
Fringe Benefits	723,841	828,300	771,300	775,700	(52,600)	-6.4%
Operating Costs	844,522	1,277,600	1,282,900	1,293,500	15,900	1.2%
Total Baseline	\$3,673,890	\$4,733,300	\$4,653,600	\$4,708,600	(\$24,700)	-0.5%
Request Greater Than Baseline			85,900		0	N/A
Total Expenditures	\$3,673,890	\$4,733,300	\$4,739,500	\$4,708,600	(\$24,700)	-0.5%
Revenues	\$353,422	\$970,900	\$916,300	\$916,300	(\$54,600)	-5.6%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
 - FY17 funding includes **additional Part Time funding** for the Indian Head Rail Trail and Mallows Bay.
- The **Fringe Benefits** decrease is the net result of staff turnover, adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** were also adjusted for the following reasons:
 - Electricity is increasing by \$58,500 due to the Golf Course Utilities/Electricity budget being moved from Building and Trades and based on anticipated cost for FY2017.
 - Included are funds of \$26,500 for the Golf Cart Rental Lease. This was approved in FY17 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.
 - 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. This results in a net decrease of (\$3,900).
 - New Equipment purchases** include a Loader Attachment for existing trailer at Pisgah Parks (\$5,000) and Bleacher Expansion at Oakridge Park (\$5,600).
 - Based on activity, Vehicle Fuel is being decreased by an additional (\$8,000) Concession Merchandise by (\$6,600), and Contract Personnel by (\$5,000).
 - Due to recent bid results, Grounds Maintenance is being reduced by (\$51,300).
 - Increases in Bank Expense, Background Checks, and Alarms Repair/Mnt. based on activity (\$2,400).
- Minor adjustments in various other accounts, netting an increase of \$1,500.
- The adjustment to **Revenues** is based on current patronage of programs.

Recreation, Parks, & Tourism

Department:	Recreation, Parks, & Tourism	01.30.41
Division\Program:	Parks & Grounds	Fund: General
Program Administrator:	Thomas Roland, Chief of Parks & Grounds	

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 31 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 4,051 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.

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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	6.0	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	3.0	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
Total Full Time Equivalent	57.5	57.5	57.5	57.5	57.5
Allocated to Recreation Enterprise Fund	(10.7)	(10.7)	(10.7)	0.0	0.0
Net Cost to General Fund	46.8	46.8	46.8	57.5	57.5

<u>Objectives & Measurements:</u>	<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 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

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.69
Division\Program: Tourism Fund: General
Program Administrator: _____, Chief of Tourism
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$302,983	\$354,900	\$353,200	\$358,800	\$3,900	1.1%
Fringe Benefits	66,895	78,400	85,500	86,200	7,800	9.9%
Operating Costs	387,950	436,600	436,800	509,200	72,600	16.6%
Transfers Out	5,000	0	0	0	0	N/A
Capital Outlay	10,000	0	0	0	0	N/A
Total Baseline	\$772,828	\$869,900	\$875,500	\$954,200	\$84,300	9.7%
Request Greater Than Baseline			\$72,900	\$0	\$0	N/A
Total Expenditures	\$772,828	\$869,900	\$948,400	\$954,200	\$84,300	9.7%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- The **Fringe Benefits** increase is a result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and increased participation, and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** budget was decreased due to current activity. The following adjustments were made:
 - An increase of \$500 in Office Supplies to cover anticipated needs for building enhancements at Stagg Hall.
 - Postage was decreased by (\$100).
 - The General Repairs & Maintenance account for the Welcome Center was decreased by (\$200).
 - **New Operating** funds for FY17 to include
 - \$11,400 Design a new Tourism Website
 - \$56,000 Increased Event Sponsorship to include (2) Fishing Tournaments in FY17
 - \$5,000 Religious Freedom Scenic Byway Interpretive Plan (3 yr.) -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.

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:

Title	FY13	FY14	FY15	FY16	FY17
	FTE	FTE	FTE	FTE	FTE
Chief of Tourism and Special Events	0.0	1.0	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	1.0	0.0	0.0	0.0	0.0
Office Associate II	0.0	1.0	1.0	1.0	1.0
Part Time	3.2	4.5	4.5	4.5	4.5
Total Full Time Equivalent	6.2	8.5	8.5	8.5	8.5

Objectives & Measurements:

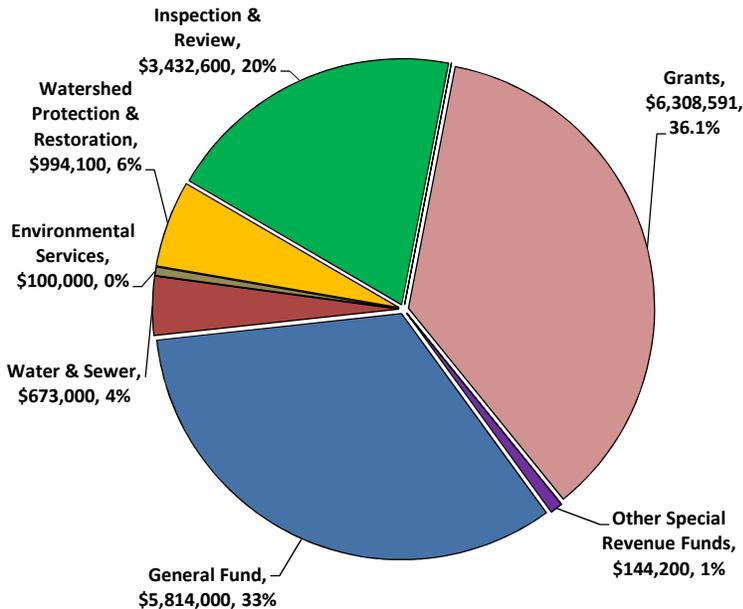
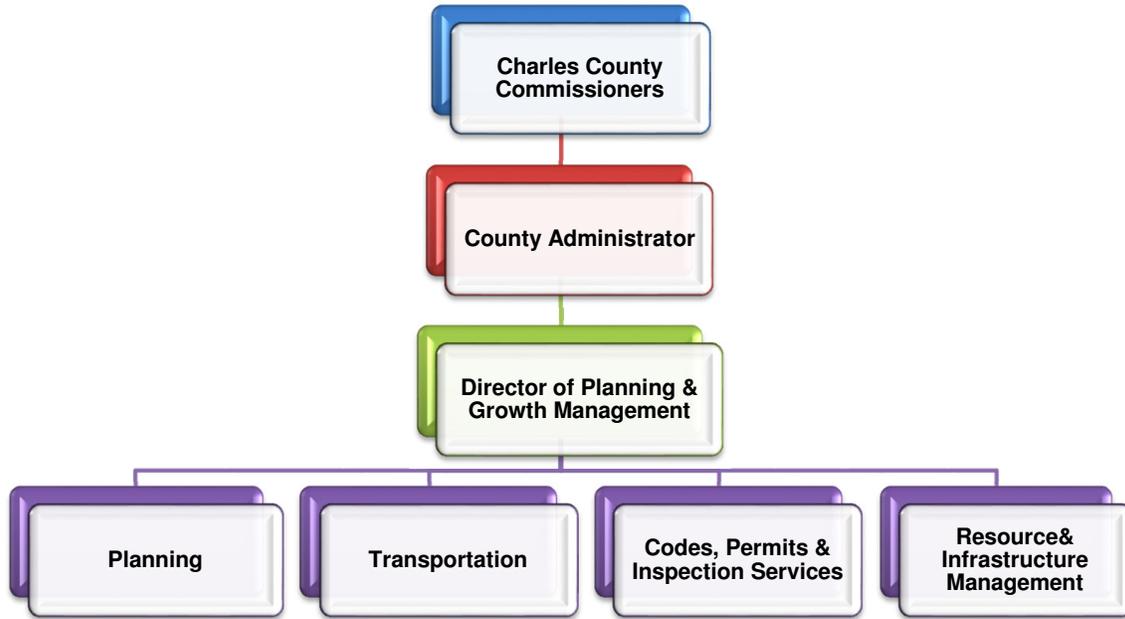
	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated
Welcome Center Visitation	31,828	33,612	29,873	35,000	35,000
Hotel / Motel Tax	\$987,960	\$912,531	\$1,026,772	\$949,000	\$1,000,000
Amusement / Admission Tax	\$796,989	\$757,375	\$753,104	\$797,200	\$800,000

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

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$2,005,017	\$2,081,000	\$2,113,100	\$2,209,900	\$128,900	6.2%
Fringe Benefits	635,151	644,200	622,700	655,500	11,300	1.8%
Operating Costs	50,058	64,300	64,300	66,800	2,500	3.9%
Transfers Out	2,690,741	3,024,500	3,011,100	3,011,100	(13,400)	-0.4%
Total Baseline	\$5,380,966	\$5,814,000	\$5,811,200	\$5,943,300	\$129,300	2.2%
Request Greater Than Baseline			\$334,200		\$0	N/A
Total Expenditures	\$5,380,966	\$5,814,000	\$6,145,400	\$5,943,300	\$129,300	2.2%
Revenues	\$677,390	\$681,000	\$610,400	\$610,400	(\$70,600)	-10.4%
Total Expenditures as % of Budget:	1.4%	1.6%	1.6%	1.6%		



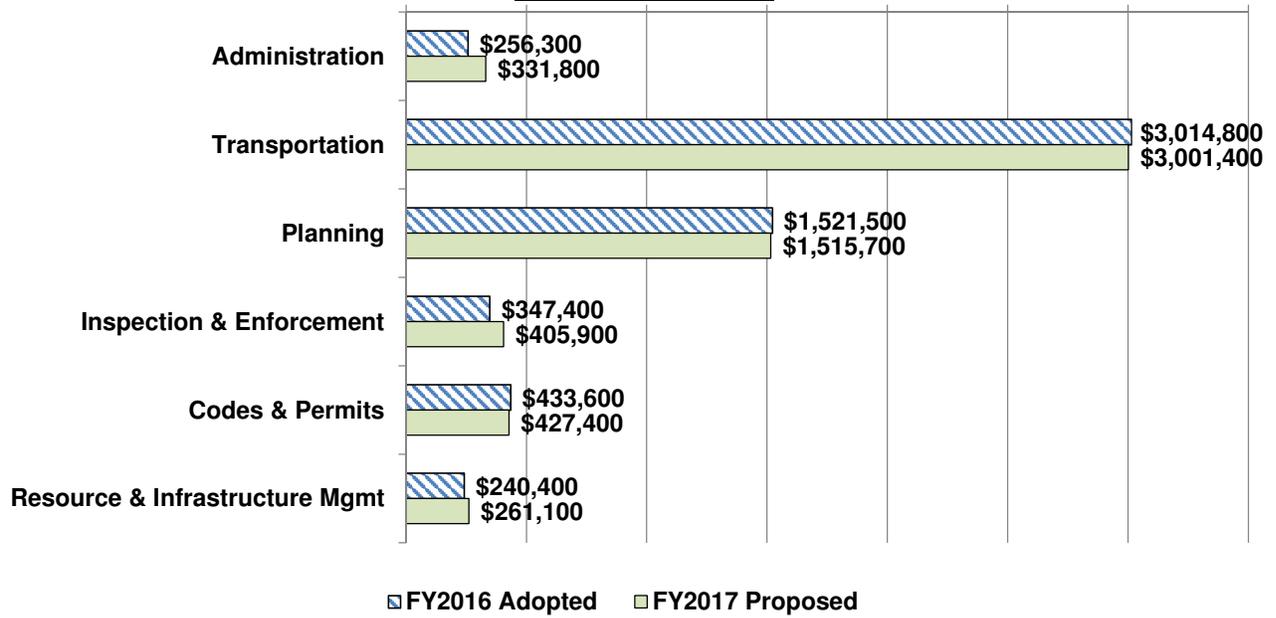
TOTAL FY2016 DEPARTMENT BUDGET \$17,466,491

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

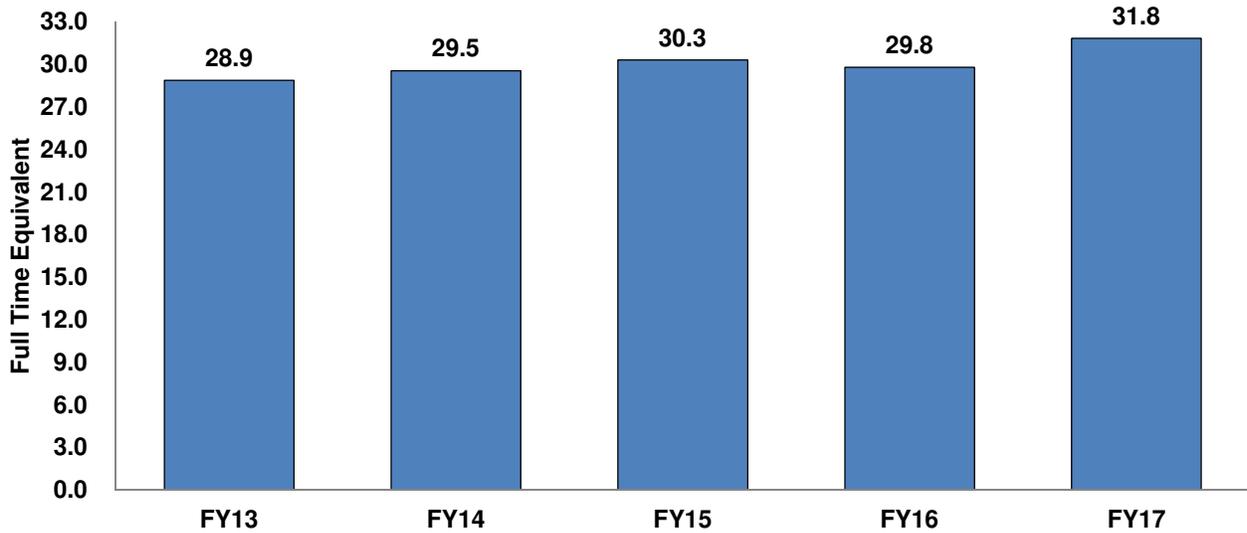
As indicated by the graph, the Department of Planning & Growth Management is allocated through several different funds.

Planning & Growth Management Expenditure and Staff History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Administration	2.6	2.2	2.2	2.2	3.0
Transportation	0.0	0.0	0.0	0.0	0.0
Planning	15.7	15.7	16.4	15.9	15.9
Inspection & Enforcement	3.5	3.5	3.5	3.5	4.5
Codes & Permits	5.5	5.9	5.9	5.9	5.9
Resource & Infrastructure Mgmt	1.7	2.4	2.4	2.4	2.6
Total Full Time Equivalent	28.9	29.5	30.3	29.8	31.8

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$193,587	\$196,800	\$251,000	\$255,900	\$59,100	30.0%
Fringe Benefits	50,537	50,900	62,400	67,300	16,400	32.2%
Operating Costs	9,623	8,600	8,600	8,600	0	0.0%
Total Baseline	253,746	256,300	\$322,000	331,800	75,500	29.5%
Request Greater Than Baseline			\$69,600			N/A
Total Expenditures	\$253,746	\$256,300	\$391,600	\$331,800	\$75,500	29.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** based on staffing levels after reorganization.
\$81,500 Due to reorganization, reallocates staff time from Capital Improvement Fund to General Fund.
- The **Operating Costs** budget is remaining the same but includes the following adjustments:
 - The Training and Employee Education accounts were both increased by \$100.
 - Contract Services was decreased by (\$200).

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: budget administration; customer relations; department's coordination with Citizens Liaison issues; 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; 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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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	0.0	0.0	0.0	0.0
Total Full Time Equivalent	5.0	4.0	4.0	4.0	4.0
Allocated to:					
Capital Projects	(1.1)	(0.8)	(0.8)	(0.8)	0.0
Water & Sewer Fund	(1.4)	(1.1)	(1.1)	(1.1)	(1.1)
Net Cost to General Fund	2.6	2.2	2.2	2.2	3.0

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
---------------------------------------	------------------------	------------------------	------------------------	---------------------------	---------------------------

Customer Service

Objective: to assure that PGM provides premier customer service to all its customers.

Number of Complaints	1	3	5	0	0
Number of Compliments	35	31	17	20	25

County Property Acquisition

Objective: to assure that County property requests and acquisitions are researched, obtained, and processed in the most timely and cost efficient method possible.

Property Acquisition Req. (other than PGM)	80	80	90	90	90
--	----	----	----	----	----

Department: Planning and Growth Management 01.07.110
Division\Program: Transportation Fund: General
Program Administrator: Jeffrey Barnett, Chief of Transportation
www.charlescountymd.gov/cs/transportation/transportation-and-community-programs

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Transfers Out	2,677,341	3,014,800	3,001,400	3,001,400	(13,400)	-0.4%
Total Expenditures	\$2,677,341	\$3,014,800	\$3,001,400	\$3,001,400	(\$13,400)	-0.4%

Changes and Useful Information:

- **Transfer Out** represents the County's share of transportation operating grants as well as a 10% match on capital grant items.

The increase in **operating grant match** is due to an anticipated 3% increased cost of the vendor contract for route services.

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.

	FY2016	FY2017	Increase
5311	98,200	106,350	8,150
5307 / JARC	2,219,000	2,255,950	36,950
5307 ADA	164,200	167,450	3,250
Job Access	300	-	(300)
SSTAP	332,700	338,800	6,100
Medical Assistance	300	-	(300)
Operating Match in General Fund	2,814,700	2,868,550	53,850
Capital Grants	200,100	132,850	(67,250)
	3,014,800	3,001,400	(13,400)

Planning & Growth Management

Department:	Planning and Growth Management	01.07.110
Division\Program:	Transportation	Fund: General
Program Administrator:	Jeffrey Barnett, Chief of Transportation	

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. The County has an 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 Department has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Title	FTE	FTE	FTE	FTE	FTE
Chief of Transportation	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	0.0	0.0	0.0	0.0	0.0
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	4.0	4.0	4.0	4.0	4.0
Allocated to Transportation Fund	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Net Cost to General Fund	0.0	0.0	0.0	0.0	0.0

Objectives & Measurements:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	Actual	Actual	Actual	Projected	Estimated
<i><u>Objective: Refine routes and services in order to effectively implement VanGO transit.</u></i>					
Number of staff	4	4	4	4	4
Budget	\$4,220,038	\$4,233,378	\$4,904,392	\$4,964,416	\$5,113,348
Number of Routes	14	14	15	15	15
- per FTE	3.5	3.5	3.8	3.8	3.8
- average cost per route	\$301,431	\$302,384	\$326,959	\$330,323	\$340,890
Total Service Miles	1,171,946	1,150,000	1,227,005	1,207,500	1,207,500
- per FTE	292,987	328,571	306,751	301,875	301,875
- average cost per mile	\$3.60	\$3.68	\$4.00	\$4.10	\$4.23
Total Hours of Operation	58,003	61,300	61,611	64,400	64,400
- per FTE	14,501	17,514	15,403	16,100	16,100
- average cost per hour	\$72.76	\$69.06	\$79.60	\$74.40	\$79.40
Total Public Transit Ridership	723,398	750,000	869,029	825,000	850,000
- per FTE	180,850	214,285	217,257	206,250	212,500
- average cost per passenger	\$5.83	\$5.64	\$5.64	\$6.01	\$6.02
<i># of passengers transported per service hour (*New for FY2016)</i>					
- Fixed Route	*	*	*	13.50	13.80
- Door to Door Service	*	*	*	1.60	1.60
<i><u>Objective: To seek additional revenue for all programs.</u></i>					
# of grants and contracts administered	7	8	7	7	6
- total value of outside funding	\$4,070,678	\$3,723,520	\$3,945,470	\$7,108,387	\$4,466,914
<i><u>Objective: "90% on time" departure for fixed routes</u></i>					
% on time within 5 minute window	98%	97%	97%	97%	97%

Planning & Growth Management

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$1,068,640	\$1,118,500	\$1,109,300	\$1,131,200	\$12,700	1.1%
Fringe Benefits	351,607	358,800	337,200	339,800	(19,000)	-5.3%
Operating Costs	25,083	34,500	35,000	35,000	500	1.4%
Transfers Out	13,400	9,700	9,700	9,700	0	0.0%
Total Baseline	\$1,458,730	\$1,521,500	\$1,491,200	\$1,515,700	(\$5,800)	-0.4%
Request Greater Than Baseline			\$160,000		\$0	N/A
Total Expenditures	\$1,458,730	\$1,521,500	\$1,651,200	\$1,515,700	(\$5,800)	-0.4%
Revenues	\$150,504	\$176,900	\$165,500	\$165,500	(\$11,400)	-6.4%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase along with accounting for staff reorganization, and from the pension decrease due to actuarial plan assumption changes.
- The **Operating Costs** budgets were adjusted for recent trends.
 - Public Notice account is increasing by \$1,000.
 - A \$400 increase in Office Supplies due to recent trends.
 - A (\$400) decrease in Dues & Subscriptions for membership fees due to recent trends.
 - A decrease of (\$300) to the Recording Plats account based on FY15 and FY14 actuals.
 - Both Vehicle Fuel and Photocopy are being reduced by (\$100) based on previous years actuals.
- **Transfers out** is to subsidize the Contract Archeologist budgeted for in the Inspection Fund.

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.

Planning & Growth Management

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

Positions:	FY13	FY14	FY15	FY16	FY17
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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	9.0	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	1.7	1.7	1.7	1.2	1.2
Total Full Time Equivalent	17.7	18.7	18.7	18.2	18.2
Allocated to:					
Inspection & Review Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
Ag. Preservation Fund	(0.8)	(1.0)	0.0	(0.0)	(0.0)
Watershed Protection & Restoration Fund	0.0	(1.8)	(2.0)	(2.0)	(2.0)
Rural Legacy Program	(0.3)	0.0	0.0	0.0	0.0
Environmental Service Fee Fund	(0.8)	0.0	0.0	0.0	0.0
Grant Funds	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	15.7	15.7	16.4	15.9	15.9

Objectives & Measurements:	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated

Objective: to review in a timely manner any proposal to subdivide property & have those projects comply with the Comprehensive Plan, Zoning Ordinance, & Subdivision Regulations, as adopted by the County Commissioners & permanently create new parcels.

Final Subdivision Lots-# of lots recorded	612	896*	428*	600*	650*
---	-----	------	------	------	------

*Includes commercial, industrial and townhouse lots

Objective: to effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.

Number of Plans Submitted	29	27	13	20	25
per FTE	29	27	13	20	25
Number of Plans Approved	26	24	7	20	25
per FTE	26	24	7	20	25

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.

Preparation of Staff Report	19	22	5	10	15
Number of Hearings	22	18	4	10	15

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.

Number of Preliminary Plan Lots Approved	472	53	671	500	600
Zoning Map Amendments	2	2	4	2	3
Subdivision Regulation Amendment	2	1	6	3	3
Zoning Text Amendments	3	4	1	2	5
Planned Development Zoning Amendments	3	2	1	2	2
Docket 250 Amendment 12-250	1	1	0	0	0
Comprehensive Plan Amendment	0	2	2	1	0

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$252,963	\$257,200	\$257,000	\$302,600	\$45,400	17.7%
Fringe Benefits	80,323	80,300	74,800	93,000	12,700	15.8%
Operating Costs	7,065	9,900	9,400	10,300	400	4.0%
Total Baseline	\$340,351	\$347,400	\$341,200	\$405,900	\$58,500	16.8%
Request Greater Than Baseline			\$64,400		\$0	N/A
Total Expenditures	\$340,351	\$347,400	\$405,600	\$405,900	\$58,500	16.8%
Revenues	\$381,697	\$367,800	\$356,000	\$356,000	(\$11,800)	-3.2%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
-FY17 Proposed Budget includes funding for a **new Zoning Technician** to assist with 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
- The **Fringe Benefits** increase is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase along with accounting for staff reorganization, and from the pension decrease due to actuarial plan assumption changes.
- The proposed **Operating Costs** budget includes additional cost of new position.

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>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Building & Permits & 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	0.0	0.0
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	3.0
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
Total Full Time Equivalent	13.1	13.1	13.1	12.1	13.1
Allocated to Inspection & Review Fund	(9.6)	(9.6)	(9.6)	(8.6)	(8.6)
Net Cost to General Fund	3.5	3.5	3.5	3.5	4.5

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	

<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
--	------------------------	------------------------	------------------------	---------------------------	---------------------------

Objective: to assure the use of property in the County is in compliance with Zoning Ordinance as adopted by the County Commissioners.

# of total inspections	5,077	5,591	4,163	5,000	5,500
per FTE	2,538	2,875	2,082	2,500	2,750
# of new violation inspections	4,738	5,252	3,617	4,500	4,750
# of violations brought into compliance	3,688	3,939	2,487	3,400	3,800

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	200	189	218	200	220
Water	157	160	174	170	175
Sewer	186	162	171	190	175
Stormdrain/Stormwater Mgt.	264	227	288	270	290
Grading	300	263	327	300	330
SEC	273	269	296	275	300
Equivalent FTE per Fiscal Year	8.0	7.0	8.5	7.0	8.5
# of projects inspected per FTE	172.5	181.4	173.4	200.7	175.3
Dedications	104	106	68	70	70

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$315,873	\$330,700	\$318,200	\$323,500	(\$7,200)	-2.2%
Fringe Benefits	95,558	96,600	95,500	96,100	(500)	-0.5%
Operating Costs	5,449	6,300	6,300	7,800	1,500	23.8%
Total Baseline	\$416,880	\$433,600	\$420,000	\$427,400	(\$6,200)	-1.4%
Request Greater Than Baseline			\$1,500	\$0	\$0	N/A
Total Expenditures	\$416,880	\$433,600	\$421,500	\$427,400	(\$6,200)	-1.4%
Revenues	\$76,912	\$84,700	\$83,000	\$83,000	(\$1,700)	-2.0%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
- The **Fringe Benefits** decrease is the net result of the adjusting the Health & Dental budget by a 5% rate increase along with accounting for staff reorganization, and from the pension decrease due to actuarial plan assumption changes.
- **Operating Costs:**
 - Training was decreased by (\$100) based on previous years actuals.
 - Office Supplies was increased by \$100 based on FY15 actuals.
 - Includes \$1,500 to purchase metal shelving.

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: bond and developer agreements; 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.

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	

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Engineer I - IV	5.0	5.0	5.0	4.0	4.0
Development Services Manager	0.0	0.0	0.0	1.0	1.0
Building Code Official	0.0	0.0	0.0	1.0	1.0
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	1.0	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	3.0	3.0
Office Associate I-III	4.0	5.0	5.0	4.0	4.0
Total Full Time Equivalent	17.0	18.0	18.0	19.0	19.0
Allocated to:					
Inspection & Review Fund	(6.7)	(7.8)	(7.8)	(8.7)	(8.7)
Watershed Protection & Restoration Fund	0.0	(0.5)	(0.5)	(0.6)	(0.6)
Environmental Service Fee Fund	(1.3)	0.0	0.0	0.0	0.0
Water & Sewer Fund	(3.6)	(3.9)	(3.9)	(3.9)	(3.9)
Net Cost to General Fund	5.5	5.9	5.9	5.9	5.9

<u>Objectives & Measurements:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Objective: to review and process residential building permits in a fourteen day time period and to review and process new commercial permits in a thirty day time period.

# of new residential living units received	1,194	820	971	900*	900
- per FTE (2.0)	796	410	486	450	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	99	99	100	100
- # of same day permits processed	672	681	1,343	1,100	1,100
- # electrical permits issued	2,416	2,409	3,130	2,500	2,700
- Avg. time in minutes to get served	17	22	33	25	22
- Applications received @ permit center	6,701	6,805	7,573	6,800	7,000
- per FTE (2.0)	4,467	3,402	3,786	3,400	3,500
- # of misc. permits	1,048	1,065	1,936	1,800	2,000
- per FTE (2.0)	699	533	968	900	1,000
# New Commercial permits received	18	10	25	15	20
# of miscellaneous commercial permits	481	497	519	500	500
- Permits issued per FTE	333	254	272	300	300
# of use & occupancy permits PERM	1,467	1,269	1,623	1,500	1,600
# of use & occupancy permits TEMP	337	542	556	600	550

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
---------------------------------------	------------------------	------------------------	------------------------	---------------------------	---------------------------

Electrical Board	<i>* issued on a two year cycle - reciprocal licenses issued during the year.</i>				
Master Electrician Licenses *	708	842	724	850	700
Journeyman Electrical Licenses *	709	719	715	730	700

Bond Activity

Objective: to assure if developers default on their projects that the County has funds necessary to complete the project in

Number of Activity	206	153	161	140	170
--------------------	-----	-----	-----	-----	-----

Developer Agreements

Objective: to assure that Developer Agreements are processed in a timely manner and along with the County Attorney's

Developer Agreements Completed	40	41	26	36	35
--------------------------------	----	----	----	----	----

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$173,954	\$177,800	\$177,600	\$196,700	\$18,900	10.6%
Fringe Benefits	57,127	57,600	52,800	59,300	1,700	3.0%
Operating Costs	2,838	5,000	5,000	5,100	100	2.0%
Total Baseline	\$233,919	\$240,400	\$235,400	\$261,100	\$20,700	8.6%
Request Greater Than Baseline			\$38,700		\$0	N/A
Total Expenditures	\$233,919	\$240,400	\$274,100	\$261,100	\$20,700	8.6%
Revenues	\$63,478	\$51,600	\$5,900	\$5,900	(\$45,700)	-88.6%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016, proposed merit increase in FY2017, and adjustments for turnover.
 - FY17 Proposed Budget includes funding for a **new Engineer II**. The cost will be split with the Water & Sewer fund. The position will be responsible for managing certain General Government Fund contracts for Roadway, Bridge, Drainage and Floodplain Analysis, Studies and Improvement Plans.
- **Operating Costs:**
 - A \$200 increase in the Public Notices account based on previous years activity.
 - A decrease of (\$100) in the Photocopy account based on FY15 actuals.
 - Employee Education is being decreased by (\$300) based on previous years activity.
 - Increase in supplies of \$100 related to new Engineer II position.
- **Revenues** are decreasing due to the suspension of DRRRA applications. Remaining revenues represent sales of maps and publications.

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, administration of the County petition process, drafting and writing of the solid waste & water /sewer plans; reviewing Developer Rights & Responsibilities Agreements; & coordination with Federal, State, & local infrastructure management agencies.

Planning & Growth Management

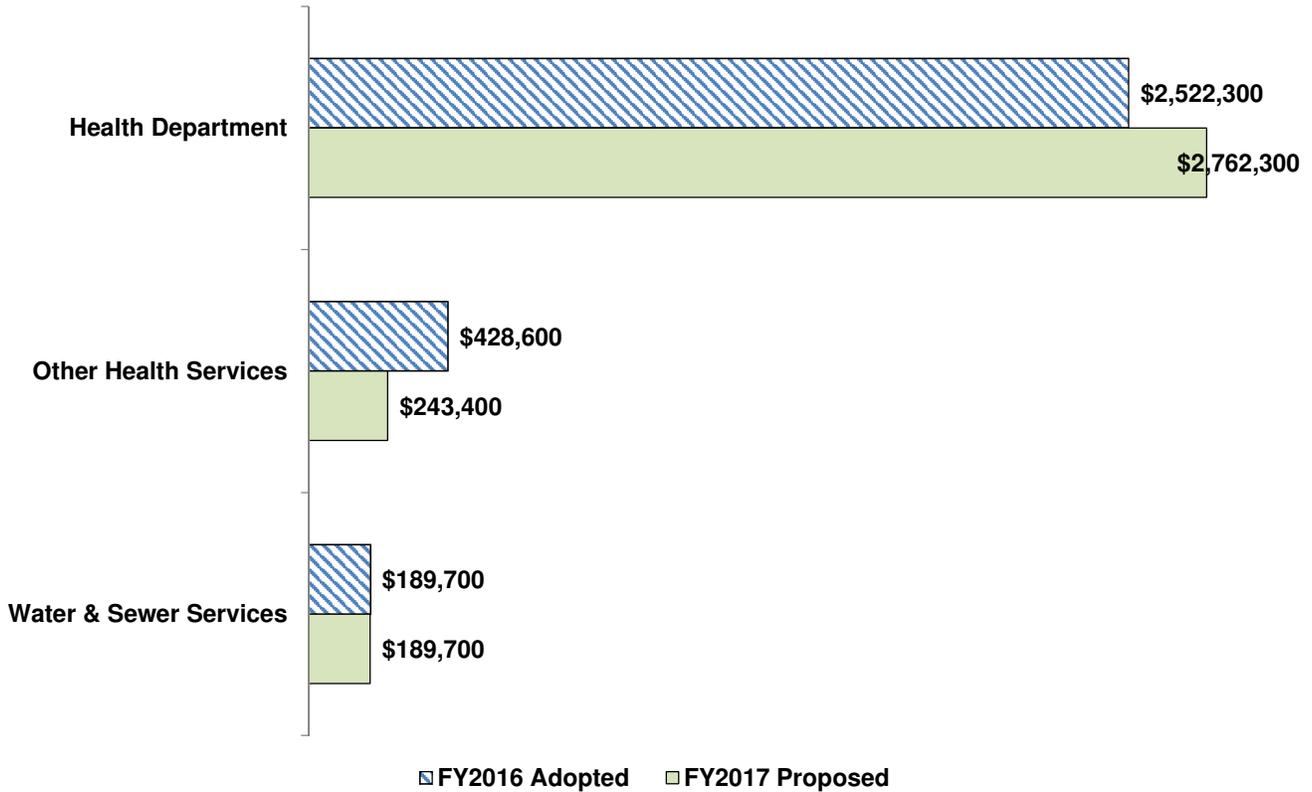
Department:	Planning and Growth Management	01.07.91
Division\Program:	Resource & Infrastructure Management (RIM)	Fund: General
Program Administrator:	Jason Groth, Chief of Resource & Infrastructure Management	

Positions:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
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	1.0	1.0	1.0
Engineer II	0.0	0.0	0.0	0.0	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
Part Time I	0.0	0.0	0.0	0.1	0.1
Total Full Time Equivalent	6.0	6.0	7.0	7.1	8.1
Allocated to:					
Water & Sewer Fund	(2.3)	(2.1)	(2.1)	(2.3)	(3.0)
Environmental Service Fee Fund	(0.5)	0.0	0.0	0.0	0.0
Capital Projects	(1.5)	(1.5)	(2.5)	(2.5)	(2.5)
Net Cost to General Fund	1.7	2.4	2.4	2.4	2.6

Objectives & Measurements:	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: to assure that the use and development of property only take place with adequate public facilities in place.</i>					
Full Studies	16	7	11	12	15
Other Submittals (site plan & prelim)	69	56	37	45	50
<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	20	19	18	25	30
Development Rights and Responsibilities Agreements (DRRA)					
<i>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 flexibility, innovation and quality while ensuring protection of the public interest, health, safety and welfare.</i>					
# of Reviews	12	11	19	0	0

Health Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$21,931	\$21,900	\$21,900	\$21,900	\$0	0.0%
Fringe Benefits	1,711	2,200	2,200	2,200	0	0.0%
Operating Costs	350,182	359,500	359,500	359,500	0	0.0%
Agency Funding	2,697,838	2,757,000	2,563,800	2,811,800	54,800	2.0%
Total Baseline	\$3,071,661	\$3,140,600	\$2,947,400	\$3,195,400	\$54,800	1.7%
Request Greater Than Baseline			\$567,000		\$0	N/A
Total Expenditures	\$3,071,661	\$3,140,600	\$3,514,400	\$3,195,400	\$54,800	1.7%
Revenues	\$60,088	\$81,500	\$81,500	\$81,500	\$0	0.0%
Total Expenditures as % of Budget:	0.8%	0.9%	0.8%	0.9%		



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 (some programs may include evening hours)

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$21,931	\$21,900	\$21,900	\$21,900	\$0	0.0%
Fringe Benefits	1,711	2,200	2,200	2,200	0	0.0%
Operating Costs	158,083	169,800	169,800	169,800	0	0.0%
Agency Funding (Health Dept.)	2,328,400	2,328,400	2,328,400	2,568,400	240,000	10.3%
Total Baseline	\$2,510,125	\$2,522,300	\$2,522,300	\$2,762,300	\$240,000	9.5%
Request Greater Than Baseline			\$559,000		\$0	N/A
Total Expenditures	\$2,510,125	\$2,522,300	\$3,081,300	\$2,762,300	\$240,000	9.5%
Revenues	\$4,372	\$6,500	\$6,500	\$6,500	\$0	0.0%

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.
- **Agency Funding (Health Department)-**
\$240,000 **FY2017 Proposed budget includes funding for Nanjemoy Clinic and other reduced State grant programs.**
- **FY17 Request Greater than Proposed**
99,300 Balance of reduced State grant programs.
91,000 Conversion of contract employees to Full Time employees
128,700 Substance Use Disorder Clients- change to fee for service

\$319,000 Total Request Greater Than Proposed

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.

Positions:

There is no direct County staff associated with this budget.

Health

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
<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	623	455	472	475	490
# of children receiving case management	129	93	96	90	100
# of communicable disease outbreak	1,911	2,189	1,213	2400	2000
# of clients receiving HIV/AIDS case management	258	264	268	270	270
# BBH - Pregnancy Care Navigation	284	284	490	273	300
<i><u>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.</u></i>					
# of Women's Health & Family Planning service recipients	1,738	1,534	1,838	1,669	1,700
# of Reproductive Health Promotion through folic acid distribution	503	391	605	482	500
# of clients STD Clinic	760	876	634	811	825
# of HIV Testing & Counseling recipients	1,287	1,288	917	700	700
# of Breast and Cervical Cancer screening recipients	149	114	74	100	75
# of Colonoscopy service recipients	82	66	27	30	25
# of Prostate Cancer Screening service recipients	4	0	0	0	0
# Adult Dental Clinical service recipients	1,210	1,176	2,503	1,200	2,600
# Child Dental Clinical service recipients	3,391	5,792	6,406	6,000	6,500
# Dental Health Education recipients	7,417	11,301	11,808	12,000	12,000
# of Anti-TB treatment	1	130	56	130	75
# TB testing service recipients	233	252	73	226	100
# of Adult Immunization recipients	471	438	335	422	400
# of children immunization recipients	212	202	197	200	200
# of annual Flu vaccination recipients (adults & children)	8,638	8,063	6,055	7,500	6,000
# of post-exposure Rabies vaccine	47	68	51	80	60
# of Mental Health service recipients	1,284	1,334	1,221	1,300	1,300
# of Mental Health visits	22,574	22,557	23,865	23,500	23,500
# of Substance Abuse service recipients	1,912	1,960	1,825	2,000	2,000
# of Substance Abuse visits	24,683	20,264	34,183	35,000	35,000
# of school based Substance Abuse Prevention Program recipients	1,849	1,738	2,529	2,415	2,755
# of smoking cessation visits	286	562	339	360	360
# of food service facility inspections	396	562	996	600	1,000
# of food borne illnesses investigated	17	21	5	20	20
# of animal rabies vaccine	3,000	1,176	1,312	1,200	1,200
# of animal bite investigations	603	727	764	750	750
# of perk tests applications/completed	1,058	647	687	50	50
% of perk tests completed	100%	100%	100%	100%	100%
# of well construction permits application/processed	129	206	214	150	200
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	902	1,455	1,539	1,000	1,600
# School based - fluoride varnish	835	826	998	1,000	1,200
# School based - sealant applications	1,093	633	670	800	800
# Community Oral Cancer Screenings	1,503	294	454	500	500

Health

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

<u>Objectives & Measurements:</u>	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
---------------------------------------	----------------	----------------	----------------	-------------------	-------------------

Objective: To provide and promote public health support services to the citizens of Charles County.

# of MD Children's Health Insurance recipients (Medicaid) applications processed	4,965	3,497	3,991	3,800	4,100
# of Medicaid family expansion recipients	2,215	826	2,517	1,000	2,800
# of WIC service recipients	6,392	6,193	6,240	6,499	6,499
# of children seen in Health Rooms by School Nurse	230,315	149,103	229,851	175,000	200,000
# of seniors/ AERS services recipients	493	419	409	449	475
# of Personal Care Provider recipients	72	95	73	25	0
# of Disabilities Services recipients	811	627	682	685	685
# of infants and toddler services	302	307	351	340	345
# of Birth/Death Certificates	9,887	11,951	13,563	12,500	12,500

Department: Health 01.35
Division\Program: Other Fund: General

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	192,098	189,700	189,700	189,700	0	0.0%
Agency Funding	369,438	428,600	235,400	243,400	(185,200)	-43.2%
Total Expenditures	\$561,536	\$618,300	\$425,100	\$433,100	(\$185,200)	-30.0%
Request Greater Than Baseline			\$8,000	\$0	\$0	N/A
Total Expenditures	\$561,536	\$618,300	\$433,100	\$433,100	(\$185,200)	-30.0%
Revenues	\$55,717	\$75,000	\$75,000	\$75,000	\$0	0.0%

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.

Description:

<u>Agency Funding</u>	<u>FY2015 Actual</u>	<u>FY2016 Adopted</u>	<u>FY2017 Proposed</u>	<u>\$ Change from FY2016</u>
Mosquito Control	\$95,717	\$115,000	\$123,000	\$8,000
Dept. of Health & Mental Hygiene	\$120,421	\$120,400	\$120,400	\$0
<u>Agency Funding - Grants Advisory Panel</u>				
Spring Dell Center, Inc.	\$80,000	\$77,000	Moved to Social Services to be determined by new 501(c)3	
Melwood	0	0		
New Horizon Support Services, Inc.	0	51,900		
Health Partners Inc.	67,500	57,800		
Alzheimer's Assoc. National Capital Area	0	0		
Freedom Landing	5,800	6,500		
NAMI of Southern Maryland	0	0		
	\$153,300	\$193,200	\$0	(\$193,200)
TOTAL AGENCY FUNDING	\$369,438	\$428,600	\$243,400	(\$185,200)
Mosquito Control Neighborhood Reimbursement:	(55,717)	(75,000)	(75,000)	0
Net Cost to County:	\$313,721	\$353,600	\$168,400	(\$185,200)

Social Services Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$1,381	\$0	\$0	\$0	\$0	N/A
Operating Costs	15,000	43,100	0	0	(43,100)	-100.0%
Agency Funding	990,354	927,500	1,143,800	1,143,800	216,300	23.3%
Total Baseline	\$1,006,735	\$970,600	\$1,143,800	\$1,143,800	\$173,200	17.8%
Request Greater Than Baseline			\$2,900	\$0	\$0	N/A
Total Expenditures	\$1,006,735	\$970,600	\$1,146,700	\$1,143,800	\$173,200	17.8%
Total Expenditures as % of Budget:	0.3%	0.3%	0.3%	0.3%		

Changes and Useful Information:

- **Operating decrease** and **Agency Funding increase** is due to all funds to be awarded to non-profit entities which serve Charles County Residents that were previously determined by a Grants Panel have been moved under Social Services. The awarding process for funding is currently under review and specific non-profits to receive awards has not been determined. Candidates will go through an application process.

Description:

	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change
Agency Funding					
Department of Social Services	\$311,000	\$311,000	\$313,900	\$311,000	
Tri-County Community Action- (required funding)			\$4,000	\$4,000	
Tri-County Youth Services Bureau- (required funding)			\$43,700	\$43,700	
Children's Aid Society- (required funding)			\$1,000	\$1,000	
	\$311,000	\$311,000	\$362,600	\$359,700	\$48,700
Agency Funding- Tourism					
Mattawoman Creek Art Center	\$13,500	\$10,000	tbd-moved to Ec. Development		(\$10,000)
Arts Alliance	15,000	10,000	tbd-moved to Ec. Development		(10,000)
	\$28,500	\$20,000	\$0	\$0	(\$20,000)
Agency Funding/Operating- Grant Panel					
Grants Advisory Panel	\$650,854	\$639,600			(\$639,600)
Agency Funding- Charitable Grantmaking Organization					
			\$784,100	\$784,100	\$784,100
TOTAL SOCIAL SERVICES	\$990,354	\$970,600	\$1,146,700	\$1,143,800	\$173,200

GRANT PANEL FUNDING- by program type

Social Services	665,854	639,600	
Education	12,000	0	
Health	153,300	193,200	
Total Grant Panel Funding	\$831,154	\$832,800	\$784,100
Required Funding			48,700
Total- Charitable Grantmaking Organization			\$832,800

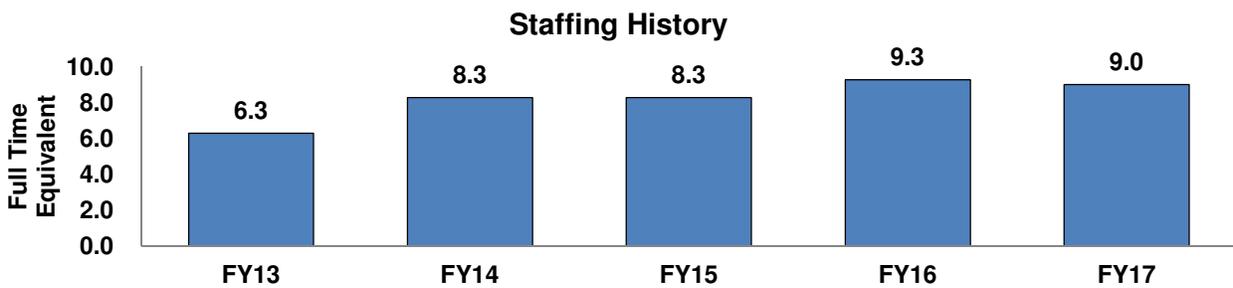
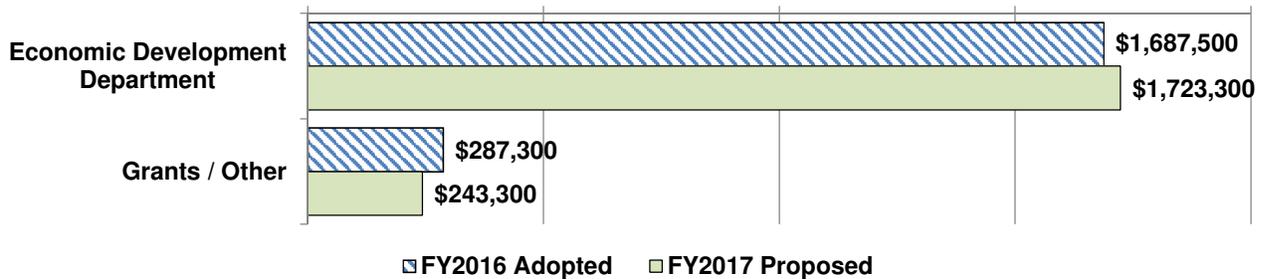
	FY2015 Actual	FY2016 Adopted	FY2017 Requested	\$ Change from FY2016	% Chg.
Department of Social Services					
Salary & Expense	217,551	257,469	257,469	-	0%
Local/Federal General Admin.	14,187	11,590	8,500	(3,090)	-36%
Critical Resource Assist.	39,102	32,941	32,941	-	0%
Board Activities	1,357	2,000	6,000	4,000	67%
Homeless Services	9,145	7,000	9,000	2,000	22%
Balance - Unspent Funds	29,658	0	0	-	0%
Total Request	311,000	311,000	313,910	2,910	1%

Economic Development Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$617,735	\$639,800	\$692,200	\$707,500	\$67,700	10.6%
Fringe Benefits	168,157	178,100	191,100	208,600	30,500	17.1%
Operating Costs	625,493	953,600	831,200	807,200	(146,400)	-15.4%
Agency Funding	194,800	203,300	243,300	243,300	40,000	19.7%
Transfers Out	443,261	0	0	0	0	N/A
Total Baseline	\$2,049,447	\$1,974,800	\$1,957,800	\$1,966,600	(\$8,200)	-0.4%
Request Greater Than Baseline			\$1,014,900	\$0	\$0	N/A
Total Expenditures	\$2,049,447	\$1,974,800	\$2,972,700	\$1,966,600	(\$8,200)	-0.4%
Revenues	\$19,629	\$25,000	\$25,000	\$25,000	\$0	0.0%
Total Expenditures as % of Budget:	0.5%	0.5%	0.5%	0.5%		



Economic Development Expenditure and Staff History



Positions by Program:	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Economic Development Department	6.3	8.3	8.3	9.3	9.0
Total Full Time Equivalent	6.3	8.3	8.3	9.3	9.0

Economic Development

Department: Economic Development 01.38.126
Division\Program: Economic Development Department Fund: General
Program Administrator: Darrell Brown, Director of Economic Development
 Address: 10665 Stanhaven Place, Suite 206, White Plains, MD 20695 301-885-1340
www.meetcharlescounty.com 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$617,735	\$639,800	\$692,200	\$707,500	\$67,700	10.6%
Fringe Benefits	168,157	178,100	191,100	208,600	30,500	17.1%
Operating Costs	534,493	869,600	831,200	807,200	(62,400)	-7.2%
Total Baseline	\$1,320,386	\$1,687,500	\$1,714,500	\$1,723,300	\$35,800	2.1%
Request Greater Than Baseline			686,400		0	N/A
Total Expenditures	\$1,320,386	\$1,687,500	\$2,400,900	\$1,723,300	\$35,800	2.1%
Revenues	\$19,629	\$25,000	\$25,000	\$25,000	\$0	0.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase is due to a transfer of the Purchasing Programs Outreach Administrator position from Fiscal & Administrative Services.
 - FY17 Proposed Budget includes funding for a new **Marketing Coordinator** which will be funded by a reduction in part time salaries and contract marketing services.
- The **Operating Costs** budget change is due to the following:
 - An increase in rent based on lease agreement which includes a 3% escalation clause per year. \$1,600
 - Reduction in Dues & Subscriptions (\$5,000) based on activity.
 - Rent is no longer needed for the Waldorf Urban Redevelopment Corridor (WURC) sub-division. (\$39,000)
 - Due to one time FY16 cost for new office for the WURC sub-division, the equipment budget has been eliminated. (\$13,000)
 - Funds were transferred from Fiscal & Administrative Services due to the transfer of a position. These funds were transferred to Printing \$2,000 and Advertising \$5,500.
 - \$10,000 increase funding for the Small Business Development Center (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, government contracting, and retail development. Work in all these areas will enhance the department's effort in capacity building.
 - Includes a reduction of \$24,000 in contract marketing services to offset funding of new Marketing Coordinator position.

Economic Development

Department:	Economic Development	01.38.126
Division\Program:	Economic Development Department	Fund: General
Program Administrator:	Darrell Brown, Director of Economic Development	

Economic Development Goals & Objectives:

- Coordinate, collaborate, and facilitate an economic development forum with relevant stakeholders to define and enhance understanding of economic development in Charles County.
- Develop an Economic Development Strategic Plan for Charles County to include metrics and performance measurements.
- Restructure the Economic Development Department to effectively implement the county's economic development strategic plan
- Collaborate with the Town of Indian Head to develop a plan to increase business development in the Town of Indian Head and support the Naval Support Facility of Indian Head.
- Engage with the Department of Planning & Growth Management to streamline the County's Business permitting process.
- Work across Charles County government with all departments to ensure a team approach toward economic development.
- Participate with the Planning & Growth Management Department on matters on zoning and land use.
- Communicate with the Tri-County Council on regional economic development efforts.
- Coordinate with key stakeholders on all economic development projects on-going and those projects that are in the planning stages
- Enhance business attraction by increasing awareness of Charles County as an attractive business location within the DC Metro region, particularly amongst site selection consultants, corporate executives, and commercial real estate professionals.
- Augment the Business Retention and Expansion Survey by identifying and implementing strategies for supporting local business;
- Enhance attractions/recruitment marketing materials.
- Promote the two Economic Development Loan Funds in order to increase the number of loans made minority-women-, and veteran-owned businesses as well as to small local businesses in target industries.
- Prioritize and coordinate efforts to position the department to take the lead on all economic development activities in Charles County, working in a proactive manner.
- Establish metrics and performance goals for the department.
- Encourage investment in commercial development in order to increase the commercial tax base.

The Economic Development Department also provides oversight of the Minority Business Enterprise (MBE) Program and 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.

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Business Development Managers	2.0	2.0	2.0	2.0	2.0
WURC Manager	1.0	1.0	1.0	1.0	1.0
Purchasing Programs Outreach Admin.	0.0	0.0	0.0	1.0	1.0
Economic Research Specialist	1.0	1.0	1.0	1.0	1.0
Marketing Coordinator	0.0	0.0	0.0	0.0	1.0
WURC Administrative Coordinator	0.0	1.0	1.0	1.0	1.0
Office Associate I	0.0	1.0	1.0	1.0	1.0
Part Time	1.3	1.3	1.3	1.3	0.0
Total Full Time Equivalent	6.3	8.3	8.3	9.3	9.0

Economic Development

Department: Economic Development 01.38.126
Division\Program: Economic Development Department Fund: General
Program Administrator: Darrell Brown, Director of Economic Development

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
County unemployment rate	6.3	5.7	5.6	5.1	4.6
Average annual employment in County	40,625	40,887	41,266	41,666	42,666
Average weekly wages	798	802	830	840	850
Sq. ft. non retail space	6,250,851	6,250,851	6,356,773	6,360,000	6,364,000
Sq. ft. retail space	8,797,212	8,824,935	8,824,935	8,850,000	8,855,000

Source: Department of Labor, Licensing and Regulation

Economic Development

Department: Economic Development

01.39

Division\Program: Other

Fund: General

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	\$91,000	\$84,000	\$0	\$0	(\$84,000)	-100.0%
Transfers Out	443,261	0	0	0	0	N/A
Agency Funding	194,800	203,300	243,300	243,300	40,000	19.7%
Total Baseline	\$729,061	\$287,300	\$243,300	\$243,300	(\$44,000)	-15.3%
Request Greater Than Baseline			328,500		0	N/A
Total Expenditures	\$729,061	\$287,300	\$571,800	\$243,300	(\$44,000)	-15.3%
Revenues	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Operating Costs** decrease of \$84,000 due transfer of Government Affairs account to the County Administrator budget.
- 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.

• FY17 New Request:

\$328,500 Indian Head Boardwalk and Living Shoreline on the Potomac

The Town of Indian Head has committed to provide \$500,000 in local funds for construction. To complete the 20 percent matching requirement, an additional \$328,516 in local funds would be needed.

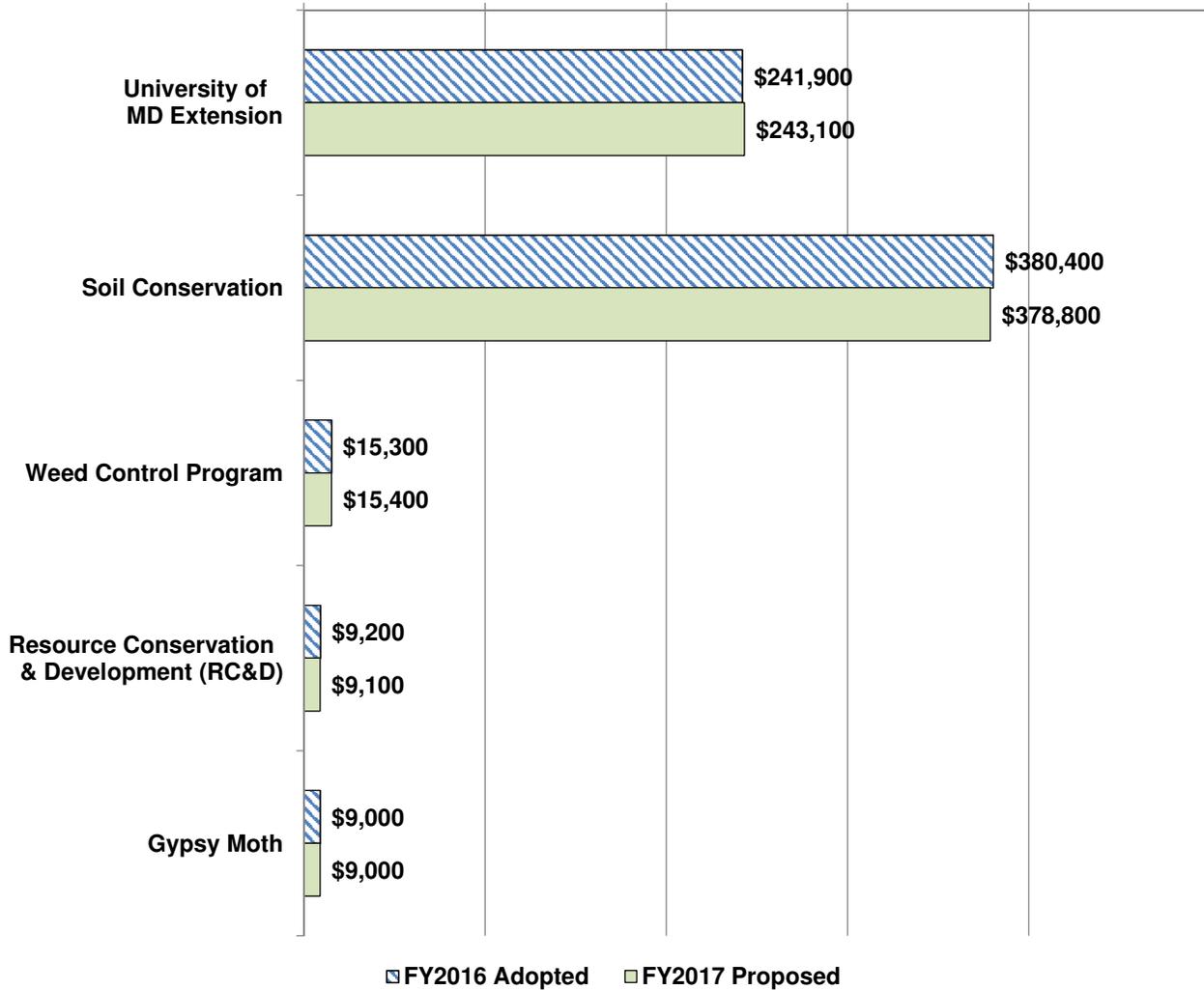
The Indian Head Boardwalk and Living Shoreline is one of the priority initiatives in our strategy for revitalizing the Town of Indian Head. When completed, the Boardwalk will provide the public with much-needed access to the Potomac River, an opportunity to enjoy the scenic beauty and environmental significance of the "living shoreline," a new destination for visitors, and an amenity that will connect other improvements in the revitalization strategy. It will also give us an opportunity to celebrate an early success in bringing renewed vitality to the Town, and an opportunity to express our appreciation to our partners and allies in this endeavor at the County, State and federal levels.

Description:

	FY2015 Actual	FY2016 Adopted	FY2017 Proposed
<u>Agency Funding- Economic Development</u>			
Tri-County Council	\$85,370	\$85,370	\$9,000
Energetics Technology Center, Inc.	100,000	100,000	tbd
Southern Maryland Carousel Group	0	0	tbd
Subtotal	\$185,370	\$185,370	
<u>Agency Funding- Tourism</u>			
Veteran's Memorial	9,430	12,500	tbd
So. MD Carousel Group, Inc.	0	5,430	tbd
Total Economic Development Related	\$194,800	\$203,300	
Tourism funded in Social Service	28,500	20,000	tbd
EDD funded in Education	20,000	20,000	tbd
Agency Funding- Tourism & Economic Development	\$243,300	\$243,300	\$243,300

Conservation of Natural Resources Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$273,505	\$282,100	\$281,500	\$287,900	\$5,800	2.1%
Fringe Benefits	112,451	112,900	105,200	105,700	(7,200)	-6.4%
Operating Costs	242,297	245,300	246,300	246,300	1,000	0.4%
Agency Funding	8,825	15,500	15,500	15,500	0	0.0%
Total Baseline	\$637,079	\$655,800	\$648,500	\$655,400	(\$400)	-0.1%
Request Greater Than Baseline		0	13,800	0	\$0	N/A
Total Expenditures	\$637,079	\$655,800	\$662,300	\$655,400	(\$400)	-0.1%
Revenues	\$97,395	\$86,200	\$95,500	\$95,500	\$9,300	10.8%
Total Expenditures as % of Budget:	0.2%	0.2%	0.2%	0.2%		



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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Costs	\$239,551	\$241,900	\$243,100	\$243,100	\$1,200	0.5%
Total Baseline	\$239,551	\$241,900	\$243,100	\$243,100	\$1,200	0.5%
Request Greater Than Baseline			\$10,300		\$0	N/A
Total Expenditures	\$239,551	\$241,900	\$253,400	\$243,100	\$1,200	0.5%

Changes and Useful Information:

- **Operating Costs** increase includes funding for a rent increase.
- **Request Greater Than Baseline:**
 - \$9,500 Request to bring the 4-H Program Assistant from 70% to 100% full time. MD Cooperative Extension needs to augment this position in order to assure that their 4-H meets safety and regulatory requirements and to increase their capacity to reach underserved youth in the County.
 - \$800 Requesting an increase in travel for 4-H meetings and events.

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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
4-H and Youth Development					
<i>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.</i>					
# of Youth Enrolled in 4-H	702	676	645	700	800
Per FTE 1.5	320	338	430	350	400
# of Youth Reached in School & Special Interest Programs	3,347	2,290	2,072	2,600	2,600
Per FTE 1.5	1,521	1,145	1,381	1,300	1,300
<i>Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.</i>					
# of Adult Volunteers Enrolled	237	253	232	275	275
Per FTE 1.5	108	126	154	137	137
# of Volunteers Hours Given	33,180	35,420	32,480	36,000	36,000
Per FTE 1.5	15,082	17,710	21,653	18,000	18,000

Family and Consumer Sciences

Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups including youth, senior citizens and young families.

# of Participants Receiving Information	2,083	1,151	1,175	1,000	1,000
Per FTE	1,042	1,151	1,175	1,000	1,000
<i>Objective: For Participants to develop and improve individual, family, home, financial, and/or community responsibility through work, family and community involvement.</i>					
# of Participants Receiving Information	390	470	485	500	500
Per FTE	195	470	485	500	500

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	

<u>Objectives & Measurements:</u>	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated

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	580	251	235	500	500
Per FTE	290	251	235	250	250
# of Farmers Recertified As Pesticide Applicators	519	67	34	75	75
Per FTE	260	67	34	75	75
# of Acres of Nutrient Management Plans Written/Updated	12,147	11,238	13,922	13,000	13,000
Per FTE	12,147	11,238	13,922	13,000	13,000
# of Master Gardener Volunteer Hours	4,600	4,277	4,320	4,500	4,500
Per FTE	1,988	4,277	4,320	4,500	4,500

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$256,983	\$265,000	\$264,200	\$270,500	\$5,500	2.1%
Fringe Benefits	109,283	109,500	101,900	102,400	(7,100)	-6.5%
Agency Funding	5,900	5,900	5,900	5,900	0	0.0%
Total Expenditures	\$372,166	\$380,400	\$372,000	\$378,800	(\$1,600)	-0.4%
Revenues	\$81,898	\$71,200	\$80,100	\$80,100	\$8,900	12.5%

Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and proposed merit increase in FY2017.
- The **Fringe Benefits** decrease is the net result of the adjusting the Workers Compensation rate for FY 2017, adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.

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>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 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 Technician	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
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
Net Cost to General Fund	3.4	3.4	3.4	3.4	3.4

Conservation of Natural Resources

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$10,381	\$10,600	\$10,800	\$10,800	\$200	1.9%
Fringe Benefits	1,078	1,300	1,400	1,400	100	7.7%
Operating Costs	2,746	3,400	3,200	3,200	(200)	-5.9%
Total Expenditures	\$14,205	\$15,300	\$15,400	\$15,400	\$100	0.7%
Revenues	\$15,497	\$15,000	\$15,400	\$15,400	\$400	2.7%

Changes and Useful Information:

- **Personal Services** is increasing to account for the FY2016 COLA.
- The **Fringe Benefits** increase is a result increasing the Worker's Compensation percentage.
- **Operating Costs** are decreasing due to the Vehicle Fuel account being decreased by (\$200).

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:

<u>Title</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>
Part Time funding	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	0.3	0.3	0.3	0.3	0.3

Conservation of Natural Resources

Department: Conservation of Natural Resources 01.36

Division\Program: Gypsy Moth Suppression Program Fund: General

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Agency Funding	\$2,325	\$9,000	\$9,000	\$9,000	\$0	0.0%
Total Expenditures	\$2,325	\$9,000	\$9,000	\$9,000	\$0	0.0%

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.

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.somdrccd.org

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Personal Services	\$6,141	\$6,500	\$6,500	\$6,600	\$100	1.5%
Fringe Benefits	2,091	2,100	1,900	1,900	(200)	-9.5%
Agency Funding	600	600	600	600	0	0.0%
Total Baseline	\$8,832	\$9,200	\$9,000	\$9,100	(\$100)	-1.1%
Request Greater Than Baseline			3,500		\$0	N/A
Total Expenditures	\$8,832	\$9,200	\$12,500	\$9,100	(\$100)	-1.1%

Changes and Useful Information:

- The **Fringe Benefits** decrease is the net result of the adjusting the Health & Dental budget by a 5% rate increase and from the pension decrease due to actuarial plan assumption changes.
- **Request Greater Than Baseline:**
Increase in funds to support the Office Associate position.

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:

	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
Office Associate	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.0	1.0	1.0	1.0	1.0
Other Counties/Agency Funding	(0.8)	(0.8)	(0.9)	(0.9)	(0.9)
Net Cost to General Fund	0.2	0.2	0.1	0.1	0.1

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Transfers Out	\$896,000	\$1,646,900	\$863,000	\$863,000	(\$783,900)	-47.6%
Capital Outlay	22,173	0	0	0	0	N/A
Total Expenditures	\$918,173	\$1,646,900	\$863,000	\$863,000	(\$783,900)	-47.6%

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>FY2015 Actual</u>	<u>FY2016 Adopted</u>	<u>FY2017 Proposed</u>
<u>TRANSPORTATION</u>			
Road Overlay Program	-	327,900	-
Light Rail Transit Initiative	270,000	270,000	270,000
Sidewalk Improvement Program	-	153,000	-
Miscellaneous Road Projects/Studies	91,000	50,000	50,000
<u>GENERAL GOVERNMENT</u>			
Various Planning Studies	166,000	232,000	232,000
Various Maintenance Projects	-	198,000	-
National Guard Armory Renovations Study	-	80,000	-
Security Upgrades	-	61,000	-
Tri-County Animal Shelter Improvements	-	18,000	-
Develop Road Safety Prioritization Measure & Inventory	38,000	18,000	17,000
Engineering Plan Digitization	53,000	-	-
Generator Replacement Program	-	-	52,000
<u>PARKS</u>			
Park Repair & Maintenance Projects	252,000	239,000	239,000
Port Tobacco Parkland Acquisition	3,000	-	-
Friendship Farm Addition	3,000	-	-
Waterfront Acquisition	-	-	3,000
Contingency- Inflation	20,000	-	-
	<u>\$896,000</u>	<u>\$1,646,900</u>	<u>\$863,000</u>

Other

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Operating Contingency	\$0	\$100,000	\$182,600	\$1,173,600	\$1,073,600	1073.6%
Total Expenditures	\$0	\$100,000	\$182,600	\$1,173,600	\$1,073,600	1073.6%

Changes and Useful Information:

- \$100,000 = Recommended Contingency
 - \$82,600 = Contingency set aside for Circuit Court's 5th Judge (Administrative Assistant & Furniture)
 - \$991,000 = Contingency set aside for CCSO Pay Scale adjustment
- \$1,173,600

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	\$ Change from FY2016	% Chg.
Transfer: Excise Tax Subsidy	\$651,500	\$0	\$0	\$0	\$0	N/A
Transfer: Watershed Fund	0	550,000	550,000	550,000	0	0.0%
Capital Lease Purchase	5,414,451	6,979,100	2,894,100	3,342,500	(3,636,600)	-52.1%
Total Baseline	\$6,065,951	\$7,529,100	\$3,444,100	\$3,892,500	(\$3,636,600)	-48.3%
Request Greater Than Baseline			\$1,253,200	\$0	\$0	N/A
Total Expenditures	\$6,065,951	\$7,529,100	\$4,697,300	\$3,892,500	(\$3,636,600)	-48.3%
Revenues	\$6,139,500	\$6,979,100	\$4,147,300	\$3,342,500	(\$3,636,600)	-52.1%

Changes and Useful Information:

- **Transfer: Excise Tax Subsidy** was used in FY2015 to support the school construction (excise tax) bond issue debt. In FY 2013, the County received a bond premium for the issue of school construction bonds. These revenues are restricted and can only be used to retire existing tax debt. The transfer moved funds to the Debt Service Fund to pay for Excise Tax Bonds.
- The **Transfer: Watershed Fund** budget is to help support the Watershed Protection & Restoration Enterprise Fund.
- The budgeted **Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement.
- **Request Greater Than Baseline** represents additional Capital Lease Purchases.
- **Revenue represents** Capital Lease Proceeds which offset the Capital Lease Purchase (actual may vary due to timing of purchases).

FY 2017 Requests Greater than Proposed

Line Ref #	Department	Description	Revenues / (Expense)	Expenses	Net Impact
1	Board of Education	Amount in Excess of FY 2017 MOE/Cost of Step		7,950,900	7,950,900
2	Circuit Court	Assignment Clerk (1.0 FTE)		55,900	55,900
3	Circuit Court	Assignment Office Copier/Scanner rental		3,600	3,600
4	Circuit Court	Electronic Transcription Request Service		4,200	4,200
5	Circuit Court	Move Positions from Grants to General Fund (6.0 FTE)		397,800	397,800
6	College of Southern MD	Charles County Mediation Center		15,000	15,000
7	Community Services	Aging: Aging Services Administrator (1.0 FTE)		76,800	76,800
8	Community Services	Housing: Increase in local match to fund New Position request		67,300	67,300
9	County Administrator	Safety: Office Associate I (1.0 FTE)		40,600	40,600
10	County Administrator	Security: Two Security Associates less part time (0.7 FTE)	38,500	79,800	41,300
11	Economic Development	Economic Development Specialist for Attraction & Recruitment (1.0 FTE)		96,200	96,200
12	Economic Development	Economic Development Specialist for Retention & Expansion (1.0 FTE)		90,200	90,200
13	Economic Development	Minority Business Enterprise Disparity Study		500,000	500,000
14	Emergency Services	Animal Shelter: Animal Shelter Assistant Supervisor (1.0 FTE)	43,900	70,200	26,300
15	Emergency Services	Animal Shelter: Animal Shelter Services/Clerical Asst. (1.0 FTE)	29,500	47,100	17,600
16	Emergency Services	Animal Shelter: Animal Shelter Technician (2.0 FTE)	57,500	91,900	34,400
17	Emergency Services	Animal Shelter: HVAC Feasibility Study	7,500	12,000	4,500
18	Emergency Services	Emergency Management: Emergency Preparedness Calendar		4,500	4,500
19	Emergency Services	EMS: Automated CPR Device (Lease \$15,600)		1,700	1,700
20	Emergency Services	EMS: Battalion Chiefs (2.0 FTE)		219,500	219,500
21	Emergency Services	EMS: CCMICU Request - Paramedic & EMT Positions (10.0 FTE)		727,100	727,100
22	Emergency Services	EMS: Community Promotions		3,500	3,500
23	Emergency Services	EMS: Increase overtime to do 24/7 Scheduling		155,800	155,800
24	Emergency Services	EMS: On-Call Pay for 24/7 Hazmat Duty Officer coverage		7,200	7,200
25	Emergency Services	EMS: Part Time I Office Associate (0.6 FTE)		23,600	23,600
26	Emergency Services	EMS: Re-establish Training funding		6,200	6,200
27	Emergency Services	EMS: Shift Differential - Field Training Officer Pay		22,000	22,000
28	Emergency Services	EMS: Support Services Vehicle (Lease \$40,000)		4,300	4,300
29	Emergency Services	EMS: (2) Automated Medical Supply Machines (Lease \$21,000)		2,300	2,300
30	Emergency Services	Fire/EMS Communications: On-Call increase pay		19,400	19,400
31	Emergency Services	TRT: Hazmat Technicians (10.0 FTE)		783,400	783,400
32	Emergency Services	TRT: Increase in Overtime		11,000	11,000
33	Emergency Services	TRT: Increase in Part Time		15,400	15,400
34	Emergency Services	TRT: Rescue Vehicle (Lease \$285,000)		30,600	30,600
35	Emergency Services	TRT: TRT Lieutenant (1.0 FTE)		83,300	83,300
36	Fiscal & Admin. Svc.	IT: Laserfiche Public Portal		34,000	34,000
37	Fiscal & Admin. Svc.	IT: Office 365 US Government Plan E3 and Set Up/Conversion		266,800	266,800
38	Fiscal & Admin. Svc.	IT: Security Mentor Training Software		8,300	8,300
39	Fiscal & Admin. Svc.	Purchasing: Procurement Receptionist (1.0 FTE)		41,600	41,600
40	Fiscal & Admin. Svc.	Treasury: Treasury Specialist (1.0 FTE)		50,600	50,600
41	Health Department	Balance of reduced State grant programs		99,300	99,300
42	Health Department	Conversion of contract employee to Full Time - \$23,000 each		91,000	91,000
43	Health Department	Substance Use Order Clients - change to fee for service		128,700	128,700
44	Indian Head	Local match for the Indian Head Boardwalk and Living Shoreline on the Potomac		328,500	328,500
45	Library	Increase in Audio/Visual Budget:		41,200	41,200
46	Library	Expand Services and Increase number of programs offered (3.5 FTE)		170,000	170,000
47	Library	Mobile Library (\$160,000 Van & 2.0 FTE)		263,600	263,600
48	Library	New IT associate (1.0 FTE)		51,800	51,800
49	Library	Not utilize Library Prior Years Reserves to balance Library Operating budget		130,700	130,700
50	Library	To re-instate Sunday hours at one branch		23,300	23,300
51	Library	Tri-County Facilities Master Plan (Tri-County Share)		25,000	25,000

FY 2017 Requests Greater than Proposed

Line Ref #	Department	Description	Revenues / (Expense)	Expenses	Net Impact
52	Planning & Growth Mgmt	Admin: Contract Services for scanning project		27,700	27,700
53	Planning & Growth Mgmt	Assistant Director split with Enterprise Funds (1.0 FTE)		41,900	41,900
54	Planning & Growth Mgmt	IT: iPad for Planning		1,100	1,100
55	Planning & Growth Mgmt	Planning: Administrative Associate (1.0 FTE)		62,700	62,700
56	Planning & Growth Mgmt	Planning: Historic Preservation/Contract Archeologist		15,900	15,900
57	Planning & Growth Mgmt	Planning: Planning Technician (1.0 FTE)		71,200	71,200
58	Planning & Growth Mgmt	Planning: Special Events/Awards		500	500
59	Planning & Growth Mgmt	Planning: Temporary Services		9,700	9,700
60	Planning & Growth Mgmt	RIM: Part Time (0.2 FTE)- not needed if Engineer Approved		14,200	14,200
61	Public Works-Facilities	Building & Trades: CIP Assistant Project Manager (1.0 FTE)	35,700	71,300	35,600
62	Public Works-Facilities	Building & Trades: Custodial Supervisor (1.0 FTE)		60,800	60,800
63	Public Works-Facilities	Building & Trades: Electrical Supervisor (1.0 FTE)		64,900	64,900
64	Public Works-Facilities	Building & Trades: Engraving Machine (Lease \$6,000)		700	700
65	Public Works-Facilities	Building & Trades: Facilities Infor System Administrator (1.0 FTE)		61,100	61,100
66	Public Works-Facilities	Building & Trades: Man Lift (Lease \$10,000)		1,100	1,100
67	Public Works-Facilities	Building & Trades: Upgrade existing pin to Custodial Supervisor	34,800	56,400	21,600
68	Public Works-Facilities	IT: (5) Cell phones for Buildings & Trades		2,000	2,000
69	Public Works-Facilities	Roads: Contract Inspector		60,000	60,000
70	Public Works-Facilities	Roads: General Repairs & Maintenance		33,000	33,000
71	Public Works-Facilities	Roads: Project Manager (1.0 FTE)		70,900	70,900
72	RC&D	Increase in Funding to Support Office Associate Position (0.1 FTE)		3,500	3,500
73	Rec., Parks, & Tourism	IT: Laptop & Air Card for Parks & Grounds		2,100	2,100
74	Rec., Parks, & Tourism	Parks & Grounds: Equipment Operator II at Rail Trail (1.0 FTE)		48,100	48,100
75	Rec., Parks, & Tourism	Parks & Grounds: Field Planter (Lease \$10,000)		1,100	1,100
76	Rec., Parks, & Tourism	Parks & Grounds: Part Time II additional funding at Pisgah Park		8,400	8,400
77	Rec., Parks, & Tourism	Parks & Grounds: Part Time II to fund Minimum Wage Increase		11,000	11,000
78	Rec., Parks, & Tourism	Tourism: Training - Outdoor Show		500	500
79	Sheriff's Office	Sheriff: Patrolmen I (18.0 FTE)		1,905,600	1,905,600
80	Sheriff's Office	Sheriff: 5 Patrolmen I Additional Cost for July Hire		103,700	103,700
81	Sheriff's Office	Sheriff: Court Security Deputy (1.0 FTE)		74,200	74,200
82	Sheriff's Office	Sheriff: CAD/RMS Specialist (1.0 FTE)		69,000	69,000
83	Sheriff's Office	Sheriff: PC Support Specialist (2.0 FTE)		138,000	138,000
84	Sheriff's Office	Sheriff: Admin Support Specialist (1.0 FTE)		55,000	55,000
85	Sheriff's Office	Sheriff: Systems Administrator (1.0 FTE)		69,000	69,000
86	Sheriff's Office	Sheriff: MDT Support Specialist (1.0 FTE)		69,000	69,000
87	Sheriff's Office	Sheriff: (3) Part Time Police Comm. Officers (1.9 FTE)		78,000	78,000
88	Sheriff's Office	Sheriff: (2) Background Investigators - convert from Part Time (.4 FTE)		122,100	122,100
89	Sheriff's Office	Corrections: Correction Officers (23.0)		1,925,100	1,925,100
90	Sheriff's Office	Operating Request greater than baseline		1,635,800	1,635,800
91	Social Services	Request Greater than Baseline		2,900	2,900
92	State's Attorney	Request not to use Turnover to fund position requests		140,100	140,100
93	UMD Extension	Contract State Personnel- 4-H Program Asst. from 70% to Full Time		9,500	9,500
94	UMD Extension	Increase in budget for local travel to 4-H meetings and events		800	800
TOTAL			\$247,400	\$20,674,300	\$20,426,900