

# FISCAL YEAR 2017 Proposed Budget Summary by Fund

| DESCRIPTION  | FY2017              |                    |                           |                                 | FY2016               |
|--|---------------------|--------------------|---------------------------|---------------------------------|----------------------|
|  | OPERATING REVENUE   | OTHER SOURCES      | FUND BALANCE <sup>1</sup> | TOTAL                           | AMENDED BUDGET TOTAL |
| <b>GOVERNMENTAL FUNDS:</b>   |                     |                    |                           |                                 |                      |
| <b>Special Revenue Funds</b>   |                     |                    |                           |                                 |                      |
| Fire & Rescue  | \$12,215,295        | \$0                | \$0                       | \$12,215,295                    | \$11,840,455         |
| Housing Assistance   | 10,120,350          | 180,850            |                           | 10,301,200 <sup>2</sup>         | 10,366,353           |
| Transportation   | 5,824,994           | 3,001,342          | 20,198                    | 8,846,534 <sup>1,3,4</sup>      | 9,620,263            |
| Cable TV Access/I-Net Fund   | 3,613,200           |                    | 130,000                   | 3,743,200 <sup>5</sup>          | 3,552,010            |
| Charles County Advocacy Council<br>for Children, Youth, and Families | 2,052,650           |                    |                           | 2,052,650                       | 2,279,919            |
| Child Support / Judicial Grants                                      | 1,131,056           | 416,341            |                           | 1,547,397 <sup>3,6</sup>        | 3,078,728            |
| Public Safety Grants   | 591,704             | 624,371            |                           | 1,216,075 <sup>3,4</sup>        | 1,536,665            |
| Aging Grants   | 948,816             | 30,037             | 5,500                     | 984,353 <sup>1,2,6</sup>        | 1,101,029            |
| Economic Development Loan Programs                                   | 0                   |                    | 500,000                   | 500,000 <sup>1</sup>            | 500,000              |
| Housing - Special Loans  | 404,500             | 500                |                           | 405,000 <sup>2</sup>            | 405,000              |
| Community Development Block Grants                                   | 300,000             |                    |                           | 300,000 <sup>6</sup>            | 168,193              |
| Sheriffs Special Programs  | 213,500             |                    | 34,400                    | 247,900 <sup>1</sup>            | 241,000              |
| Emergency Management   | 103,509             | 103,509            |                           | 207,018 <sup>3,6</sup>          | 933,020              |
| Nuisance Abatement Fund  | 200,000             |                    |                           | 200,000 <sup>7</sup>            | 140,000              |
| Southern MD Criminal Justice Academy                                 | 88,000              | 92,000             | 19,300                    | 199,300 <sup>1,8</sup>          | 190,000              |
| Drug Forfeitures   | 100,700             |                    | 54,300                    | 155,000 <sup>1</sup>            | 245,180              |
| Animal Shelter / Control Services                                    | 78,900              |                    |                           | 78,900 <sup>9</sup>             | 95,807               |
| Law Library  | 62,900              | 3,000              |                           | 65,900 <sup>2,10</sup>          | 84,900               |
| Community Development Administration                                 | 40,000              |                    |                           | 40,000 <sup>6</sup>             | 488,386              |
| Tourism Grant  | 34,734              |                    |                           | 34,734                          | 34,734               |
| Planning Grants  | 9,000               |                    |                           | 9,000 <sup>6</sup>              | 54,652               |
| Agricultural Preservation  | 4,200               |                    |                           | 4,200                           | 4,200                |
| <b>Total Special Revenue</b>   | <b>\$38,138,008</b> | <b>\$4,451,950</b> | <b>\$763,698</b>          | <b>\$43,353,656</b>             | <b>\$46,960,494</b>  |
| <b>Debt Service Fund</b>   | <b>\$14,547,500</b> | <b>\$0</b>         | <b>\$66,500</b>           | <b>\$14,614,000<sup>1</sup></b> | <b>\$15,201,900</b>  |
| <b>PROPRIETARY FUNDS:</b>  |                     |                    |                           |                                 |                      |
| <b>Minor Enterprise Funds</b>  |                     |                    |                           |                                 |                      |
| Tourism Stadium Concerts   | \$73,200            |                    |                           | \$73,200                        | \$73,200             |
| Vending Machine  | 140,600             |                    |                           | 140,600                         | 145,600              |
| <b>Total Minor Enterprise</b>  | <b>\$213,800</b>    | <b>\$0</b>         | <b>\$0</b>                | <b>\$213,800</b>                | <b>\$218,800</b>     |
| <b>Total All Funds</b>   | <b>\$52,899,308</b> | <b>\$4,451,950</b> | <b>\$830,198</b>          | <b>\$58,181,456</b>             | <b>\$62,381,194</b>  |

**Footnotes:**

1. The fund balance appropriation represents plans to utilize surplus funds.
2. Represents General Fund subsidy to help support these program.
3. Other Sources represents County match required on grant programs.
4. See Replacement Vehicle / Equipment pages.
5. Details are included in the Cable Fund Presentation, Enterprise Fund Book: Tab 8.
6. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.
7. Increase in budget is due to projected increased cases in FY2017 before the Nuisance & Abatement Board.
8. Increase in County funding is to provide for 1/3 of the cost of the new Director.
9. Decrease in budget is due to staff turnover and reduction to part-time.
10. Decrease in budget is due to one time fund balance appropriations in FY2016 for copier and furniture purchases.

# FY 2017 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

| Item Description   | Justification / Replacement Information | Asset Value of Request | Direct Purchase  | 1/2 Year Lease |
|--|---|------------------------|------------------|----------------|
| <b><u>Transportation Grants Fund</u></b>   |   |                        |                  |                |
| <b><u>Community Services</u></b>   |   |                        |                  |                |
| <b>Transportation (Capital)- Shelters</b>  | <b>06.06.110.139.0500.014</b>           |                        |                  |                |
| * <b>Bus Shelters</b>  |   | 50,000                 | 50,000           |                |
| <i>Many current VanGO bus stops are established on older curbing or sidewalks and some shelters are beyond their useful life. Staff is proposing a five year plan to systematically make improvements to existing stops, make them ADA accessible where possible and replace aging bus shelters. This is consistent with Commissioner's Goal 3A.1. <b>County Portion: \$5,000</b></i>  |   |                        |                  |                |
| <b>Transportation (Capital)- Fixed Route Vehicles</b>  | <b>06.06.110.139.0500.011</b>           |                        |                  |                |
| * <b>VanGO Fixed Route Bus</b>   |   | 160,000                | 160,000          |                |
| <i>Replace CS-68. Model year 2011 with over 275,000 miles. Transit bus is expected to have 379,000 miles at the time of replacement significantly exceeding its useful life of 250,000 miles. <b>County Portion: \$16,000</b></i>  |   |                        |                  |                |
| * <b>VanGO Fixed Route Bus</b>   |   | 160,000                | 160,000          |                |
| <i>Replace CS-69. Model year 2011 with over 244,000 miles. Transit bus is expected to have 336,000 miles at the time of replacement significantly exceeding its useful life of 250,000 miles. <b>County Portion: \$16,000</b></i>  |   |                        |                  |                |
| * <b>VanGO Fixed Route Bus</b>   |   | 160,000                | 160,000          |                |
| <i>Replace CS-70. Model year 2011 with over 251,000 miles. Transit bus has been removed from service at the above listed mileage. It has met its useful life of 250,000 miles and has proven to be unreliable. <b>County Portion: \$16,000</b></i>   |   |                        |                  |                |
| * <b>VanGO Fixed Route Bus</b>   |   | 160,000                | 160,000          |                |
| <i>Replace CS-71. Model year 2011 with over 253,000 miles. Transit bus has been removed from service at the above listed mileage. It has met its useful life of 250,000 miles and has proven to be unreliable. <b>County Portion: \$16,000</b></i>   |   |                        |                  |                |
| * <b>VanGO Fixed Route Bus</b>   |   | 160,000                | 160,000          |                |
| <i>Replace CS-72. Model year 2011 with over 228,000 miles. Transit bus is expected to have 313,000 miles at the time of replacement significantly exceeding its useful life of 250,000 miles. <b>County Portion: \$16,000</b></i>  |   |                        |                  |                |
| * <b>Transportation (Capital)- Specialized Vehicles</b>  | <b>06.06.110.139.0500.012</b>           |                        |                  |                |
| * <b>VanGO Specialized Bus</b>   |   | 75,600                 | 75,600           |                |
| <i>Replace CS-54. Model year 2007 Sedan with 159,000 miles. Sedan is overdue for replacement which would normally be at four years and/or 150,000 miles. It is expected to have 188,000 miles at the time of replacement. Due to increased demand for specialized service and higher incidence of non ambulatory clients, this unit must be replaced with a small wheelchair lift equipped bus. Total Cost: \$75,600; <b>County Portion: \$7,560</b></i> |   |                        |                  |                |
| * <b>VanGO Specialized Bus</b>   |   | 75,600                 | 75,600           |                |
| <i>Replace CS-60. Model year 2007 Sedan with 147,000 miles. Sedan is overdue for replacement which would normally be at four years and/or 150,000 miles. It is expected to have 175,000 miles at the time of replacement. Due to increased demand for specialized service and higher incidence of non ambulatory clients, this unit must be replaced with a small wheelchair lift equipped bus. Total Cost: \$75,600; <b>County Portion: \$7,560</b></i> |   |                        |                  |                |
| <b>Total Transportation Fund</b>   |   | <b>1,001,200</b>       | <b>1,001,200</b> |                |
| <i>*contingent on grant funds</i>  |   |                        |                  |                |
| NOTE: 10% General Fund Local Match is part of the Baseline Budget.   |   |                        | <b>100,120</b>   |                |

# FY 2017 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

| Item Description   | Justification / Replacement Information | Asset Value of Request | Direct Purchase      | 1/2 Year Lease |
|--|---|------------------------|----------------------|----------------|
| <b><u>Public Safety Grants Fund</u></b>  |   |                        |                      |                |
| <b><u>Sheriff's Office</u></b>   |   |                        |                      |                |
| Child Support Grant  | 12.24.11.31.0500.000                    |                        |                      |                |
| Child Support Vehicle  |   | 28,900                 | 28,900               |                |
| <i>Replace one (1) child support vehicle with 150,000+ miles in October of 2016.</i> |   |                        |                      |                |
| <b><i>Total Child Support</i></b>  |   | <b><i>28,900</i></b>   | <b><i>28,900</i></b> |                |
| <b>Total Public Safety Grants Fund</b>   |   | <b>28,900</b>          | <b>28,900</b>        |                |

# EXCISE TAX

|                               | <b>FY16</b> | <b>FY17</b> | <b>% Chg.</b> |
|-------------------------------|-------------|-------------|---------------|
| <b>Single Family Detached</b> | \$14,095    | \$16,206    | 15%           |
| <b>Townhouses</b>             | \$14,210    | \$16,213    | 14%           |
| <b>Multi-Family</b>           | \$11,930    | \$13,567    | 14%           |

# SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are State and Federal grant awards that have specific requirements associated with eligible program costs.

## Trends and Assumptions for Estimates

### PROPERTY TAX RELATED FUNDS

#### **Fire & Emergency Medical Services**

The largest special revenue fund is financed by a County wide **Fire and Rescue** property tax and a State of Maryland Amoss grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads. A property tax rate is levied as follows: \$0.04 for fire, \$0.02 for emergency medical services, and \$.004 for pension benefits for all Real Property assessments and \$0.10, \$0.05 and \$.01, respectively for all business related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.

#### **Agricultural Preservation**

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

### FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific Federal and/or State grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the Federal & State grants.

**Housing Assistance Programs,  
Transportation Programs,  
Child Support/Judicial Programs,  
Public Safety Programs,  
Aging Programs,  
Emergency Management Programs,  
Economic Development Loan Programs**

**Tourism Programs,  
Community Development Block Grant Projects,  
Community Development Administration Projects,  
Planning Programs and Studies,  
Human Services Programs for Children, Youth,  
and Families.**

**Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program.** This Federal grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

The Maryland Department of Housing and Community Development provides State funding to the County for a Rental Assistance Program commonly referred to as RAP. The goal of RAP is to provide fixed monthly rental allowance payments for 12 months to approximately seven low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. The County's Community Services Department also administers the Emergency Solutions Grant Program (formerly the Emergency Shelter Grant Program). This grant is awarded to local agencies.

The **Charles County Advocacy Council for Children, Youth, and Families (CCACCYF)** (formerly the Local Management Board) receives funding for Human Services Programs at both the Federal and State level. The CCACCYF does not provide human services directly but contracts with various public and private agencies to provide publicly funded human services. The size of the contracts that are entered into annually is determined by the amount of funding made available to the CCACCYF by the Governor's Office for Children, the Maryland State Department of Education, the Maryland Department of Juvenile Services, the Maryland Department of Human Resources, and the U.S. Department of Health and Human Services.

# SPECIAL REVENUE FUNDS

The County manages a series of **public transportation** systems designed for the general public, senior citizens, people with physical or mental disabilities, and medical assistance. Operating revenues are primarily supported with Federal and State grants with matching funds from the County. These programs also generate a fair share of program revenue from fees paid for by their ridership and advertising.

Federal and State grants are received for specific new or rehabilitation projects from the **Community Development Block Grant Program** for such things as community centers and public improvement systems, Home Buyers Programs, and Disaster Recovery. These grants are typically awarded on a project by project basis and generally considered capital grant projects.

**Child Support programs** are operated through a combined effort from the State's Attorney's Office and the Circuit Court. Child support cases are held to establish paternity, set child support payments, and enforce said support payments. Grant funds are provided to the County from Federal sources passed through the State of MD Department of Health and Human Resources. The Child Support Enforcement grant which is administered by the Sheriff's Office is considered part of the County's Public Safety program for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

The Family Support Services Program (FSSP) and Family Recovery Court (FRC) are the **Judicial Programs** within the Circuit Court for Charles County that are funded through Federal and State Grants. The goal of the FSSP is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. The FRC is a Drug Court program where parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody case receive timely, intensive treatment and support to solve their addiction issues and provide safe and appropriate care for their children.

Past efforts by the Federal and State Governments to enhance public safety in local communities have added various programs to the County's **Public Safety programs**. Revenue associated with several of these grants has helped to increase the number of Sworn Officers or provided overtime and equipment for much needed programs.

Various **aging grants** and state fees for services agreements support senior housing assistance, health programs, guardianship, referral services, Medicaid Waiver, and meal programs for the elderly. These programs promote independence and improve the quality of life for older persons. The major revenues supporting these programs are established with Federal and State grant awards, matched with County funding and are supported with limited program revenue.

**Emergency management** grant funds are provided to enhance the capacity of local first responders to respond to terrorism incidents involving chemical, biological, nuclear, radiological, incendiary, and explosive devices, for homeland defense, maritime security, and acts of terrorism. These grants are specific to the acquisition of safety equipment, the implementation of a Statewide Domestic Preparedness Strategy by planning and conducting exercises, and training of County personnel in response to acts of terrorism and maritime security.

**Planning grants** consist of environmental and cultural programs for such things as the Chesapeake Bay Critical Area, Historical Preservation, Scenic Byways, Land Use Studies, and Easement Acquisition.

**Tobacco Land Preservation Funds** pass through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. These funds fall within the Agricultural Preservation Program.

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

State grant funding provides support of local government efforts in the **Tourism** industry. The grant amount

# SPECIAL REVENUE FUNDS

is determined based upon the County's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation.

## SERVICE CHARGE RELATED FUNDS

Certain programs have specific user fees, fines or penalties associated with their operation. These revenues are typically restricted to eligible costs of the associated program. The following is a list of those programs.

**Cable TV / I-Net**  
**Sheriff's Special Programs**  
**Drug Forfeitures**  
**Housing Special Loans**

**Southern MD Criminal Justice Academy**  
**Animal Shelter / Control**  
**Law Library**  
**Nuisance Abatement**

The **Cable TV / I-Net Fund** is a cooperative effort between County Government, the public school system, the local college, and the library system. Government access channels for Charles County are made possible through franchise agreements with local cable TV providers which generate revenue from a franchise fee assessed on monthly cable TV bills. A revenue estimate is based on the number of local subscribers in the area.

**Sheriff Special Programs** include Volunteers in Community Service (VICS) which accounts for individuals receiving a court ordered service. These individuals are referred to the VICS program from the court system as part of their rehabilitation process. The source of revenue for this program is from court fines as determined by the ruling judge and is based on recent historical trends.

The County maintains a **Drug Forfeiture Fund** for revenues collected as a result of law enforcement efforts from drug related offenses. The revenues are difficult to predict because they are related to many variables, including the amount of cases, the success rate of the court actions, the assets involved in each case, etc. The revenue budget is based on historical trends.

With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

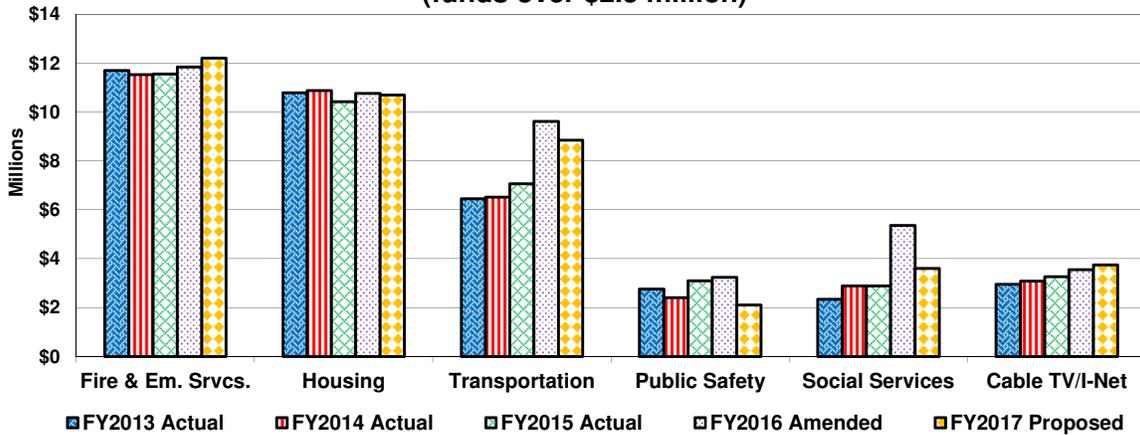
The **Southern Maryland Criminal Justice Academy** is funded equally by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

**Animal Shelter/Control Programs** generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

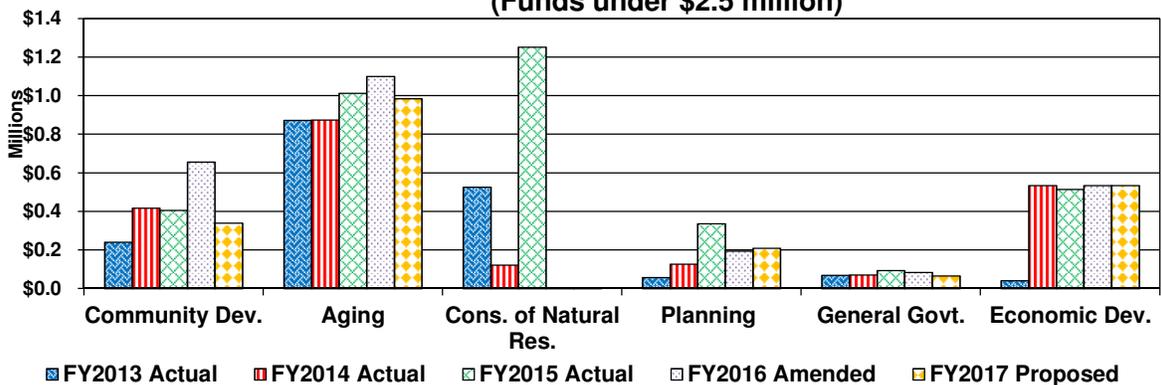
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up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

### Special Revenue Funds by Account Function (funds over \$2.5 million)



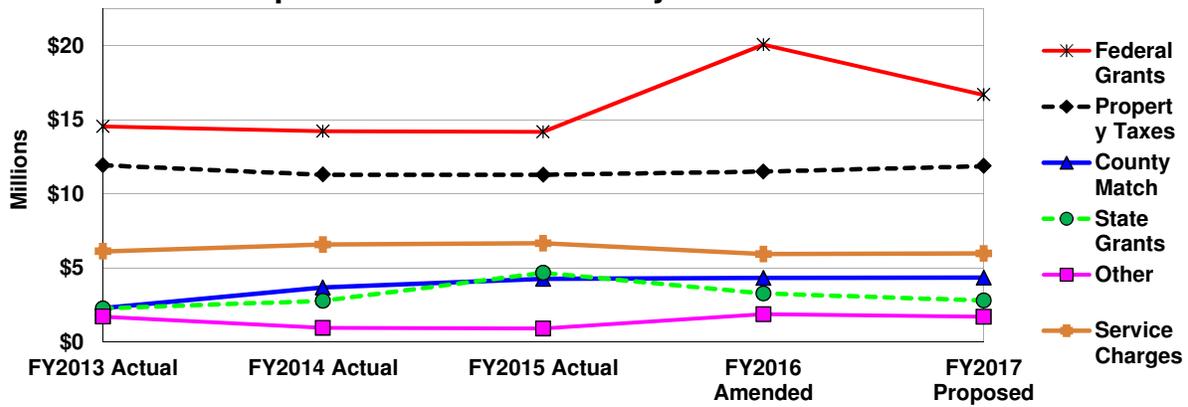
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Property Tax Revenue and will increase or decrease based on property assessments.
- Housing program budgets increased in FY2016 and FY2017 due to restored Federal funding.
- The increase in FY2016 for Transportation is due to roll over of multi-year capital grant items and the full year implementation of the new St. Charles route.
- Reduction in Public Safety grants is due to grants which are one time in nature.
- Social Services include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. The FY2016 increase is due to the award of a multi-year federal grant to create the Southern Maryland Bridge Program. The Southern MD Bridge will provide children between the ages of 0-5, and their families, with Mental Health Services whether they are privately, publicly, or not insured. Reduction in FY2017 is the result of multi-year federal grants which are budgeted upon award and then unspent balances are carried over after fiscal year end.
- The Cable TV/I-net Fund remains relatively flat for FY2017.

### Special Revenue Fund by Account Function (Funds under \$2.5 million)



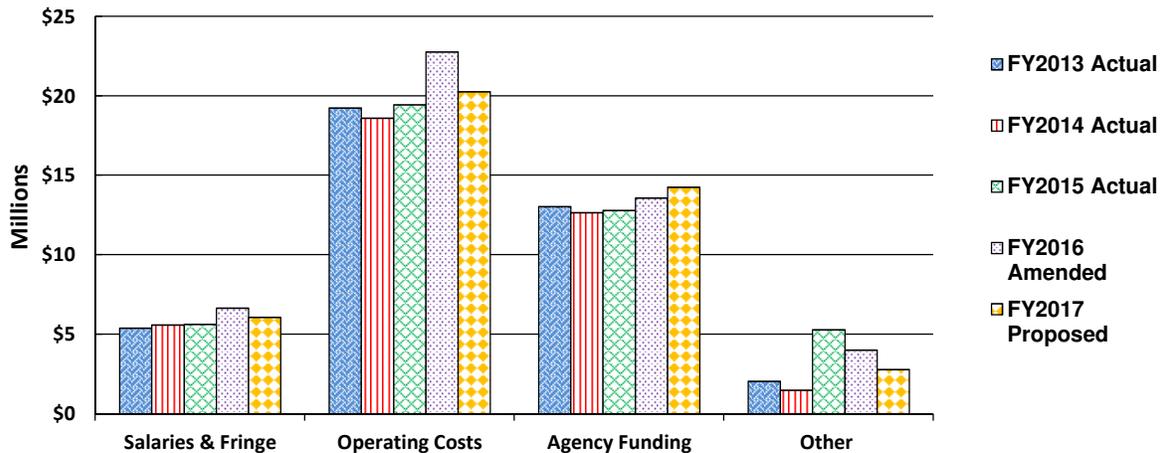
- Variations in Community Development are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2017.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/16 for which unspent balances will be carried over to FY2017.
- The spikes in FY2013 and FY2014 for Conservation of Natural Resources is to account for land purchases made through the Agricultural Preservation Program. The spike in FY2015 is due to the award of Tobacco Land Preservation Funds. Funds are not budgeted until awarded. Therefore, land purchase budgets are established during the fiscal year with a budget amendment.
- The spike in FY2015 for Planning Grants is due to the Historic Preservation Fund Grants-In-Aid Program and the carryover of the Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies which is multi-year in nature. Any unspent balance was carried forward to FY2016 with a budget amendment.
- The increase in the Economic Development for FY2014 forward is due to a Targeted Industries Incentive Loan Fund grant which carries forward each fiscal year until expensed.

## Special Revenue Funds by Revenue Source



- The Federal grants increase in FY2016 is due to grants being budgeted in full for the year of award, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. Programs with significant increases were Housing, Judicial Grants, and Human Services. The FY2017 funds may increase due to mid-year grant awards and carryover balances.
- Property Tax Revenue is reflective of flat or declining property assessments.
- Service Charges consists mainly of revenues from the Cable TV/I-Net fund, Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities, and Medicaid Waiver Fee for Services.
- The increase in County Match for FY2015 and forward is due to required match on Transportation grants, an increased match on the Housing Choice Voucher Program due to reduced administrative funding, and a match for temporary gap funding on the MD Access Point (MAP) program within the Aging & Senior Programs. The MAP program converted to fee for service in the last quarter of FY2016.
- State grant funding increased in FY2015 and decreased in FY2016 due to the award of Tobacco Land Preservation Funds. Funds are not budgeted until award. If not spent in the current year, they are reserved for future use and budgeted once property has been identified for purchase.
- Sources of Other revenue are other local governments, interest income, fines and forfeitures, transfers from other programs, fund balance, and additional miscellaneous revenue streams.

## Special Revenue Funds by Expense Classification



- Operating Cost and Agency Funding consistently make up the bulk of the Special Revenue expense. The majority of the spike in FY2016 is due to various federal grants and the Tobacco Land Preservation Funds which are budgeted upon the year of award, after which unspent balances are carried over upon fiscal year end.
- The three largest grant programs (Housing Assistance, Transportation, and Child Support/Judicial Programs) pay out the majority of the funds as operating costs.
- The second largest category is Agency Funding which primarily distributes the collected funds to the various volunteer fire stations and rescue squads. The Charles County Advocacy Council for Children, Youth, and Families also distributes funds to vendors as Agency Funding and received a multi-year award to establish the Southern Maryland BRIDGE Program.
- The spike in Other Expense for FY2015 and FY2016 is attributed to one-time capital purchases within the Transportation and Emergency Management Grants Programs.

# SPECIAL REVENUE FUNDS

|   | <u>FY2015<br/>Actual</u> | <u>FY2016<br/>Adopted</u> | <u>FY2016<br/>Amended</u> | <u>FY2017<br/>Proposed</u> | <u>\$ Change<br/>from FY16<br/>Amended</u> | <u>%<br/>Change</u> |
|---|--------------------------|---------------------------|---------------------------|----------------------------|--|---------------------|
| <b><u>PROPERTY TAX RELATED FUNDS:</u></b> |                          |                           |                           |                            |  |                     |
| <b>Fire &amp; Rescue</b>                  |                          |                           |                           |                            |  |                     |
| <b>Revenues</b>                           |                          |                           |                           |                            |  |                     |
| Property Taxes                            | \$11,265,119             | \$11,498,100              | \$11,498,100              | \$11,871,000               | \$372,900                                  | 3.2%                |
| State Grants                              | 292,810                  | 335,355                   | 335,355                   | 337,295                    | 1,940                                      | 0.6%                |
| Interest Income                           | 3,828                    | 7,000                     | 7,000                     | 7,000                      | 0  | 0.0%                |
| <b>Total Revenues</b>                     | <b>\$11,561,757</b>      | <b>\$11,840,455</b>       | <b>\$11,840,455</b>       | <b>\$12,215,295</b>        | <b>\$374,840</b>                           | <b>3.2%</b>         |
| <b>Expenses</b>                           |                          |                           |                           |                            |  |                     |
| Personal Services                         | \$15,000                 | \$15,000                  | \$15,000                  | \$15,000                   | \$0  | 0.0%                |
| Operating Costs                           | 775                      | 7,800                     | 7,800                     | 7,800                      | 0  | 0.0%                |
| Agency Funding                            | 11,580,170               | 11,817,655                | 11,817,655                | 12,192,495                 | 374,840                                    | 3.2%                |
| <b>Total</b>                              | <b>\$11,595,945</b>      | <b>\$11,840,455</b>       | <b>\$11,840,455</b>       | <b>\$12,215,295</b>        | <b>\$374,840</b>                           | <b>3.2%</b>         |
| <b>Variance</b>                           | <b>(\$34,188)</b>        | <b>\$0</b>                | <b>\$0</b>                | <b>\$0</b>                 |  |                     |
| <b>Beginning Fund Balance</b>             | <b>186,882</b>           |                           |                           |                            |  |                     |
| <b>Ending Fund Balance</b>                | <b><u>\$152,694</u></b>  |                           |                           |                            |  |                     |

## Agricultural Preservation

|                               |                           |                |                |                |            |             |
|-------------------------------|---------------------------|----------------|----------------|----------------|------------|-------------|
| <b>Revenues</b>               |                           |                |                |                |            |             |
| Property Taxes                | \$24,410                  | \$4,200        | \$4,200        | \$4,200        | \$0        | 0.0%        |
| State Grants                  | 1,227,212                 | 0              | 0              | 0              | 0          | N/A         |
| <b>Total Revenues</b>         | <b>\$1,251,622</b>        | <b>\$4,200</b> | <b>\$4,200</b> | <b>\$4,200</b> | <b>\$0</b> | <b>0.0%</b> |
| <b>Expenses</b>               |                           |                |                |                |            |             |
| Personal Services             | \$23,380                  | \$3,000        | \$3,000        | \$3,000        | \$0        | 0.0%        |
| Operating Costs               | 1,030                     | 1,200          | 1,200          | 1,200          | 0          | 0.0%        |
| <b>Total</b>                  | <b>\$24,410</b>           | <b>\$4,200</b> | <b>\$4,200</b> | <b>\$4,200</b> | <b>\$0</b> | <b>0.0%</b> |
| <b>Variance</b>               | <b>\$1,227,212</b>        | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     |            |             |
| <b>Beginning Fund Balance</b> | <b>0</b>                  |                |                |                |            |             |
| <b>Ending Fund Balance</b>    | <b><u>\$1,227,212</u></b> |                |                |                |            |             |

# SPECIAL REVENUE FUNDS

|                                    | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br>Change  |
|------------------------------------|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                           |  |              |
| <b>Housing Assistance</b>          |                         |                          |                          |                           |  |              |
| <b>Revenues</b>                    |                         |                          |                          |                           |  |              |
| Federal Grants                     | \$8,419,213             | \$8,579,000              | \$9,823,397              | \$10,012,250              | \$188,853                                | 1.9%         |
| Service Charges                    | 1,670,987               | 1,690,000                | 304,090                  | 81,300                    | (222,790)                                | -73.3%       |
| Miscellaneous                      | 18,356                  | 13,200                   | 26,872                   | 26,800                    | (72)                                     | -0.3%        |
| <b>Total Operating Revenues</b>    | <b>\$10,108,556</b>     | <b>\$10,282,200</b>      | <b>\$10,154,359</b>      | <b>\$10,120,350</b>       | <b>(\$34,009)</b>                        | <b>-0.3%</b> |
| County Match                       | 138,872                 | 275,900                  | 211,994                  | 180,850                   | (31,144)                                 | -14.7%       |
| <b>Total Revenues</b>              | <b>\$10,247,428</b>     | <b>\$10,558,100</b>      | <b>\$10,366,353</b>      | <b>\$10,301,200</b>       | <b>(\$65,153)</b>                        | <b>-0.6%</b> |
| <b>Expenses</b>                    |                         |                          |                          |                           |  |              |
| Personal Services                  | \$628,557               | \$692,000                | \$674,970                | \$665,500                 | (\$9,470)                                | -1.4%        |
| Fringe Benefits                    | 217,467                 | 239,500                  | 239,500                  | 212,300                   | (27,200)                                 | -11.4%       |
| Operating Costs                    | 9,489,383               | 9,626,600                | 9,451,883                | 9,412,100                 | (39,783)                                 | -0.4%        |
| Operating Contingency              | 0                       | 0                        | 0                        | 11,300                    | 11,300                                   | N/A          |
| <b>Total Baseline</b>              | <b>10,335,408</b>       | <b>10,558,100</b>        | <b>10,366,353</b>        | <b>10,301,200</b>         | <b>(65,153)</b>                          | <b>-0.6%</b> |
| New Request                        | 0                       | 0                        | 0                        | 0                         | 0  | N/A          |
| <b>Total</b>                       | <b>\$10,335,408</b>     | <b>\$10,558,100</b>      | <b>\$10,366,353</b>      | <b>\$10,301,200</b>       | <b>(\$65,153)</b>                        | <b>-0.6%</b> |
| <b>Variance</b>                    | <b>(\$87,980)</b>       | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |              |
| <b>Beginning Fund Balance</b>      | <b>236,629</b>          |                          |                          |                           |  |              |
| <b>Ending Fund Balance</b>         | <b><u>\$148,649</u></b> |                          |                          |                           |  |              |

## Transportation Programs

|                                 |                         |                    |                    |                    |                    |               |
|---------------------------------|-------------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| <b>Revenues</b>                 |                         |                    |                    |                    |                    |               |
| Federal Grants                  | \$2,719,916             | \$4,138,589        | \$4,397,707        | \$3,673,706        | (\$724,001)        | -16.5%        |
| State Grants                    | 471,706                 | 659,931            | 681,268            | 602,933            | (78,335)           | -11.5%        |
| Service Charges                 | 1,004,519               | 1,263,063          | 1,263,063          | 1,333,355          | 70,292             | 5.6%          |
| Miscellaneous                   | 193,601                 | 215,000            | 215,000            | 215,000            | 0                  | 0.0%          |
| <b>Total Operating Revenues</b> | <b>\$4,389,742</b>      | <b>\$6,276,583</b> | <b>\$6,557,038</b> | <b>\$5,824,994</b> | <b>(\$732,044)</b> | <b>-11.2%</b> |
| County Match                    | 2,677,341               | 3,013,657          | 2,935,955          | 3,001,342          | 65,387             | 2.2%          |
| Fund Balance Appropriation      | 0                       | 23,008             | 127,270            | 20,198             | (107,072)          | -84.1%        |
| <b>Total Revenues</b>           | <b>\$7,067,082</b>      | <b>\$9,313,248</b> | <b>\$9,620,263</b> | <b>\$8,846,534</b> | <b>(\$773,729)</b> | <b>-8.0%</b>  |
| <b>Expenses</b>                 |                         |                    |                    |                    |                    |               |
| Personal Services               | \$329,422               | \$342,600          | \$342,600          | \$343,400          | \$800              | 0.2%          |
| Fringe Benefits                 | 104,795                 | 116,000            | 116,000            | 102,200            | (13,800)           | -11.9%        |
| Operating Costs                 | 6,349,592               | 7,233,448          | 7,531,163          | 7,392,634          | (138,529)          | -1.8%         |
| Operating Contingency           | 0                       | 0                  | 0                  | 7,100              | 7,100              | N/A           |
| Agency Funding                  | 135,672                 | 0                  | 0                  | 0                  | 0                  | N/A           |
| Capital Outlay                  | 208,492                 | 1,621,200          | 1,630,500          | 1,001,200          | (629,300)          | -38.6%        |
| <b>Total</b>                    | <b>\$7,127,973</b>      | <b>\$9,313,248</b> | <b>\$9,620,263</b> | <b>\$8,846,534</b> | <b>(\$773,729)</b> | <b>-8.0%</b>  |
| <b>Variance</b>                 | <b>(\$60,891)</b>       | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                    |               |
| <b>Beginning Fund Balance</b>   | <b>365,904</b>          |                    |                    |                    |                    |               |
| <b>Ending Fund Balance</b>      | <b><u>\$305,013</u></b> |                    |                    |                    |                    |               |

# SPECIAL REVENUE FUNDS

|  | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br><u>Change</u> |
|--|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b>                                       |                         |                          |                          |                           |  |                    |
| <b>Charles County Advocacy Council for Children, Youth, and Families</b> |                         |                          |                          |                           |  |                    |
| <b>Revenues</b>  |                         |                          |                          |                           |  |                    |
| Federal Grants   | \$105,564               | \$73,934                 | \$1,072,940              | \$890,478                 | (\$182,462)                              | -17.0%             |
| State Grants   | 1,095,884               | 1,102,440                | 1,137,440                | 1,102,440                 | (35,000)                                 | -3.1%              |
| Service Charge   | 60,557                  | 63,225                   | 63,225                   | 59,732                    | (3,493)                                  | -5.5%              |
| Miscellaneous  | 739                     | 1,314                    | 6,314                    | 0                         | (6,314)                                  | -100.0%            |
| <b>Total Revenues</b>  | <b>\$1,262,744</b>      | <b>\$1,240,913</b>       | <b>\$2,279,919</b>       | <b>\$2,052,650</b>        | <b>(\$227,269)</b>                       | <b>-10.0%</b>      |
| <b>Expenses</b>  |                         |                          |                          |                           |  |                    |
| Personal Services  | \$107,148               | \$122,834                | \$142,584                | \$134,412                 | (\$8,172)                                | -5.7%              |
| Fringe Benefits  | 21,757                  | 40,872                   | 39,060                   | 59,834                    | 20,774                                   | 53.2%              |
| Operating Costs  | 125,874                 | 10,784                   | 426,023                  | 17,482                    | (408,541)                                | -95.9%             |
| Operating Contingency  | 0                       | 0                        | 24,257                   | 10,798                    | (13,459)                                 | -55.5%             |
| Agency Funding   | 996,067                 | 1,066,423                | 1,647,995                | 1,830,124                 | 182,129                                  | 11.1%              |
| Capital Outlay   | 8                       | 0                        | 0                        | 0                         | 0  | N/A                |
| <b>Total</b>   | <b>\$1,250,853</b>      | <b>\$1,240,913</b>       | <b>\$2,279,919</b>       | <b>\$2,052,650</b>        | <b>(\$227,269)</b>                       | <b>-10.0%</b>      |
| <b>Variance</b>  | <b>\$11,891</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |                    |
| <b>Beginning Fund Balance</b>  | <b>151,433</b>          |                          |                          |                           |  |                    |
| <b>Ending Fund Balance</b>   | <b><u>\$163,324</u></b> |                          |                          |                           |  |                    |

## Child Support/Judicial Grants

|                                 |                    |                    |                    |                    |                      |               |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|---------------|
| <b>Revenues</b>                 |                    |                    |                    |                    |                      |               |
| Federal Grants                  | \$941,876          | \$1,227,412        | \$2,225,334        | \$749,125          | (\$1,476,209)        | -66.3%        |
| State Grants                    | 348,927            | 381,931            | 391,931            | 381,931            | (10,000)             | -2.6%         |
| Miscellaneous                   | 509                | 0                  | 0                  | 0                  | 0                    | N/A           |
| <b>Total Operating Revenues</b> | <b>\$1,291,312</b> | <b>\$1,609,343</b> | <b>\$2,617,265</b> | <b>\$1,131,056</b> | <b>(\$1,486,209)</b> | <b>-56.8%</b> |
| County Match                    | 339,979            | 437,590            | 461,463            | 416,341            | (45,122)             | -9.8%         |
| <b>Total Revenues</b>           | <b>\$1,631,291</b> | <b>\$2,046,933</b> | <b>\$3,078,728</b> | <b>\$1,547,397</b> | <b>(\$1,531,331)</b> | <b>-49.7%</b> |
| <b>Expenses</b>                 |                    |                    |                    |                    |                      |               |
| Personal Services               | \$757,614          | \$907,039          | \$1,012,004        | \$835,610          | (\$176,394)          | -17.4%        |
| Fringe Benefits                 | 260,011            | 401,892            | 449,089            | 373,549            | (75,540)             | -16.8%        |
| Operating Costs                 | 593,238            | 738,002            | 1,617,635          | 323,561            | (1,294,074)          | -80.0%        |
| Operating Contingency           | 0                  | 0                  | 0                  | 14,677             | 14,677               | N/A           |
| Transfers Out                   | 2,778              | 0                  | 0                  | 0                  | 0                    | N/A           |
| Capital Outlay                  | 17,650             | 0                  | 0                  | 0                  | 0                    | N/A           |
| <b>Total</b>                    | <b>\$1,631,291</b> | <b>\$2,046,933</b> | <b>\$3,078,728</b> | <b>\$1,547,397</b> | <b>(\$1,531,331)</b> | <b>-49.7%</b> |
| <b>Variance</b>                 | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                      |               |
| <b>Beginning Fund Balance</b>   | <b>0</b>           |                    |                    |                    |                      |               |
| <b>Ending Fund Balance</b>      | <b><u>\$0</u></b>  |                    |                    |                    |                      |               |

# SPECIAL REVENUE FUNDS

|                                    | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br><u>Change</u> |
|------------------------------------|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                           |  |                    |
| <b>Public Safety Grants</b>        |                         |                          |                          |                           |  |                    |
| <b>Revenues</b>                    |                         |                          |                          |                           |  |                    |
| Federal Grants                     | \$659,948               | \$554,156                | \$806,191                | \$561,704                 | (\$244,487)                              | -30.3%             |
| State Grants                       | 98,080                  | 20,000                   | 123,749                  | 30,000                    | (93,749)                                 | -75.8%             |
| Miscellaneous                      | 323                     | 4,750                    | 14,450                   | 0                         | (14,450)                                 | -100.0%            |
| <b>Total Operating Revenues</b>    | <b>\$758,351</b>        | <b>\$578,906</b>         | <b>\$944,390</b>         | <b>\$591,704</b>          | <b>(\$352,686)</b>                       | <b>-37.3%</b>      |
| County Match                       | 520,794                 | 592,275                  | 592,275                  | 624,371                   | 32,096                                   | 5.4%               |
| <b>Total Revenues</b>              | <b>\$1,279,146</b>      | <b>\$1,171,181</b>       | <b>\$1,536,665</b>       | <b>\$1,216,075</b>        | <b>(\$320,590)</b>                       | <b>-20.9%</b>      |
| <b>Expenses</b>                    |                         |                          |                          |                           |  |                    |
| Personal Services                  | \$780,479               | \$700,600                | \$865,691                | \$728,000                 | (\$137,691)                              | -15.9%             |
| Fringe Benefits                    | 309,083                 | 352,938                  | 354,315                  | 364,300                   | 9,985                                    | 2.8%               |
| Operating Costs                    | 162,933                 | 88,743                   | 263,419                  | 94,875                    | (168,544)                                | -64.0%             |
| Capital Outlay                     | 26,651                  | 28,900                   | 53,240                   | 28,900                    | (24,340)                                 | -45.7%             |
| <b>Total</b>                       | <b>\$1,279,146</b>      | <b>\$1,171,181</b>       | <b>\$1,536,665</b>       | <b>\$1,216,075</b>        | <b>(\$320,590)</b>                       | <b>-20.9%</b>      |
| <b>Variance</b>                    | <b>\$0</b>              | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |                    |
| <b>Beginning Fund Balance</b>      | <b>0</b>                |                          |                          |                           |  |                    |
| <b>Ending Fund Balance</b>         | <b><u>\$0</u></b>       |                          |                          |                           |  |                    |

## Aging Grants

|                                 |                        |                  |                    |                  |                    |               |
|---------------------------------|------------------------|------------------|--------------------|------------------|--------------------|---------------|
| <b>Revenues</b>                 |                        |                  |                    |                  |                    |               |
| Federal Grants                  | \$585,958              | \$393,585        | \$601,858          | \$467,106        | (\$134,752)        | -22.4%        |
| State Grants                    | 227,375                | 230,827          | 257,063            | 247,495          | (9,568)            | -3.7%         |
| Service Charge                  | 149,333                | 155,560          | 155,560            | 180,015          | 24,455             | 15.7%         |
| Miscellaneous                   | 50,261                 | 47,100           | 65,494             | 54,200           | (11,294)           | -17.2%        |
| <b>Total Operating Revenues</b> | <b>\$1,012,926</b>     | <b>\$827,072</b> | <b>\$1,079,975</b> | <b>\$948,816</b> | <b>(\$131,159)</b> | <b>-12.1%</b> |
| County Match                    | 0                      | 75,588           | 21,054             | 30,037           | 8,983              | 42.7%         |
| Fund Balance Appropriation      | 0                      | 0                | 0                  | 5,500            | 5,500              | N/A           |
| <b>Total Revenues</b>           | <b>\$1,012,926</b>     | <b>\$902,660</b> | <b>\$1,101,029</b> | <b>\$984,353</b> | <b>(\$116,676)</b> | <b>-10.6%</b> |
| <b>Expenses</b>                 |                        |                  |                    |                  |                    |               |
| Personal Services               | \$499,583              | \$433,899        | \$495,191          | \$523,105        | \$27,914           | 5.6%          |
| Fringe Benefits                 | 43,963                 | 37,880           | 37,880             | 24,180           | (13,700)           | -36.2%        |
| Operating Costs                 | 456,775                | 430,881          | 567,958            | 433,788          | (134,170)          | -23.6%        |
| Operating Contingency           | 0                      | 0                | 0                  | 3,280            | 3,280              | N/A           |
| <b>Total</b>                    | <b>\$1,000,321</b>     | <b>\$902,660</b> | <b>\$1,101,029</b> | <b>\$984,353</b> | <b>(\$116,676)</b> | <b>-10.6%</b> |
| <b>Variance</b>                 | <b>\$12,605</b>        | <b>\$0</b>       | <b>\$0</b>         | <b>\$0</b>       |                    |               |
| <b>Beginning Fund Balance</b>   | <b>59,724</b>          |                  |                    |                  |                    |               |
| <b>Ending Fund Balance</b>      | <b><u>\$72,329</u></b> |                  |                    |                  |                    |               |

# SPECIAL REVENUE FUNDS

|                                    | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br><u>Change</u> |
|------------------------------------|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                           |  |                    |
| <b>Emergency Management Grants</b> |                         |                          |                          |                           |  |                    |
| <b>Revenues</b>                    |                         |                          |                          |                           |  |                    |
| Federal Grants                     | \$325,276               | \$113,735                | \$568,953                | \$103,509                 | (\$465,444)                              | -81.8%             |
| State Grants                       | 714,163                 | 0                        | 154,539                  | 0                         | (154,539)                                | -100.0%            |
| Miscellaneous                      | 3,747                   | 2,200                    | 2,441                    | 0                         | (2,441)                                  | -100.0%            |
| <b>Total Operating Revenues</b>    | <b>\$1,043,187</b>      | <b>\$115,935</b>         | <b>\$725,933</b>         | <b>\$103,509</b>          | <b>(\$622,424)</b>                       | <b>-85.7%</b>      |
| Transfers In                       | 21,501                  | 17,735                   | 107,668                  | 17,735                    | (89,933)                                 | -83.5%             |
| County Match                       | 108,671                 | 96,000                   | 99,419                   | 85,774                    | (13,645)                                 | -13.7%             |
| <b>Total Revenues</b>              | <b>\$1,173,359</b>      | <b>\$229,670</b>         | <b>\$933,020</b>         | <b>\$207,018</b>          | <b>(\$726,002)</b>                       | <b>-77.8%</b>      |
| <b>Expenses</b>                    |                         |                          |                          |                           |  |                    |
| Personal Services                  | \$222,723               | \$192,000                | \$225,891                | \$171,548                 | (\$54,343)                               | -24.1%             |
| Fringe Benefits                    | 1,633                   | 0                        | 0                        | 0                         | 0  | N/A                |
| Operating Costs                    | 877,575                 | 37,670                   | 332,017                  | 35,470                    | (296,547)                                | -89.3%             |
| Capital Outlay                     | 71,428                  | 0                        | 375,112                  | 0                         | (375,112)                                | -100.0%            |
| <b>Total</b>                       | <b>\$1,173,359</b>      | <b>\$229,670</b>         | <b>\$933,020</b>         | <b>\$207,018</b>          | <b>(\$726,002)</b>                       | <b>-77.8%</b>      |
| <b>Variance</b>                    | <b>\$0</b>              | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |                    |
| <b>Beginning Fund Balance</b>      | <b>0</b>                |                          |                          |                           |  |                    |
| <b>Ending Fund Balance</b>         | <b><u>\$0</u></b>       |                          |                          |                           |  |                    |

## Community Development Administration

|                               |                   |                 |                  |                 |                    |               |
|-------------------------------|-------------------|-----------------|------------------|-----------------|--------------------|---------------|
| <b>Revenues</b>               |                   |                 |                  |                 |                    |               |
| Federal Grants                | \$41,686          | \$0             | \$346,435        | \$0             | (\$346,435)        | -100.0%       |
| State Grants                  | 138,832           | 40,000          | 141,945          | 40,000          | (101,945)          | -71.8%        |
| Interest                      | 33                | 0               | 6                | 0               | (6)                | -100.0%       |
| <b>Total Revenues</b>         | <b>\$180,550</b>  | <b>\$40,000</b> | <b>\$488,386</b> | <b>\$40,000</b> | <b>(\$448,386)</b> | <b>-91.8%</b> |
| <b>Expenses</b>               |                   |                 |                  |                 |                    |               |
| Personal Services             | \$4,033           | \$3,750         | \$7,756          | \$3,750         | (\$4,006)          | -51.7%        |
| Operating Costs               | 176,517           | 36,250          | 480,630          | 36,250          | (444,380)          | -92.5%        |
| <b>Total</b>                  | <b>\$180,550</b>  | <b>\$40,000</b> | <b>\$488,386</b> | <b>\$40,000</b> | <b>(\$448,386)</b> | <b>-91.8%</b> |
| <b>Variance</b>               | <b>\$0</b>        | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>      | <b>\$0</b>         |               |
| <b>Beginning Fund Balance</b> | <b>0</b>          |                 |                  |                 |                    |               |
| <b>Ending Fund Balance</b>    | <b><u>\$0</u></b> |                 |                  |                 |                    |               |

# SPECIAL REVENUE FUNDS

|   | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b>        |                         |                          |                          |                           |  |                    |
| <b>Community Development Block Grants</b> |                         |                          |                          |                           |  |                    |
| <b>Revenues</b>                           |                         |                          |                          |                           |  |                    |
| Federal Grants                            | \$211,069               | \$0                      | \$168,193                | \$200,000                 | \$31,807                                 | 18.9%              |
| Miscellaneous                             | 14,999                  | 0                        | 0                        | 100,000                   | 100,000                                  | N/A                |
| <b>Total Revenues</b>                     | <b>\$226,068</b>        | <b>\$0</b>               | <b>\$168,193</b>         | <b>\$300,000</b>          | <b>\$131,807</b>                         | <b>78.4%</b>       |
| <b>Expenses</b>                           |                         |                          |                          |                           |  |                    |
| Personal Services                         | \$0                     | \$0                      | \$12,274                 | \$0                       | (\$12,274)                               | -100.0%            |
| Operating Costs                           | 225,002                 | 0                        | 60,000                   | 300,000                   | 240,000                                  | 400.0%             |
| Transfer Out                              | 1,066                   | 0                        | 95,919                   | 0                         | (95,919)                                 | -100.0%            |
| <b>Total</b>                              | <b>\$226,068</b>        | <b>\$0</b>               | <b>\$168,193</b>         | <b>\$300,000</b>          | <b>\$131,807</b>                         | <b>78.4%</b>       |
| <b>Variance</b>                           | <b>\$0</b>              | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |                    |
| <b>Beginning Fund Balance</b>             | <b>0</b>                |                          |                          |                           |  |                    |
| <b>Ending Fund Balance</b>                | <b><u>\$0</u></b>       |                          |                          |                           |  |                    |

## Planning Grants

|                                 |                        |                |                 |                |                   |               |
|---------------------------------|------------------------|----------------|-----------------|----------------|-------------------|---------------|
| <b>Revenues</b>                 |                        |                |                 |                |                   |               |
| Federal Grants                  | \$146,580              | \$0            | \$32,059        | \$0            | (\$32,059)        | -100.0%       |
| State Grants                    | 9,000                  | 9,000          | 9,000           | 9,000          | 0                 | 0.0%          |
| Miscellaneous                   | 1,901                  | 0              | 0               | 0              | 0                 | N/A           |
| <b>Total Operating Revenues</b> | <b>\$157,481</b>       | <b>\$9,000</b> | <b>\$41,059</b> | <b>\$9,000</b> | <b>(\$32,059)</b> | <b>-78.1%</b> |
| Fund Balance Appropriation      | 0                      | 0              | 13,593          | 0              | (13,593)          | -100.0%       |
| County Match                    | 13,400                 | 0              |                 | 0              | 0                 | N/A           |
| <b>Total Revenues</b>           | <b>\$170,881</b>       | <b>\$9,000</b> | <b>\$54,652</b> | <b>\$9,000</b> | <b>(\$45,652)</b> | <b>-83.5%</b> |
| <b>Expenses</b>                 |                        |                |                 |                |                   |               |
| Personal Services               | \$6,668                | \$5,430        | \$5,430         | \$5,430        | \$0               | 0.0%          |
| Fringe Benefits                 | 2,332                  | 3,570          | 3,570           | 3,570          | 0                 | 0.0%          |
| Operating Costs                 | 156,210                | 0              | 45,652          | 0              | (45,652)          | -100.0%       |
| <b>Total</b>                    | <b>\$165,210</b>       | <b>\$9,000</b> | <b>\$54,652</b> | <b>\$9,000</b> | <b>(\$45,652)</b> | <b>-83.5%</b> |
| <b>Variance</b>                 | <b>\$5,671</b>         | <b>\$0</b>     | <b>\$0</b>      | <b>\$0</b>     |                   |               |
| <b>Beginning Fund Balance</b>   | <b>7,923</b>           |                |                 |                |                   |               |
| <b>Ending Fund Balance</b>      | <b><u>\$13,594</u></b> |                |                 |                |                   |               |

## Economic Development Loan Programs

|                                 |                         |                  |                  |                  |            |             |
|---------------------------------|-------------------------|------------------|------------------|------------------|------------|-------------|
| <b>Revenues</b>                 |                         |                  |                  |                  |            |             |
| Interest                        | \$4,805                 | \$0              | \$0              | \$0              | \$0        | N/A         |
| Miscellaneous                   | 30,933                  | 0                | 0                | 0                | 0          | N/A         |
| <b>Total Operating Revenues</b> | <b>\$35,738</b>         | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b> | <b>N/A</b>  |
| Fund Balance Appropriation      | 0                       | 500,000          | 500,000          | 500,000          | 0          | 0.0%        |
| County Match                    | 443,261                 | 0                | 0                | 0                | 0          | N/A         |
| <b>Total Revenues</b>           | <b>\$478,999</b>        | <b>\$500,000</b> | <b>\$500,000</b> | <b>\$500,000</b> | <b>\$0</b> | <b>0.0%</b> |
| <b>Expenses</b>                 |                         |                  |                  |                  |            |             |
| Operating Costs                 | \$20,281                | \$500,000        | \$500,000        | \$500,000        | \$0        | 0.0%        |
| <b>Total</b>                    | <b>\$20,281</b>         | <b>\$500,000</b> | <b>\$500,000</b> | <b>\$500,000</b> | <b>\$0</b> | <b>0.0%</b> |
| <b>Variance</b>                 | <b>\$458,718</b>        | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |            |             |
| <b>Beginning Fund Balance</b>   | <b>500,117</b>          |                  |                  |                  |            |             |
| <b>Ending Fund Balance</b>      | <b><u>\$958,835</u></b> |                  |                  |                  |            |             |

# SPECIAL REVENUE FUNDS

|                                    | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br>Change |
|------------------------------------|-------------------------|--------------------------|--------------------------|---------------------------|--|-------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                           |  |             |
| <b>Tourism Grant</b>               |                         |                          |                          |                           |  |             |
| <b>Revenue:</b> State Grants       | \$36,320                | \$34,734                 | \$34,734                 | \$34,734                  | \$0                                      | 0.0%        |
| <b>Expense:</b> Operating Costs    | \$36,320                | \$34,734                 | \$34,734                 | \$34,734                  | \$0                                      | 0.0%        |
| <b>Variance</b>                    | \$0                     | \$0                      | \$0                      | \$0                       |  |             |
| <b>Beginning Fund Balance</b>      | 0                       |                          |                          |                           |  |             |
| <b>Ending Fund Balance</b>         | <u>\$0</u>              |                          |                          |                           |  |             |

## **SERVICE CHARGE RELATED FUNDS:**

### **Cable TV/I-Net Fund**

#### **Revenues**

|                                 |             |             |             |             |           |       |
|---------------------------------|-------------|-------------|-------------|-------------|-----------|-------|
| Service Charges                 | \$3,260,599 | \$3,463,400 | \$3,474,600 | \$3,613,200 | \$138,600 | 4.0%  |
| <b>Total Operating Revenues</b> | \$3,260,599 | \$3,463,400 | \$3,474,600 | \$3,613,200 | \$138,600 | 4.0%  |
| Fund Balance Appropriation      | 0           | 0           | 77,410      | 130,000     | 52,590    | 67.9% |
| <b>Total Revenues</b>           | \$3,260,599 | \$3,463,400 | \$3,552,010 | \$3,743,200 | \$191,190 | 5.4%  |

#### **Expenses**

|                               |                    |             |             |             |           |        |
|-------------------------------|--------------------|-------------|-------------|-------------|-----------|--------|
| Personal Services             | \$833,576          | \$972,300   | \$987,590   | \$1,001,900 | \$14,310  | 1.4%   |
| Fringe Benefits               | 249,365            | 296,300     | 298,940     | 264,300     | (34,640)  | -11.6% |
| Operating Costs               | 239,644            | 419,000     | 412,270     | 431,200     | 18,930    | 4.6%   |
| Agency Funding                | 79,089             | 100,300     | 100,300     | 230,100     | 129,800   | 129.4% |
| Operating Contingency         | 0                  | 0           | 0           | 57,200      | 57,200    | N/A    |
| Transfer Out                  | 4,735,435          | 1,417,700   | 1,417,700   | 1,217,700   | (200,000) | -14.1% |
| Capital Outlay/Maintenance    | 138,913            | 204,300     | 281,710     | 79,600      | (202,110) | -71.7% |
| Equipment Reserve             | 0                  | 53,500      | 53,500      | 434,300     | 380,800   | 711.8% |
| <b>Total Baseline</b>         | 6,276,022          | 3,463,400   | 3,552,010   | 3,716,300   | 164,290   | 4.6%   |
| New Requests                  | 0                  | 0           | 0           | 26,900      | 26,900    | N/A    |
| <b>Total</b>                  | \$6,276,022        | \$3,463,400 | \$3,552,010 | \$3,743,200 | \$191,190 | 5.4%   |
| <b>Variance</b>               | (\$3,015,423)      | \$0         | \$0         | \$0         |           |        |
| <b>Beginning Fund Balance</b> | 5,256,202          |             |             |             |           |        |
| <b>Ending Fund Balance</b>    | <u>\$2,240,779</u> |             |             |             |           |        |

### **Nuisance Abatement Fund**

|                                 |                 |           |           |           |          |       |
|---------------------------------|-----------------|-----------|-----------|-----------|----------|-------|
| <b>Revenue:</b> Service Charges | \$165,639       | \$140,000 | \$140,000 | \$200,000 | \$60,000 | 42.9% |
| <b>Expense:</b> Operating Costs | \$101,292       | \$140,000 | \$140,000 | \$200,000 | \$60,000 | 42.9% |
| <b>Variance</b>                 | \$64,347        | \$0       | \$0       | \$0       | \$0      |       |
| <b>Beginning Fund Balance</b>   | 0               |           |           |           |          |       |
| <b>Ending Fund Balance</b>      | <u>\$64,347</u> |           |           |           |          |       |

# SPECIAL REVENUE FUNDS

|   | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br>Change |
|---|-------------------------|--------------------------|--------------------------|---------------------------|--|-------------|
| <b><u>SERVICE CHARGE RELATED FUNDS:</u></b> |                         |                          |                          |                           |  |             |
| <b>Housing Special Loans</b>                |                         |                          |                          |                           |  |             |
| Service Charges                             | \$182,950               | \$404,500                | \$404,500                | \$404,500                 | \$0                                      | 0.0%        |
| <b>Total Operating Revenues</b>             | \$182,950               | \$404,500                | \$404,500                | \$404,500                 | \$0                                      | 0.0%        |
| County Match                                | 0                       | 500                      | 500                      | 500                       | 0  | 0.0%        |
| <b>Total Revenues</b>                       | \$182,950               | \$405,000                | \$405,000                | \$405,000                 | \$0                                      | 0.0%        |
| <b>Expense:</b> Operating Costs             | \$128,715               | \$405,000                | \$405,000                | \$405,000                 | \$0                                      | 0.0%        |
| <b>Variance</b>                             | \$54,235                | \$0                      | \$0                      | \$0                       | \$0                                      | N/A         |
| <b>Beginning Fund Balance</b>               | 14,222                  |                          |                          |                           |  |             |
| <b>Ending Fund Balance</b>                  | <u>\$68,457</u>         |                          |                          |                           |  |             |

## Sheriff's Special Programs

### Revenues

|                                 |           |           |           |           |            |        |
|---------------------------------|-----------|-----------|-----------|-----------|------------|--------|
| Fines & Forfeitures             | \$199,314 | \$212,800 | \$212,800 | \$200,700 | (\$12,100) | -5.7%  |
| Miscellaneous                   | 11,550    | 12,800    | 12,800    | 12,800    | 0          | 0.0%   |
| <b>Total Operating Revenues</b> | \$210,864 | \$225,600 | \$225,600 | \$213,500 | (\$12,100) | -5.4%  |
| Fund Balance Appropriation      | 0         | 15,400    | 15,400    | 34,400    | 19,000     | 123.4% |
| <b>Total Revenues</b>           | \$210,864 | \$241,000 | \$241,000 | \$247,900 | \$6,900    | 2.9%   |

### Expenses

|                               |                  |           |           |           |          |        |
|-------------------------------|------------------|-----------|-----------|-----------|----------|--------|
| Personal Services             | \$119,120        | \$158,700 | \$151,700 | \$165,800 | \$14,100 | 9.3%   |
| Fringe Benefits               | 43,231           | 50,500    | 50,500    | 43,800    | (6,700)  | -13.3% |
| Operating Costs               | 14,034           | 31,800    | 38,800    | 35,100    | (3,700)  | -9.5%  |
| Operating Contingency         | 0                | 0         | 0         | 3,200     | 3,200    | N/A    |
| <b>Total</b>                  | \$176,385        | \$241,000 | \$241,000 | \$247,900 | \$6,900  | 2.9%   |
| <b>Variance</b>               | \$34,479         | \$0       | \$0       | \$0       |          |        |
| <b>Beginning Fund Balance</b> | 321,471          |           |           |           |          |        |
| <b>Ending Fund Balance</b>    | <u>\$355,950</u> |           |           |           |          |        |

## Drug Forfeitures

### Revenues

|                                 |           |           |           |           |            |        |
|---------------------------------|-----------|-----------|-----------|-----------|------------|--------|
| Federal Grants                  | \$29,554  | \$38,300  | \$38,300  | \$33,700  | (\$4,600)  | -12.0% |
| Fines & Forfeitures             | 108,280   | 89,000    | 90,500    | 65,700    | (24,800)   | -27.4% |
| Interest                        | 25        | 100       | 100       | 100       | 0          | 0.0%   |
| Miscellaneous                   | 7,880     | 1,200     | 1,200     | 1,200     | 0          | 0.0%   |
| <b>Total Operating Revenues</b> | \$145,739 | \$128,600 | \$130,100 | \$100,700 | (\$29,400) | -22.6% |
| Fund Balance Appropriation      | 0         | 35,400    | 115,080   | 54,300    | (60,780)   | -52.8% |
| <b>Total Revenues</b>           | \$145,739 | \$164,000 | \$245,180 | \$155,000 | (\$90,180) | -36.8% |

### Expenses

|                               |                  |           |           |           |            |         |
|-------------------------------|------------------|-----------|-----------|-----------|------------|---------|
| Personal Services             | \$0              | \$0       | \$79,680  | \$0       | (\$79,680) | -100.0% |
| Operating Costs               | 78,866           | 134,000   | 135,500   | 155,000   | 19,500     | 14.4%   |
| Capital Outlay                | 82,280           | 30,000    | 30,000    | 0         | (30,000)   | -100.0% |
| <b>Total</b>                  | \$161,146        | \$164,000 | \$245,180 | \$155,000 | (\$90,180) | -36.8%  |
| <b>Variance</b>               | (\$15,407)       | \$0       | \$0       | \$0       |            |         |
| <b>Beginning Fund Balance</b> | 394,830          |           |           |           |            |         |
| <b>Ending Fund Balance</b>    | <u>\$379,423</u> |           |           |           |            |         |

# SPECIAL REVENUE FUNDS

|   | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------------|
| <b><u>SERVICE CHARGE RELATED FUNDS:</u></b>       |                         |                          |                          |                           |  |                    |
| <b>Southern Maryland Criminal Justice Academy</b> |                         |                          |                          |                           |  |                    |
| <b>Revenues</b>                                   |                         |                          |                          |                           |  |                    |
| Local Government                                  | \$88,000                | \$88,000                 | \$88,000                 | \$88,000                  | \$0                                      | 0.0%               |
| Service Charge                                    | 19,483                  | 0                        | 0                        | 0                         | 0  | N/A                |
| <b>Total Operating Revenues</b>                   | <b>\$107,483</b>        | <b>\$88,000</b>          | <b>\$88,000</b>          | <b>\$88,000</b>           | <b>\$0</b>                               | <b>0.0%</b>        |
| Transfers In                                      | 44,000                  | 44,000                   | 44,000                   | 92,000                    | 48,000                                   | 109.1%             |
| Fund Balance Appropriation                        | 0                       | 0                        | 58,000                   | 19,300                    | (38,700)                                 | -66.7%             |
| <b>Total Revenues</b>                             | <b>\$151,483</b>        | <b>\$132,000</b>         | <b>\$190,000</b>         | <b>\$199,300</b>          | <b>\$9,300</b>                           | <b>4.9%</b>        |
| <b>Expenses</b>                                   |                         |                          |                          |                           |  |                    |
| Operating Costs                                   | \$79,333                | \$132,000                | \$144,600                | \$199,300                 | \$54,700                                 | 37.8%              |
| Capital Outlay                                    | 0                       | 0                        | 45,400                   | 0                         | (45,400)                                 | -100.0%            |
| <b>Total</b>                                      | <b>\$79,333</b>         | <b>\$132,000</b>         | <b>\$190,000</b>         | <b>\$199,300</b>          | <b>\$9,300</b>                           | <b>4.9%</b>        |
| <b>Variance</b>                                   | <b>\$72,150</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |                    |
| <b>Beginning Fund Balance</b>                     | <b>197,506</b>          |                          |                          |                           |  |                    |
| <b>Ending Fund Balance</b>                        | <b><u>\$269,656</u></b> |                          |                          |                           |  |                    |

## Animal Shelter \ Control

|                               |                        |                 |                 |                 |                   |               |
|-------------------------------|------------------------|-----------------|-----------------|-----------------|-------------------|---------------|
| <b>Revenues</b>               |                        |                 |                 |                 |                   |               |
| Service Charges               | \$72,168               | \$84,600        | \$84,600        | \$67,900        | (\$16,700)        | -19.7%        |
| Miscellaneous                 | 60,180                 | 11,000          | 11,207          | 11,000          | (207)             | -1.8%         |
| <b>Total Revenues</b>         | <b>\$132,348</b>       | <b>\$95,600</b> | <b>\$95,807</b> | <b>\$78,900</b> | <b>(\$16,907)</b> | <b>-17.6%</b> |
| <b>Expenses</b>               |                        |                 |                 |                 |                   |               |
| Personal Services             | \$25,808               | \$27,100        | \$27,100        | \$15,000        | (\$12,100)        | -44.6%        |
| Fringe Benefits               | 5,837                  | 6,000           | 6,000           | 1,800           | (4,200)           | -70.0%        |
| Operating Costs               | 74,542                 | 62,500          | 62,707          | 62,100          | (607)             | -1.0%         |
| <b>Total</b>                  | <b>\$106,186</b>       | <b>\$95,600</b> | <b>\$95,807</b> | <b>\$78,900</b> | <b>(\$16,907)</b> | <b>-17.6%</b> |
| <b>Variance</b>               | <b>\$26,162</b>        | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |                   |               |
| <b>Beginning Fund Balance</b> | <b>68,913</b>          |                 |                 |                 |                   |               |
| <b>Ending Fund Balance</b>    | <b><u>\$95,075</u></b> |                 |                 |                 |                   |               |

# SPECIAL REVENUE FUNDS

|   | FY2015<br><u>Actual</u> | FY2016<br><u>Adopted</u> | FY2016<br><u>Amended</u> | FY2017<br><u>Proposed</u> | \$ Change<br>from FY16<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|---------------------------|--|--------------------|
| <b><u>SERVICE CHARGE RELATED FUNDS:</u></b> |                         |                          |                          |                           |  |                    |
| <b>Law Library</b>                          |                         |                          |                          |                           |  |                    |
| <b>Revenues</b>                             |                         |                          |                          |                           |  |                    |
| Service Charges                             | \$72,053                | \$34,000                 | \$34,000                 | \$34,000                  | \$0                                      | 0.0%               |
| Fines & Forfeitures                         | 22,792                  | 27,500                   | 27,500                   | 27,500                    | 0  | 0.0%               |
| Miscellaneous                               | 0                       | 1,400                    | 1,400                    | 1,400                     | 0  | 0.0%               |
| <b>Total Operating Revenues</b>             | <b>\$94,845</b>         | <b>\$62,900</b>          | <b>\$62,900</b>          | <b>\$62,900</b>           | <b>\$0</b>                               | <b>0.0%</b>        |
| Transfers In                                | 0                       | 3,000                    | 3,000                    | 3,000                     | 0  | 0.0%               |
| Fund Balance Appropriation                  | 0                       | 0                        | 19,000                   | 0                         | (19,000)                                 | -100.0%            |
| <b>Total Revenues</b>                       | <b>\$94,845</b>         | <b>\$65,900</b>          | <b>\$84,900</b>          | <b>\$65,900</b>           | <b>(\$19,000)</b>                        | <b>-22.4%</b>      |
| <b>Expenses</b>                             |                         |                          |                          |                           |  |                    |
| Operating Costs                             | \$48,575                | \$65,900                 | \$69,500                 | \$65,900                  | (\$3,600)                                | -5.2%              |
| Capital Outlay                              | 0                       | 0                        | 15,400                   | 0                         | (\$15,400)                               | -100.0%            |
| <b>Total</b>                                | <b>\$48,575</b>         | <b>\$65,900</b>          | <b>\$84,900</b>          | <b>\$65,900</b>           | <b>(\$19,000)</b>                        | <b>-22.4%</b>      |
| <b>Variance</b>                             | <b>\$46,270</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>                |  |                    |
| <b>Beginning Fund Balance</b>               | <b>28,794</b>           |                          |                          |                           |  |                    |
| <b>Ending Fund Balance</b>                  | <b><u>\$75,064</u></b>  |                          |                          |                           |  |                    |

## **TOTAL SPECIAL REVENUE FUNDS**

|                                  |                           |              |              |              |               |       |
|----------------------------------|---------------------------|--------------|--------------|--------------|---------------|-------|
| <b>Total Revenues</b>            | \$41,924,640              | \$42,597,994 | \$46,960,494 | \$43,353,656 | (\$3,606,838) | -7.7% |
| <b>Total Expenses</b>            | \$43,124,790              | \$42,597,994 | \$46,960,494 | \$43,353,656 | (\$3,606,838) | -7.7% |
| <b>Variance</b>                  | (\$1,200,150)             | <u>\$0</u>   | <u>\$0</u>   | <u>\$0</u>   |               |       |
| <b>Beginning Fund Balance</b>    | 7,790,550                 |              |              |              |               |       |
| <b>Total Ending Fund Balance</b> | <b><u>\$6,590,400</u></b> |              |              |              |               |       |

## Cable TV/I-Net

|                               |  |                      |
|-------------------------------|--|----------------------|
| <b>Department:</b>            | Cable TV/I-Net   | Account: 48 Fund     |
| <b>Division/Program:</b>      | Administrative Services  | Fund: Special Rev.   |
| <b>Program Administrator:</b> | Crystal Hunt, Public Information Officer/Chief of Media Services<br>Evelyn Jacobson, Chief of Information Technology | Source: Srvc. Charge |

[www.charlescountymd.gov/coadmin/ccgtv/ccgtv](http://www.charlescountymd.gov/coadmin/ccgtv/ccgtv)

| Expenditure Category       | FY2015<br>Actual   | FY2016<br>Adopted  | FY2016<br>Amended  | FY2017<br>Proposed | \$ Change<br>FY2016<br>Amended | %<br>Chg.   |
|----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------|-------------|
| Personal Services          | \$833,576          | \$972,300          | \$987,590          | \$1,001,900        | \$14,310                       | 1.4%        |
| Fringe Benefits            | 249,365            | 296,300            | 298,940            | 264,300            | (34,640)                       | -11.6%      |
| Operating Costs            | 239,644            | 419,000            | 412,270            | 431,200            | 18,930                         | 4.6%        |
| Agency Funding             | 79,089             | 100,300            | 100,300            | 230,100            | 129,800                        | 129.4%      |
| Operating Contingency      | 0                  | 0                  | 0                  | 57,200             | 57,200                         | N/A         |
| Transfers Out              | 4,735,435          | 1,417,700          | 1,417,700          | 1,217,700          | (200,000)                      | -14.1%      |
| Capital Outlay/Maintenance | 138,913            | 204,300            | 281,710            | 79,600             | (202,110)                      | -71.7%      |
| Equipment Reserve          | 0                  | 53,500             | 53,500             | 434,300            | 380,800                        | 711.8%      |
| <b>Total Baseline</b>      | <b>\$6,276,022</b> | <b>\$3,463,400</b> | <b>\$3,552,010</b> | <b>\$3,716,300</b> | <b>\$164,290</b>               | <b>4.6%</b> |
| New Requests               |                    |                    |                    | \$26,900           | \$26,900                       | NEW         |
| <b>Total Expenditures</b>  | <b>\$6,276,022</b> | <b>\$3,463,400</b> | <b>\$3,552,010</b> | <b>\$3,743,200</b> | <b>\$191,190</b>               | <b>5.4%</b> |
| <b>Revenues</b>            | <b>\$7,079,629</b> | <b>\$3,463,400</b> | <b>\$3,552,010</b> | <b>\$3,743,200</b> | <b>\$191,190</b>               | <b>5.4%</b> |

### Changes and Useful Information:

- **Personal Services** includes mid-year COLA received in FY2016 and adjustments for turnover.
- The **Fringe Benefits** decrease is the result of lower Pension rate and Health and Dental participation.
- The **Operating Costs** budget increase is due to the following reasons:
  - The Contract Services account has a net increase of \$35,300.
  - A net increase of \$2,400 in the Equipment account to cover the cost of equipment for studio use in the CCGTV Division.
  - The Training account is increasing \$8,800 but is being offset by a decrease in Employee Education in the amount of (\$4,200) and a (\$3,000) decrease in Legal Fees.
  - Dues & Subscriptions is increasing by \$4,230 to account for the Full Cost of the Public Information Office's (PIO) VOCUS database and Media Services bi-annual Flickr renewal as well as adjustments made to account for FY2015 actuals.
  - Printing is increasing \$2,200 to cover costs associated with Media Services printing of Annual Report and Business Cards. In addition to CCGTV's DVDs to be printed in FY2017.
  - A \$1,900 increase in Equipment Repairs and Maintenance to cover anticipated repairs in CCGTV.
  - An increase in Community Promotions of \$1,130 to cover costs associated with the County Fair and for hosting Public Information Leaders of Today meetings.
  - CCGTV Office Supplies was increased by \$300 based on last year's expenditures.
  - PIO's PDA Telephone account was increased by \$200 to cover two phone reimbursements and one county phone.
  - The Consultant account is being decreased by a net (\$27,800), which assumes that the Comcast Franchise Agreement is complete.
  - Computer Allocation was decreased by (\$2,530) to cover the associated costs with seven (7) Adobe Creative Suite licenses and adjust for current activity.
  - Operating Costs also includes the continuation of the promotion Get Connected to Charles County Government and other media promotions which was budgeted in FY2016 at \$4,500.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts in the amount of \$100,100 and to the Charles County Board of Education for Television Station Equipment Replacement and Upgrades in the amount of \$130,000.
- **Operating Contingency** includes \$20,700 which is the equivalent cost of a potential employee merit increase for
- For FY2017, **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant as well as funding provided to the General Fund operations.
- **Capital Outlay/Maintenance** is the associated cost for replacing equipment and the network core switch and other infrastructure.

### Description:

The I-Net is an internal wide area communications network linking over 90 county government, educational & public facilities. It provides high capacity, cost effective, voice, video & data applications including video conferencing, distance learning/training, Internet access & security monitoring, and central & expanded communications services.

The maintenance and operation of the I-Net is covered by this fund.

## Media Cable TV/I-Net

|                               |  |                      |
|-------------------------------|--|----------------------|
| <b>Department:</b>            | County Administrator   | Account: 48 Fund     |
| <b>Division/Program:</b>      | Media Services   | Fund: Special Rev.   |
| <b>Program Administrator:</b> | Crystal Hunt, Public Information Officer/Chief of Media Services | Source: Srvc. Charge |

### CCGTV SUPPORT SERVICES

#### VIDEO PRODUCTION

- Provide installation/maintenance support for Commissioner Room HD Video Cameras.
- Provide installation/maintenance support for Commissioner Room HF Audio system.
- Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
  
- Provide installation/maintenance support for Video Scheduling/Play Back system.
- Provide installation/maintenance support for Video Server Storage system.
- Provide installation/maintenance support for Real-Time Web Streaming Video system.
- Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

#### VIDEO CAPTIONING

- Create MP3 file for each Commissioner meeting.
- Coordinate Transcription Process.
- Convert Captioned Video for Web Media Format.
- Render Captioned Video for broadcast.
- Archive/Catalog Video Files.

### Positions:

| <u>Title</u>                                 | <u>FY13</u><br><u>FTE</u> | <u>FY14</u><br><u>FTE</u> | <u>FY15</u><br><u>FTE</u> | <u>FY16</u><br><u>FTE</u> | <u>FY17</u><br><u>FTE</u> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Public Info. Officer/Chief of Media Services | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Station Manager                              | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Video Production Specialist                  | 1.0                       | 1.0                       | 2.0                       | 2.0                       | 2.0                       |
| Media Specialist                             | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Assistant Graphics Designer                  | 0.0                       | 0.0                       | 1.0                       | 1.0                       | 1.0                       |
| Public Information Specialist                | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Communications Coordinator                   | 0.0                       | 0.0                       | 1.0                       | 1.0                       | 1.0                       |
| Chief Information Officer                    | 0.5                       | 0.5                       | 0.5                       | 0.5                       | 0.5                       |
| Network Manager                              | 0.3                       | 0.3                       | 0.3                       | 0.3                       | 0.3                       |
| I.T. Security Specialist                     | 0.0                       | 0.0                       | 0.0                       | 1.0                       | 1.0                       |
| Network Specialist III                       | 1.8                       | 1.8                       | 1.8                       | 1.8                       | 1.8                       |
| Telecommunication Specialist                 | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Technical Support Specialist                 | 0.5                       | 0.7                       | 0.7                       | 0.7                       | 0.7                       |
| Part Time Help                               | 1.3                       | 2.6                       | 2.6                       | 2.6                       | 2.6                       |
| <b>Total Full Time Equivalent</b>            | <b>10.5</b>               | <b>12.0</b>               | <b>15.0</b>               | <b>16.0</b>               | <b>16.0</b>               |

### Objectives & Measurements:

| <u>Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.</u> | <u>FY13</u><br><u>Actual</u> | <u>FY14</u><br><u>Actual</u> | <u>FY15</u><br><u>Actual</u> | <u>FY16</u><br><u>Projected</u> | <u>FY17</u><br><u>Estimated</u> |
|--|------------------------------|------------------------------|------------------------------|---------------------------------|---------------------------------|
| <u># of Live Broadcasts Commissioners Board</u>  | 123                          | 128                          | 100                          | 115                             | 115                             |
| - Liquor Board   | 11                           | 12                           | 12                           | 12                              | 12                              |
| - Planning Commission  | 25                           | 25                           | 20                           | 20                              | 20                              |
| - Board of Appeals   | 15                           | 14                           | 13                           | 13                              | 14                              |
| - Board of Fire & Rescue   | 11                           | 12                           | 12                           | 11                              | 11                              |
| - County Commissioners   | 61                           | 65                           | 43                           | 50                              | 50                              |
| <u># of In-house Produced Programs</u>   | 140                          | 140                          | 197                          | 200                             | 200                             |
| - Safety Matters   | 11                           | 0                            | 3                            | 5                               | 8                               |
| - CC Sheriff's Office  | 1                            | 2                            | 7                            | 8                               | 8                               |
| - Public Service Announcements (PSA's)   | 50                           | 35                           | 40                           | 50                              | 55                              |
| <u>Tapes are aired daily every week of the year</u>  |                              |                              |                              |                                 |                                 |
| Community Bulletin Board runs 24/7, which is updated three times a week  |                              |                              |                              |                                 |                                 |
| # of requests for copies of broadcasts supplied via VHS or DVD   | 90                           | 251                          | 65                           | 70                              | 70                              |
| Emergency messaging on CCGTV   | *                            | *                            | 10                           | 10                              | 10                              |
| Audio only meetings (Animal Control, Nuisance BD)  | *                            | *                            | 23                           | 25                              | 25                              |

\*Performance measurements for Emergency messaging and Audio only meetings began in FY2015.

## General Government

**Department:** Circuit Court Account: 33.09.10  
**Division/Program:** Law Library Fund: Special Rev.  
**Program Administrator:** Honorable Amy J. Bragunier Source: Srv. Charge  
[www.charlescountylawlibrary.com](http://www.charlescountylawlibrary.com)

| Expenditure Category      | FY2015 Actual   | FY2016 Adopted  | FY2016 Amended  | FY2017 Proposed | \$ Change FY2016 Amended | % Chg.        |
|---------------------------|-----------------|-----------------|-----------------|-----------------|--------------------------|---------------|
| Operating Costs           | \$48,575        | \$65,900        | \$69,500        | \$65,900        | (3,600)                  | -5.2%         |
| Capital Outlay            | 0               | 0               | 15,400          | 0               | (15,400)                 | N/A           |
| <b>Total Expenditures</b> | <b>\$48,575</b> | <b>\$65,900</b> | <b>\$84,900</b> | <b>\$65,900</b> | <b>(\$19,000)</b>        | <b>-22.4%</b> |

### Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by and recognizance's forfeited to a circuit court shall be used to augment the court law library.

## Public Safety

**Department:** Animal Control Services Account: 21 Fund  
**Division/Program:** Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.  
 Medical Services  
**Program Administrator:** Edward Tucker, Chief Animal Control Services Source: Srv. Charge  
[www.charlescountymd.gov/es/animalcontrol/animal-control](http://www.charlescountymd.gov/es/animalcontrol/animal-control)

| Expenditure Category      | FY2015 Actual    | FY2016 Adopted  | FY2016 Amended  | FY2017 Proposed | \$ Change FY2016 Amended | % Chg.        |
|---------------------------|------------------|-----------------|-----------------|-----------------|--------------------------|---------------|
| Personal Services         | \$25,808         | \$27,100        | \$27,100        | \$15,000        | (\$12,100)               | -44.6%        |
| Fringe Benefits           | 5,837            | 6,000           | 6,000           | 1,800           | (4,200)                  | -70.0%        |
| Operating Costs           | 74,542           | 62,500          | 62,707          | 62,100          | (607)                    | -1.0%         |
| <b>Total Expenditures</b> | <b>\$106,186</b> | <b>\$95,600</b> | <b>\$95,807</b> | <b>\$78,900</b> | <b>(\$16,907)</b>        | <b>-17.6%</b> |

### Changes and Useful Information:

- **Personnel Services and Fringe Benefits** decreased due to staff turnover and reduction to part-time.

### Description:

The Tri-County Animal Shelter received in excess of 8,700 animals last year from Charles, Calvert, and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the many veterinarians participating in the shelter's program. This program is designed to ensure that 100% percent of the dogs and cats adopted are spayed or neutered before going into their new home. Each animal adopted from the shelter is taken directly to the veterinarian by shelter staff for surgery and then are picked up by the new owners from the veterinarian site.

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

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

### **Snyder Foundation Grant**

For eight years, the Tri-County Animal Shelter received a Snyder Foundation grant to be used solely and specifically for the veterinary care for animals "hanging in the balance" between adoption and euthanasia. This grant has helped hundreds of animals. This grant ended in FY2015.



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## Public Safety

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|                               |                        |          |              |
|-------------------------------|------------------------|----------|--------------|
| <b>Department:</b>            | Sheriff's Office       | Account: | 12 Fund      |
| <b>Division/Program:</b>      | Public Safety Grants   | Fund:    | Special Rev. |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff | Source:  | Grant        |

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### **High Intensity Drug Trafficking Areas Program (HIDTA)**

This program, established by the Anti-Drug Abuse Act of 1988, authorized the Director of The Office of National Drug Control Policy (ONDCP) to designate areas within the United States which exhibit serious drug trafficking problems and harmfully impact other areas of the country as High Intensity Drug Trafficking Areas (HIDTA). Grant funds are provided to law enforcement initiatives in areas that have been designated as a HIDTA. The initiatives are developed to counter the regional drug threat by regional Executive Boards composed of a balance of Federal, State, local, and tribal law enforcement leadership. Initiatives must include collocated Federal and state/local law enforcement officers. Initiatives must also share information with regional intelligence or information centers and deconflict their operations. Funds provide for Vehicle repair and fuel related to HIDTA activities. In FY2016, the County also received funding to purchase Overdose kits, Naloxone Syringes, and Nasal Atomizers. Naloxone, also known as Narcan, is a medication used to reverse the effects of opioids especially in overdose.

### **State Criminal Alien Assistance Program (SCAAP)**

This reimbursement program provides funds to local jurisdictions for housing undocumented criminal aliens who have at least one felony or two misdemeanor convictions of state or local law and are incarcerated for at least 4 days during the reporting period (07/01/13-06/30/14). Funds are awarded several years in arrears and are used for Correctional purposes only and must increase the Corrections (Detention Center) budget by the amount of the award.

### **The Edward J. Byrne Memorial Justice Assistance Grants (BJAG)**

Law Enforcement Training Scholarship Program (LETS) - In FY16, the CCSO received the following LETS grants:

- Advanced Crime Scene Investigator Course Training
- International Breacher's Symposium Training

### Local Solicitations - Equipment Upgrades and Drug Court Support Program

These multi-year grants covers the following:

FFY2012 award provides funding to send 120 officers to the Street Survival Seminar, upgrade six car camera systems and funded approximately 25% of the Drug Court Coordinator's position in FY2014. Grant ended 09/30/15.

FFY2013 award is for updating and replacing the following equipment: patrol bikes, crime scene processing kits, ballistic shields, covert camera systems and software, covert cell phone body wire and software. The grant was written to support fifty percent (50%) of the cost of a Drug Court Clerk to support the Drug Court Coordinator. Grant ends 09/30/16.

FFY2014 award is to support overtime and travel expenses for officers to serve extradition, equipment & software upgrade and replacement program purchases, and to fund salary and benefits for the Drug Court Coordinator. Grant ends 09/30/17.

FFY2015 award provides funding to produce a series of videos to build trust in the community and enhance recruitment efforts. These videos will demonstrate all facets of the Sheriff's Office to include all of the different services offered, the CCSO's work ethic, community outreach efforts, why the sheriffs office is a great place to work, and what the CCSO's seeks when hiring new recruits. Funding also provides for approximately 25% of the Drug Court Coordinator's position. Grant ends 09/30/18.

### **Comprehensive Traffic Safety Program**

This Maryland Department of Transportation safety program provides funds to implement Traffic Safety Initiatives in Charles County in areas where the MD Highway Safety Data indicates there is a need. Funds are utilized for Sworn Officer overtime, training costs, and Alive @ 25 registration fees for Teen Court approved participants.

### **National Motor Carrier Safety Assistance Program (MCSAP)**

Funding under the MCSAP Program is for commercial motor vehicle traffic enforcement and inspection. Funds provide for officer overtime relative to an MOU with the State.

### **School Bus Safety Enforcement Program**

The CCSO Overtime Patrols program targets drivers who fail to stop for school buses that are loading or unloading students. The program supports proactive measures by focusing on school bus driver's routes and targeting violators of any Maryland motor vehicle laws for school bus safety zones as well as reckless traffic violations. Program funds provide officer overtime for enforcement efforts.

### **Local Government Insurance Trust (LGIT) Training Grant**

Grant funds support the purchase body cameras for the Narcotics Enforcement Section.

### **Ben Roethlisberg Foundation - K-9 Grant**

Grant funds provide the K9 Unit with an additional K9 and associated equipment and training. The County is a subrecipient of the Waldorf Lions Club Foundation.

## Public Safety

|                               |                        |                    |
|-------------------------------|------------------------|--------------------|
| <b>Department:</b>            | Sheriff's Office       | Account: 12 Fund   |
| <b>Division/Program:</b>      | Public Safety Grants   | Fund: Special Rev. |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff | Source: Grant      |

**Sex Offender Registration (COMAR 12.06.01.17)**

The State of Maryland reimburses each local law enforcement unit for reasonable costs of Sex Offender Registration to include processing a registration statement, taking fingerprints and photographs, and implementing and maintaining community notification procedures.

**Sex Offender and Compliance Enforcement In Maryland (SOCEM)**

The CCSO's Monitoring Support Program tracks the compliance of local sex offenders who are required to register/re-register with the Maryland Sex Offender Registry. This program will continue strict enforcement of sex offenders in the area by focusing on registering offenders, performing compliance checks and ensuring employees are knowledgeable on offenders in order to make rapid location of violators possible. Grant funds provide overtime for officers performing compliance checks, technical assistance to process re-registrations, and the Warrant/Fugitive Squad to locate violators as well as travel associated with training needed to effectively manage, track and document offenders.

**Badges for Baseball Grant - Cal Ripken Sr. Foundation**

The purpose of this grant is to provide a positive program taught by Law Enforcement officers to at-risk youth in order to help them make better choices and have a better relationship with law enforcement. This grant contributes to the goals of the county to provide public safety to the community and positive programs for at-risk young people in the county. Grant funds are used for teaching aids to add the Healthy Choices/Healthy Children to the CCSO Summer Youth Achievement Program. Funding provides teaching resources and camp activity items utilized in a Baseball and Football camp.

**Organized Crime Drug Enforcement Task Forces Program (OCDETF)**

Funding supports work performed by the CCSO on Organized Crime Drug Enforcement Task Forces Case(s).

| <u>Positions:</u>                 | <u>FY13</u> | <u>FY14</u> | <u>FY15</u> | <u>FY16</u> | <u>FY17</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Title                             | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Sworn Officers                    | 6.0         | 6.0         | 6.0         | 6.0         | 6.0         |
| 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         |
| Intelligence Specialist           | 1.0         | 0.2         | 0.0         | 0.0         | 0.0         |
| Drug Court Coordinator            | 0.0         | 0.2         | 0.0         | 0.0         | 0.0         |
| Drug Court Clerk                  | 0.0         | 0.1         | 0.2         | 0.0         | 0.0         |
| Part Time Positions               | 1.8         | 1.8         | 1.8         | 1.8         | 1.8         |
| <b>Total Full Time Equivalent</b> | <b>10.8</b> | <b>10.4</b> | <b>10.0</b> | <b>9.8</b>  | <b>9.8</b>  |

| <u>Objectives &amp; 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> |

**Child Support Grant**

*Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.*

|   |       |       |     |     |     |
|---|-------|-------|-----|-----|-----|
| # of summonses/show cause/subpoenas to be served  | 1,363 | 1,110 | 892 | 895 | 895 |
| # of writs/warrant/body attachment to be executed | 541   | 529   | 413 | 415 | 415 |

## Public Safety

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

**Account:** 49 Fund  
**Fund:** Special Rev.  
**Source:** Grant

| Expenditure Category      | FY2015 Actual      | FY2016 Adopted   | FY2016 Amended   | FY2017 Proposed  | \$ Change FY2016 Amended | % Chg.        |
|---------------------------|--------------------|------------------|------------------|------------------|--------------------------|---------------|
| Personal Services         | \$222,723          | \$192,000        | \$225,891        | \$171,548        | (\$54,343)               | -24.1%        |
| Fringe Benefits           | 1,633              | 0                | 0                | 0                | 0                        | N/A           |
| Operating Costs           | 877,575            | 37,670           | 332,017          | 35,470           | (296,547)                | -89.3%        |
| Capital Outlay            | 71,428             | 0                | 375,112          | 0                | (375,112)                | -100.0%       |
| <b>Total Expenditures</b> | <b>\$1,173,359</b> | <b>\$229,670</b> | <b>\$933,020</b> | <b>\$207,018</b> | <b>(\$726,002)</b>       | <b>-77.8%</b> |

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

- The FY2017 budget is for the Emergency Management Performance Grant (EMPG). Budget Amendments are executed for the rollover funds and any mid-year awards.
- Changes in **Personal Services** is due to award of Homeland Security Grants with allowable overtime and backfill for active shooter training and hazmat training as well as carryover funds from the EMPG. 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 for FY2017.

### **Description:**

#### **Homeland Security Grant Programs (HSGP)**

This special revenue fund provides for planning, equipment, training, exercise, and management & administrative funding to emergency prevention, preparedness, and response. The Office of Domestic Preparedness (ODP) HSGP integrates the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI), the Metropolitan Medical Response System (MMRS), and the Citizen Corps Program (CCP).

These programs further provide the opportunity to enhance regional preparedness efforts. State and local government are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the State's Strategy.

#### State Homeland Security Program (SHSP)

SHSP is a core homeland security assistance program that provides funds to build capabilities at the State and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in Homeland Security Strategies. SHSP funding also supports the four mission areas of homeland security - prevent, protect, respond, and recover - and addresses all the National Priorities and the 37 Target Capabilities, as they relate to terrorism.

The allowable scope of SHSP activities include catastrophic events, provided that these activities also build capabilities that relate to terrorism. Law Enforcement Terrorism Prevention Program (LETPP) as part of the SHSP is required and met at 25% of award. Future Federal Fiscal Year grants overlap the County's fiscal year.

#### **Port Security Grant Program (PSGP)**

The purpose of the PSGP is to create a sustainable, risk-based effort to protect critical port infrastructure from terrorism, particularly attacks using explosives and non-conventional threats that could cause major disruption to commerce. The county has received several Port Security Grants as follows:

FFY2015 PSGP These grant funds are being utilized to purchase a thermal imager for the Charles County Marine Unit (CCMU) operations.

#### **Hazard Mitigation Grant Program (HMGP)**

The County received two (2) HMGP allocations during FY2015. These funds provide assistance to two County homeowners. The funds will assist one homeowner to elevate his home above the base flood elevation level and allow the County to purchase a second property to alleviate the negative elevation of the home within the Port Tobacco River flood plain. The home will be demolished and the property maintained in perpetuity. Award of a Community Development Block Grant supplies the majority of the matching funds required for these projects with the balance supplied by the homeowners.

#### **Emergency Management Performance Grant (EMPG) Program**

EMPG funds are provided to structure emergency management programs based on identified needs and priorities to strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities and Target Capabilities List of the National Preparedness Goal. The EMPG program is designed to assist States and urban areas to enhance and strengthen emergency management capabilities. The building of working partnerships between government, business, volunteer, and community organizations is key to program success and highly encouraged. These funds support the County's Mass Notification System and the personnel within the Emergency Management Division.

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## Public Safety

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|                               |   |          |              |
|-------------------------------|---|----------|--------------|
| <b>Department:</b>            | Emergency Services                            | Account: | 49 Fund      |
| <b>Division/Program:</b>      | Emergency Management                          | Fund:    | Special Rev. |
| <b>Program Administrator:</b> | Michelle Lilly, Chief of Emergency Management | Source:  | Grant        |

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### **National Bioterrorism Hospital Preparedness Program**

The County applied for a NBHPP grant in FY2016 and is awaiting the application results. FY2015 funding allowed for the county to replace and replenish expired medical supply items within the two Mass Casualty Support Units (MCSU), MSCU 03 (NCR Level II, 50 patient) and MCSU 16 (NCR Level III, 100 patient). These units provided mass casualty response services capabilities to the National Capital Region.

### **Interagency Hazardous Materials Public Sector Training and Planning Grants**

FFY2015 funding is for the purpose of sending ten (10) members of the Tactical Response Team members to training in Baltimore, MD for the annual conference sponsored by the International Association of Fire Chiefs as well as to send four (4) command level members to the Fire Department Instructors Conference (FDIC) International for multiple workshops and trainings. Funds provide for registration fees, lodging, and per diem.

### **Emergency Number System Board (ENSB) - 9-1-1 Trust Fund**

The 9-1-1 Trust fund consists of 9-1-1 fees collected and remitted to the Comptroller under the annotated State Code of Maryland § 1-310, 311, and investment earnings of the fund. One of the purposes of the 9-1-1 Trust Fund is to reimburse counties for the cost of enhancing a 9-1-1 system.

In FY2016, the County applied for multiple ENSB projects as outlined below:

ENSB Project #15-142 This projects provide funds to purchase software designed to maintain documentation of on-going training of new 9-1-1 call takers.

ENSB Project #16-015 This project funded the following training offered by the Public Safety Training Consultants (PSTC):  
• Crisis Communication (Suicide, Crisis & Mental Illness) • Active Shooter-Active Assailant for Public Safety 911 Professionals • Mental Preparedness: "You Just Never Know" • Being the Best (Provides tools to CTO's to aid in their training/teaching) • Suicide Intervention

ENSB Project #16-076 This project funded the purchase of fifty (50) Encore Pro Wideband Monaural Headsets to support dispatching operations.

ENSB Project #16-080 This project funded the recertification fees for IAED, EMD, EFD, and EPD Disciplines required for the positions of Fire/EMS 911 Dispatchers and CCSO Dispatchers.

ENSB Project #16-100 This project funded an upgrade to GIS ESRI Software for Next Gen 9-1-1. Upgrading ArcGIS Desktop Basic to ArcGIS Desktop Advanced software for maintaining 911 GIS layers. The Advanced version has features not available in the Basic version that are necessary for maintaining Next Gen compliant data. Topology rules are very important in creating/editing Emergency Service Zones. Data must be contained in a file geodatabase. The basic version does not provide for these functions.

ENSB Project #16-103 The International Academies of Emergency Dispatch (IAED) NAVIGATOR Conference is to foster an educational venue pertinent for those working in police, fire, and medical emergency communications. Funds provided for multiple Navigator Pre-Conference Sessions in the following disciplines: (1) Liability in the 9-1-1 Center, (2) CSI ProQA and AQUA Reports: What you don't know may hurt you!, (3) Advanced AQUA Course, (4) Active Assailant Workshop (5) Presidential Leadership, (6) Train Them to Retain Them.

ENSB Project #16-108 Funds provided for sending two staff members to NAVIGATOR Pre-Conference Sessions for EMD-Q Certification and EFD-Q Certification.

ENSB Project #16-115 Funds provided for sending two staff members to pre-conference workshops for IAED High Performance EMD and IAED Policy EPD-Q Calibration and Performance Standards at the NAVIGATOR Conference.

ENSB Project #16-142 Funds provided for sending two staff members to pre-conference workshops for IAED High Performance EMD and IAED Policy EPD-Q Calibration and Performance Standards at the NAVIGATOR Conference.

### **Southern MD Hospital – LifeNet**

Funding provided for telemetry capabilities to all of the Lifepaks in the County through the purchase of 31 modems. The County has 26 in service and an additional 5 that can be used as spares if and when one is out of service. Funding was also provided for a Wireless data plan for a 5-year period through a portion of FY2016. This grant ended in FY2016.

## Public Safety

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|-------------------------------|---|--------------------|
| <b>Department:</b>            | Emergency Services                            | Account: 49 Fund   |
| <b>Division/Program:</b>      | Emergency Management                          | Fund: Special Rev. |
| <b>Program Administrator:</b> | Michelle Lilly, Chief of Emergency Management | Source: Grant      |

### Maryland Institute for Emergency Medical Services Systems (MIEMSS) 50/50 Matching Grant

This grant funding for FY2015 the purchase the three Lifepak 1000 Automated External Defibrillators (AED's). AED's are essential to the delivery of proper EMS care in Charles County. AEDs are lifesaving devices to treat victims of sudden cardiac arrest. These defibrillators are designed to quickly and easily provide an electric shock that restores the victim's normal heart rhythm.

### MIEMSS Advanced Life Support (ALS) Education Grant

The purpose of this grant program is to fund initial ALS training and re-licensure which meet course requirement standards of the Nation Department of Transportation. The funding will be utilized to fund EMS employees to attend initial ALS Licensure at the College of Southern Maryland, for refresher re-licensure programs, and for re-licensure of inducting two Advanced Cardiac Life Support (ACLS) classes. This grant ended in FY2015.

| <b>Positions:</b>                 | <b>FY13</b> | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Chief of Emergency Management     | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Allocation from General Fund      | 0.8         | 1.0         | 1.0         | 0.9         | 0.8         |
| <b>Total Full Time Equivalent</b> | <b>1.8</b>  | <b>1.0</b>  | <b>1.0</b>  | <b>0.9</b>  | <b>0.8</b>  |

|                               |  |                                      |
|-------------------------------|--|--------------------------------------|
| <b>Department:</b>            | Volunteer Fire Protection & Emergency Medical Services   | Account: 26 Fund                     |
| <b>Division/Program:</b>      | Charles Co. Volunteer Fireman's Association (CCVFA) &<br>Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)              | Fund: Spec. Rev<br>Source: Prop. Tax |
| <b>Program Administrator:</b> | Lynn Gilroy, CCVFA President / Lisa Yates, CCAEMS President  |                                      |
|                               | <a href="http://www.charlescountymd.gov/maps/volunteer-fire-and-ems">www.charlescountymd.gov/maps/volunteer-fire-and-ems</a> |                                      |

| <b>Expenditure Category</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Adopted</b> | <b>FY2016<br/>Amended</b> | <b>FY2017<br/>Proposed</b> | <b>\$ Change<br/>FY2016<br/>Amended</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|----------------------------|---|-------------------|
| Personal Services           | \$15,000                 | \$15,000                  | \$15,000                  | \$15,000                   | \$0                                     | 0.0%              |
| Operating Costs             | 775                      | 7,800                     | 7,800                     | 7,800                      | 0                                       | 0.0%              |
| Agency Funding              | 11,580,170               | 11,817,655                | 11,817,655                | 12,192,495                 | 374,840                                 | 3.2%              |
| <b>Total Expenditures</b>   | <b>\$11,595,945</b>      | <b>\$11,840,455</b>       | <b>\$11,840,455</b>       | <b>\$12,215,295</b>        | <b>\$374,840</b>                        | <b>3.2%</b>       |

### Changes and Useful Information:

- Increase in **Agency Funding** is the net result of increased property tax revenue and Senator William H. Amoss Fire, Rescue, and Ambulance Fund allocation for FY2016.

### Description:

The Charles County Fire & Emergency Medical Services (EMS) Associations represent 11 volunteer joint Fire/EMS organizations, 2 independent fire companies, and 4 independent volunteer EMS companies. There is also one volunteer independent dive/rescue company to provide service for water related emergencies. These organizations are located in La Plata, Hughesville, Waldorf, Nanjemoy, Benedict, Cobb Island, Potomac Heights, the 10th district, Indian Head, Bel Alton, Bryan's Road, Westlake (Waldorf), Newburg, Ironsides, White Plains, and Dentsville.

The funding source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland Amoss grant. The Fire and Rescue Tax is based on \$.064 per assessed value of real property and \$.16 per assessed value of business property. The tax is broken down as follows: 62.50% for fire, 31.25% for EMS and 6.25% for the Length of Service Awards Program (LOSAP). Donations, fundraising and other sources of revenue are reported separately within each organizations financial statements.

The Volunteer Fire and Rescue organizations are independent companies, each operated under an elected body of operational and administrative officers. The business affairs of each organization are managed by the Board of Directors and membership vote. The goals of these Associations include outstanding performance in the following areas: fire protection, fire prevention, volunteer retention and emergency medical services (basic and advanced life support).

### Positions:

There are nearly 1,200 active volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points.

## Public Safety

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

| Expenditure Category      | FY2015 Actual    | FY2016 Adopted   | FY2016 Amended   | FY2017 Proposed  | \$ Change FY2016 Amended | % Chg.        |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|---------------|
| Personal Services         | \$40,000         | \$0              | \$79,680         | \$0              | (\$79,680)               | -100.0%       |
| Operating Costs           | 82,366           | 134,000          | 135,500          | 155,000          | 19,500                   | 14.4%         |
| Transfers Out             | 0                | 0                | 0                | 0                | 0                        | N/A           |
| Capital Outlay            | 0                | 30,000           | 30,000           | 0                | (30,000)                 | -100.0%       |
| <b>Total Expenditures</b> | <b>\$122,366</b> | <b>\$164,000</b> | <b>\$245,180</b> | <b>\$155,000</b> | <b>(\$90,180)</b>        | <b>-36.8%</b> |

### Changes and Useful Information:

- **Personal Services** are not budgeted until needed which accounts for the decrease.
- Increase in **Operating Costs** is due to one-time equipment costs and miscellaneous expense budget.
- Decrease in **Capital Outlay** is due to one-time capital items.

### Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

### Federal Asset Forfeiture / Equitable Share Program Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations. Funds must be expended within two years or returned.

### Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

## Public Safety

**Department:** Sheriff's Office Account: 18 Fund  
**Division/Program:** Sheriff's Special Programs Fund: Special Rev.  
**Program Administrator:** Troy D. Berry, Sheriff [www.ccsso.us](http://www.ccsso.us) Source: Srvc. Charge

| Expenditure Category      | FY2015 Actual    | FY2016 Adopted   | FY2016 Amended   | FY2017 Proposed  | \$ Change FY2016 Amended | % Chg.      |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|-------------|
| Personal Services         | \$119,120        | \$158,700        | \$151,700        | \$165,800        | \$14,100                 | 9.3%        |
| Fringe Benefits           | 43,231           | 50,500           | 50,500           | 43,800           | (6,700)                  | -13.3%      |
| Operating Costs           | 14,034           | 31,800           | 38,800           | 35,100           | (3,700)                  | -9.5%       |
| Operating Contingency     | 0                | 0                | 0                | 3,200            | 3,200                    | N/A         |
| <b>Total Expenditures</b> | <b>\$176,385</b> | <b>\$241,000</b> | <b>\$241,000</b> | <b>\$247,900</b> | <b>\$6,900</b>           | <b>2.9%</b> |

### Changes and Useful Information:

- **Personal Services** includes full year impact of mid-year COLA received in FY2016.
- **Operating Costs** were reduced to meet current trends.
- **Contingency** represents the equivalent cost of a potential employee merit for FY2017.

### Description:

#### Volunteers in Community Service (VICS)

VICS is a court ordered alternative to incarceration in which individuals perform court-ordered community services in lieu of fines, points, or incarceration. Currently, VICS has over 100 participating agencies. These participating agencies consist of State, County, Federal jurisdictions as well as nonprofit organizations.

## Public Safety

|                               |   |                      |
|-------------------------------|---|----------------------|
| <b>Department:</b>            | Sheriff's Office  | Account: 18 Fund     |
| <b>Division/Program:</b>      | Sheriff's Special Programs  | Fund: Special Rev.   |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff <a href="http://www.ccsso.us">www.ccsso.us</a> | Source: Srvc. Charge |

### Criminal Justice Program/Urinalysis

Urinalysis is a test done at the Charles County Correctional facility. Participants on work release, juveniles, court orders, social services, parole and probation and random in house workers can be tested for the use of drugs and alcohol. The goal of the testing is to ensure that staff safety, facility security and contraband control are not compromised by the use of drugs or alcohol.

| <u>Positions:</u>                 | <u>FY13</u> | <u>FY14</u> | <u>FY15</u> | <u>FY16</u> | <u>FY17</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                   | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| VICS Supervisor                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| VICS Specialist                   | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Correctional Officer              | 0.4         | 0.4         | 0.4         | 0.4         | 0.4         |
| Part-time positions               | 0.6         | 0.6         | 0.6         | 0.6         | 0.6         |
| <b>Total Full Time Equivalent</b> | <b>4.1</b>  | <b>4.1</b>  | <b>4.1</b>  | <b>4.1</b>  | <b>4.0</b>  |

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Department:</b>            | Sheriff's Office  | Account: 44 Fund   |
| <b>Division/Program:</b>      | Southern Maryland Criminal Justice Academy                            | Fund: Special Rev. |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff <a href="http://www.ccsso.us">www.ccsso.us</a> | Source: Reimburse  |

| Expenditure Category      | FY2015<br>Actual | FY2016<br>Adopted | FY2016<br>Amended | FY2017<br>Proposed | \$ Change<br>FY2016<br>Amended | %<br>Chg. |
|---------------------------|------------------|-------------------|-------------------|--------------------|--------------------------------|-----------|
| Operating Costs           | \$79,333         | \$132,000         | \$144,600         | \$199,300          | \$54,700                       | 37.8%     |
| Capital                   | 0                | 0                 | 45,400            | 0                  | (45,400)                       | N/A       |
| <b>Total Expenditures</b> | \$79,333         | \$132,000         | \$190,000         | \$199,300          | \$9,300                        | 4.9%      |

### Changes and Useful Information:

- Increase in **Operating Costs** is for Charles County's share of the cost of the Director hired in FY2016 and employed by Calvert County as well as increased uniform expense.
- Decrease in **Capital** is due to a one time capital purchase.

### Description:

The Southern Maryland Criminal Justice Academy is a cooperative effort between the Sheriff's Offices in Charles, Calvert, & St. Mary's Counties, and its mission is to provide highly-trained and qualified sworn & corrections officers to Southern Maryland. Through skill scenarios, academic testing, physical training, and firearm training, the Academy successfully carries out its mission. The personnel at the academy are comprised of sworn and civilian personnel from all three counties.

In 2015 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy two entry-level police classes (PELTP Session 40 & Session 42). The academy also instructed a comparative compliance course (Session 41). PELTP Session 40 graduated 21 recruits (Recruit breakdown of 6 Calvert County, 10 Charles County, and 5 St. Mary's County). PELTP Session 42 currently has 18 recruits (Recruit breakdown is 6 Calvert County, 3 Charles County, 7 St. Mary's County, and 2 State Fire Marshalls), which will complete instruction in the spring of 2016. The academy hosted two entry-level corrections classes (CELTP Session 52 and 53).

During 2015 the academy provided in-service for 258 sworn officers. In-service provided for Calvert County – 115, St. Mary's County – 134, Riverdale PD – 8, and Morningside PD – 1.

The Academy also hosted specialized courses such as an Enhanced Instructor Course, Emergency Response Team School for Corrections and Law Enforcement Officer's Flying Armed.

## Community Services

**Department:** Community Services Account: 40 fund  
**Division/Program:** Aging Services: Federal Grants Fund: Spec. Rev.  
**Program Administrator:** Dina Barclay, Chief of Aging & Senior Programs Source: Grant  
[www.charlescountymd.gov/cs/aging/aging-and-senior-programs](http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs)

| Expenditure Category      | FY2015<br>Actual | FY2016<br>Adopted | FY2016<br>Amended | FY2017<br>Proposed | \$ Change<br>FY2016<br>Amended | %<br>Chg.     |
|---------------------------|------------------|-------------------|-------------------|--------------------|--------------------------------|---------------|
| Personal Services         | \$291,578        | \$222,011         | \$280,558         | \$276,653          | (\$3,905)                      | -1.4%         |
| Fringe Benefits           | 17,993           | 16,100            | 16,100            | 0                  | (16,100)                       | N/A           |
| Operating Costs           | 318,047          | 288,962           | 410,938           | 278,090            | (132,848)                      | -32.3%        |
| Operating Contingency     | 0                | 0                 | 0                 | 2,100              | 2,100                          | NEW           |
| <b>Total Expenditures</b> | <b>\$627,618</b> | <b>\$527,073</b>  | <b>\$707,596</b>  | <b>\$556,843</b>   | <b>(\$150,753)</b>             | <b>-21.3%</b> |

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

- The balance of Federal grants with a fiscal year end date of 09/30/16 or later will be carried over to FY2017. Budget Amendments are executed for the rollover funds.
- **Contingency** represents the equivalent cost of a potential employee merit for FY2017.

### **Description:**

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration for Community Living. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

### **Title III, Part B - Grants for Supportive Services and Senior Centers**

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives. The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys. Access Services include the full scope of services in areas such as Maryland Access Point / Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

### **Title III, Part C - Nutrition Services**

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and are required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

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## Community Services

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|-------------------------------|--|----------|------------|
| <b>Department:</b>            | Community Services                             | Account: | 40 fund    |
| <b>Division/Program:</b>      | Aging Services: Federal Grants                 | Fund:    | Spec. Rev. |
| <b>Program Administrator:</b> | Dina Barclay, Chief of Aging & Senior Programs | Source:  | Grant      |

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Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

### **Title III, Part D - Health Promotion and Disease Prevention**

Effective October 1, 2014 the Maryland Department of Aging issued a new program directive (APD 14-14) that restricts the use of Title IIID funds to "highest tier evidence-based programs" which are defined by the US DHHS/Administration for Community Living in its guidance document: <http://www.acl.gov/Programs/CDAP/OPE/ADEPP.aspx>. This policy change was made in an effort to comply with a new Congressional appropriation requirement for programs funded by Title IIID of the Older Americans Act. The Division offers several qualifying programs, so the Division will limit its Title IIID funds to support only these qualifying programs.

### **Title III, Part E - National Family Caregiver Support Programs (NFCSP)**

Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

### **Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation**

Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in licensed long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

### **Money Follows the Person (MFP) Rebalancing Demonstration**

MFP in Maryland helps people transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. New efforts under MFP include peer mentoring, enhanced transition assistance, improved information technology, housing assistance, flexible transition funds, and the addition of waiver services.

### **Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)**

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance regarding long term care and to receive options counseling and benefits coordination through a single point of entry. This program is utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. In FY2015, local agencies had to merge existing senior information and assistance programs under MAP to continue program expansion and strategic objectives. In FY2016, a subcontract with the designated disability services provider delivered regularly scheduled on-site options counseling services at designated locations. Funding supports a designated merit position titled "Home and Community Based Service Manager" to serve as the Charles County MAP Coordinator, and two part-time Program Assistants. In the 4th quarter of FY2016 MAP converted to a fee for service program under the Federal Financial Participation (FFP) Model from the federal government for costs associated with the "efficient and effective" administration of the Medicaid program. The County has entered into an agreement with the State as the administrator of the program. The program will be partially subsidized during the transition period through County matching funds. In order to remain eligible for FFP funds, a non-federal source of funds must be available to support this program on an ongoing basis.

## Community Services

|                               |  |                  |
|-------------------------------|--|------------------|
| <b>Department:</b>            | Community Services                             | Account: 40 fund |
| <b>Division/Program:</b>      | Aging Services: Federal Grants                 | Fund: Spec. Rev. |
| <b>Program Administrator:</b> | Dina Barclay, Chief of Aging & Senior Programs | Source: Grant    |

### Centers for Medicare and Medicaid Services Programs (CMS)

State Health Insurance Program (SHIP) - SHIP is a federal grant supported program which utilizes staff and trained volunteers to provide information and assistance for the elderly in areas such as: preparing and filing health insurance claims; understanding medical bills; and understanding Medigap and long-term care insurance policies. Individual and community education regarding access to health insurance, Medicare and Medicaid policies, options counseling, and enrollment services are ongoing services provided by both paid staff and volunteers.

Volunteers are also trained to identify other needs and to make appropriate referrals. The volume of SHIP services continues to increase steadily with the continuation of Health Care Reform & Medicare Reform at the Federal level and the changes to Medicare Drug Benefit Programs. Recent changes in SHIP policy at the State level have greatly expanded the target population to include persons of any age who are entitled to Medicare as a result of disability or chronic illness. In FY2015, CMS funding moved to the Administration for Community Living (ACL).

Medicare Improvements for Patients and Providers Act (MIPPA) - MIPPA grants have been instrumental in helping disadvantaged seniors regain their economic footing and lead healthy, independent lives through funding to help Medicare beneficiaries and apply for Medicare Part D Extra Help/Low Income Subsidy and Medicare Savings Program. MIPPA grantees work to identify low-income older adults throughout Maryland who may be missing out on these programs, and assist them with applying for them and educate vulnerable seniors about how to use and retain these programs.

The Aging and Senior Programs Division utilize these funds for existing MAP/I&A and SHIP staff to expand awareness about all Medicare and Medicaid programs to older adults residing in rural and geographically isolated areas and to under-served populations within Charles County. This grant is budgeted upon award.

Senior Medicare Patrol (SMP) - Maryland SMP is a health care fraud prevention project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Community Living (ACL). The mission of Maryland SMP is to prevent the escalation of health care costs at the national level by developing programs that teach Medicare and Medicaid beneficiaries how to recognize and report health care fraud, waste, abuse, or error, and to assist beneficiaries with resolving fraudulent healthcare bills and claims.

| <b>Positions:</b>                                   | <b>FY13</b> | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Chief of Aging & Senior Programs                    | 0.1         | 0.1         | 0.2         | 0.1         | 0.1         |
| Aging and Disability Resource Centers<br>(ADRC) Mgr | 1.0         | 1.0         | 0.9         | 1.0         | 1.0         |
| Centers Administrator                               | 0.2         | 0.2         | 0.2         | 0.1         | 0.1         |
| ADRC. Coordinator                                   | 0.0         | 0.2         | 0.2         | 0.2         | 0.3         |
| Long Term Care Coordinator                          | 0.4         | 0.4         | 0.4         | 0.3         | 0.4         |
| Nutritionist  | 0.3         | 0.3         | 0.5         | 0.4         | 0.2         |
| ADRC Program Specialist                             | 0.3         | 0.4         | 0.6         | 0.6         | 0.5         |
| Part-time positions                                 | 3.2         | 2.5         | 3.3         | 2.3         | 3.1         |
| <b>Total Full Time Equivalent</b>                   | <b>5.3</b>  | <b>5.0</b>  | <b>6.3</b>  | <b>5.0</b>  | <b>5.7</b>  |

### **Objectives & Measurements:**

See General Fund - Community Services: Aging & Senior Programs for listing of all Objectives & Measurements regardless of funding source.

## Community Services

**Department:** Community Services Account: 43 fund  
**Division/Program:** Aging Services: State Grants Fund: Spec. Rev.  
**Program Administrator:** Dina Barclay, Chief of Aging & Senior Programs Source: Grant  
[www.charlescountymd.gov/cs/aging/aging-and-senior-programs](http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs)

| Expenditure Category      | FY2015 Actual    | FY2016 Adopted   | FY2016 Amended   | FY2017 Proposed  | \$ Change FY2016 Amended | % Chg.      |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|-------------|
| Personal Services         | \$208,005        | \$211,888        | \$214,633        | \$246,452        | \$31,819                 | 14.8%       |
| Fringe Benefits           | 25,970           | 21,780           | 21,780           | 24,180           | 2,400                    | 11.0%       |
| Operating Costs           | 138,728          | 141,919          | 157,020          | 155,698          | (1,322)                  | -0.8%       |
| Operating Contingency     | 0                | 0                | 0                | 1,180            | 1,180                    | NEW         |
| <b>Total Expenditures</b> | <b>\$372,703</b> | <b>\$375,587</b> | <b>\$393,433</b> | <b>\$427,510</b> | <b>\$34,077</b>          | <b>8.7%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the mid-year COLA received in FY2016 as well as the addition of a part time position for the Community Options Waiver Program.
- **Operating Costs** were adjusted to meet current trends.
- **Contingency** represents the equivalent cost of a potential employee merit for FY2017.

### Description:

The following programs receive state funds through the Maryland Department of Aging:

#### Senior Information and Assistance (I&A)\*

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly. The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

*\*This is still a separate grant but the goals are now integrated into the Maryland Access Point (MAP).*

#### Senior Assisted Living Group Home Subsidy (SALGS)

The SALGS provides a fixed-rate monthly home fee for eligible persons who reside in small, group-home style licensed assisted living facilities. Subsidies available to residents in Charles County are extremely limited, based upon annual grant award total.

#### Senior Care

Senior care is a statewide long-term care service delivery system which coordinates home and community-based care (HCBC) for individuals age 65+ according to their needs. Senior Care is provided through a Joint Care Planning team comprised of staff from Charles County Department of Community Services and the Charles County Department of Health. The purpose of Senior Care is to prevent premature institutionalization of frail elderly who are at risk of nursing home placement, but do not qualify for Medicaid benefits.

All Senior Care clients receive a comprehensive, in-home assessment completed by a member of the Charles County Department of Health's Adult Evaluation and Review Services (AERS) team. Following the AERS assessment, the Joint Care Planning team develops a plan of care for the client which is designed to link individuals with all suitable and available resources and services. Senior Care funds are utilized as a "last resort" and are distributed to eligible clients based on a priority of need. Persons determined eligible who are not able to be served due to limited grant funds are placed on a priority-ranked wait list. Wait listed persons shall be re-assessed at least annually for both functional and financial eligibility as well as re-ranking. In FY2016, Charles County received a small increase in funds that partially restored previous losses. This grant is budgeted upon award.

#### Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Senior Programs, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care. In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

## Community Services

|                               |  |                  |
|-------------------------------|--|------------------|
| <b>Department:</b>            | Community Services                             | Account: 43 fund |
| <b>Division/Program:</b>      | Aging Services: State Grants                   | Fund: Spec. Rev. |
| <b>Program Administrator:</b> | Dina Barclay, Chief of Aging & Senior Programs | Source: Grant    |

### State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by a formula that is heavily weighted by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs. Charles County received a small formula driven increase in state funds for FY2016. With the opening of a large assisted living facility in late FY2016, Charles County anticipates an increase in funds for FY2017.

This program utilizes trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

### Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion. State Nutrition funds are authorized for meals (not operational).

### Senior Center Operating Funds (SCOF)

These funds were awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the State. SCOF grant funds are currently utilized to support a Patient Navigator position as a compliment to the health promotion activities offered at the Nanjemoy Community / Senior Center through an Memorandum of Understanding (MOU) with the Charles County Department of Health's Western County Family Medical Center. Funds for these initiatives are awarded based a State formula and will be budgeted upon award.

### Community Options Waiver

The Community Options Waiver is open to qualified disabled persons of all ages with long term care needs, including children. The purpose of the CO Waiver is to provide long term care via home & community based services to disabled persons who would otherwise warrant placement in a skilled nursing facility. The Waiver allows services that are typically covered by Medicaid only in a nursing facility to be provided to eligible persons in their own homes or in assisted living facilities. Eligible persons must meet both financial and medical criteria to participate and are periodically reevaluated to determine ongoing eligibility. Administration of the Medicaid Waiver requires comprehensive case management and individualized coordination of community-based care services. The Community Options Waiver operates as a fee-for-service program, where associated personnel must track allowable case management activities and submit a monthly invoice for billable hours. Approved billable hours are subsequently reimbursed by the State at a fixed rate established by Medicaid and administered by DHMH.

Community First Choice (CFC) is also a new program under the renamed Community Options Waiver. It's fee for service Medicaid, similar to Waiver. The agency is taking an added role in the Medical Assistance Care Program (MAPC). Together these three programs provide a three tiered approach to serving persons with long-term care needs, while re-balancing Maryland's Medicaid Program to greater emphasize home and community based options.

| <b>Positions:</b>  | <b>FY13</b> | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>   | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Aging and Disability Resource Centers (ADRC) Coordinator | 0.2         | 0.0         | 0.0         | 0.0         | 0.0         |
| Long Term Care Coordinator                               | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| Home & Community Based Svcs Supervisor                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Long Term Care Program Specialist                        | 0.7         | 0.7         | 0.7         | 0.6         | 0.6         |
| ADRC Program Specialist                                  | 0.1         | 0.0         | 0.0         | 0.0         | 0.0         |
| Part-time positions                                      | 3.3         | 2.3         | 2.1         | 2.3         | 2.9         |
| <b>Total Full Time Equivalent</b>                        | <b>5.5</b>  | <b>4.2</b>  | <b>4.0</b>  | <b>4.1</b>  | <b>4.7</b>  |

### Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs for listing of all Objectives & Measurements regardless of funding source.

## Community Services

**Department:** Community Services Account: 13 Fund  
**Division/Program:** Housing Authority: Community Development Block Grant (CDBG) Fund: Spec. Rev.  
**Program Administrator:** Rita Wood, Chief of Housing Authority Source: Grant  
[www.charlescountymd.gov/cs/housing/housing-authority](http://www.charlescountymd.gov/cs/housing/housing-authority)

| Expenditure Category      | FY2015 Actual    | FY2016 Adopted | FY2016 Amended   | FY2017 Proposed  | \$ Change FY2016 Amended | % Chg.       |
|---------------------------|------------------|----------------|------------------|------------------|--------------------------|--------------|
| Personal Services         | \$0              | \$0            | \$12,274         | \$0              | (\$12,274)               | -100.0%      |
| Operating Costs           | 225,002          | 0              | 60,000           | 300,000          | 240,000                  | 400.0%       |
| Transfers Out             | 1,066            | 0              | 95,919           | 0                | (95,919)                 | -100.0%      |
| <b>Total Expenditures</b> | <b>\$226,068</b> | <b>\$0</b>     | <b>\$168,193</b> | <b>\$300,000</b> | <b>\$131,807</b>         | <b>78.4%</b> |

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

- At the end of each fiscal year, the balance of Block Grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds. The FY2017 budget is for the Hughesville Tobacco Warehouse Façade Improvements & Plaza Project.

### **Description:**

#### **Community Development Block Grant (CDBG)**

The Community Development Block Grant program, designed to assist units of local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities, is authorized under Title I of the Housing and Community Development Act of 1974 and administered by the Maryland Department of Housing & Community Development.

Charles County Government has competed in Community Development Block Grant (CDBG) since 1975 and received awards in 32 of those 40 years for 57 projects and over \$10 million in CDBG funding. Because Charles County is not an entitlement county (one having a population of 200,000 or more), Charles County competes for funding with 134 other non-entitlement jurisdictions in Maryland. The County can apply for a maximum of \$800,000 per State fiscal year which can be divided into several projects during an application cycle.

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

#### **CDBG Homebuyer Program**

Funds were used to provide down payment assistance to eligible low and moderate income homebuyers. An estimated 16 households will receive assistance. This grant ended in FY2016.

#### **CDBG Disaster Recovery**

The purpose of the CDBG Disaster Recovery grant is for unmet needs related to identified storm events, targeted to mitigating future risk to people and property related to flooding. Projects include elevation of home within a flooding area and acquisition for demolition of structures within the flood area.

#### **Community Legacy Grant Program**

Community Legacy, a program of the Department of Housing & Community Development (DHCD), is designed to assist urban neighborhoods, suburban communities and small towns that are experiencing decline and disinvestment, but have the potential, with modest public and private investment to be vibrant places to live and work. The Community Legacy Areas are often referred to as "at-risk" or "transitional communities".

Community Legacy provides flexible capital and operating resources through annual competitive funding rounds to assist local governments and their nonprofit partners in planning and realizing comprehensive community revitalization initiatives. It is intended to fill key gaps in State support for such efforts.

#### **Community Legacy Grant Program - Hughesville Tobacco Warehouse Façade Improvements & Plaza**

This newly funded project consists of façade improvements to a historic tobacco warehouse and packing house, and an outdoor plaza with public art and landscaping between the two building. Part of the larger Hughesville Tobacco Warehouse Restoration Project, the tobacco buildings are ultimately envisioned to include a performing venue, event/community meeting space, cultural arts center/museum, and farmers market. The improved façade and plaza will contribute to a more attractive village image and thus help advance the implementation of the Hughesville Village Revitalization Plan. The façade improvements will also enable the larger warehouse project to move forward which, once completed will have many positive impacts on the village by providing a major community amenity and regional destination in Hughesville. Planning and Growth Management will take the lead on this project.

## Community Services

**Department:** Community Services Account: 14 Fund  
**Division/Program:** Housing Authority: Housing Assistance Fund: Spec. Rev.  
**Program Administrator:** Rita Wood, Chief of Housing Authority Source: Grant  
[www.charlescountymd.gov/cs/housing/housing-choice-voucher-program](http://www.charlescountymd.gov/cs/housing/housing-choice-voucher-program)

| Expenditure Category      | FY2015 Actual       | FY2016 Adopted      | FY2016 Amended      | FY2017 Proposed     | \$ Change FY2016 Amended | % Chg.       |
|---------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|--------------|
| Personal Services         | \$628,557           | \$692,000           | \$674,970           | \$665,500           | (\$9,470)                | -1.4%        |
| Fringe Benefits           | 217,467             | 239,500             | 239,500             | 212,300             | (27,200)                 | -11.4%       |
| Operating Costs           | 9,489,383           | 9,626,600           | 9,451,883           | 9,412,100           | (39,783)                 | -0.4%        |
| Operating Contingency     | 0                   | 0                   | 0                   | 11,300              | 11,300                   | N/A          |
| <b>Total Expenditures</b> | <b>\$10,335,408</b> | <b>\$10,558,100</b> | <b>\$10,366,353</b> | <b>\$10,301,200</b> | <b>(\$65,153)</b>        | <b>-0.6%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is the net result of the full year impact of mid-year COLA in FY2016 and staff turnover.
- The County administers 775 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments. The decrease in **Operating Costs** is based on reductions in trending for corresponding rent revenue. The budget is adjusted mid-year to accommodate funding award which occurs on a calendar year basis.
- **Contingency** represents the equivalent cost of a potential employee merit for FY2017.
- **New Request** is for an additional Occupancy Specialist due to absorption of ports (eliminated reciprocal agreements with other Housing Authorities) into the County's system and then picking up new ports through reciprocal agreements with additional Housing Authorities.

### Description:

#### **Housing Choice Vouchers**

Charles County Government serves as the local Housing Authority for the tenant-based Housing Choice Voucher (HCV) Program. This U.S. Department of Housing and Urban Development (HUD) HCV program allows very-low income persons to choose and lease safe, decent, and affordable rental housing. Some participants may qualify for home purchase through the program as well. Charles County Government serves as the local Housing Authority for this program and approves rental vouchers for low-income county residents.

A rental voucher represents the difference between 30% of the family's adjusted income and the applicable payment standard. During initial lease-up, a family may pay no more than 40% of adjusted income toward housing costs. Any approved rents must be determined reasonable by the Housing Authority. Seventy-five percent of all new admissions to the program must be very-low income (having a household income less than 30% of median).

#### **Reciprocal Agreement**

The Reciprocal Agreement allows families to move from jurisdiction to jurisdiction and maintain their housing assistance. Charles County bills the original Housing Authority for payments made on behalf of participants.

### 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 Community Services    | 0.3             | 0.3             | 0.3             | 0.3             | 0.3             |
| Chief of Housing Authority        | 0.9             | 0.9             | 0.9             | 0.9             | 0.9             |
| Housing Program Supervisor        | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             |
| Housing Inspection Supervisor     | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             |
| Housing Inspector                 | 2.0             | 2.0             | 2.0             | 2.0             | 2.0             |
| Occupancy Specialist              | 4.0             | 4.0             | 4.0             | 4.0             | 4.0             |
| Administrative Associate          | 1.3             | 1.0             | 1.0             | 1.0             | 1.0             |
| Housing Program Specialist        | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             |
| <b>Total Full Time Equivalent</b> | <b>11.5</b>     | <b>11.2</b>     | <b>11.2</b>     | <b>11.2</b>     | <b>11.2</b>     |

### Objectives & Measurements:

See General Fund -Community Services: Housing Authority for listing of all Objectives & Measurements regardless of funding source.

## Community Services

**Department:** Community Services Account: 15 Fund  
**Division/Program:** Housing Authority: Housing Special Loans Fund: Spec. Rev.  
**Program Administrator:** Rita Wood, Chief of Housing Authority Source: Srvc. Charge  
[www.charlescountymd.gov/cs/housing/special-loans](http://www.charlescountymd.gov/cs/housing/special-loans)

| Expenditure Category      | FY2015 Actual | FY2016 Adopted | FY2016 Amended | FY2017 Proposed | \$ Change FY2016 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|-----------------|--------------------------|--------|
| Operating Costs           | \$128,715     | \$405,000      | \$405,000      | \$405,000       | 0                        | 0.0%   |
| <b>Total Expenditures</b> | \$128,715     | \$405,000      | \$405,000      | \$405,000       | \$0                      | 0.0%   |

### Description:

State Special Loans improve owner-occupied homes and small rental properties for low and moderate-income families and individuals and promote community redevelopment. They provide comprehensive rehabilitation to improve the basic livability of properties, increase energy conservation, and meet special housing needs such as lead paint abatement and installation of indoor water and sewer facilities. In extreme cases, complete home replacements may be financed through the State Special Loans Program.

### Objectives & Measurements:

See General Fund -Community Services: Housing Authority for listing of all Objectives & Measurements regardless of funding source.

**Department:** Community Services Account: 19 Fund  
**Division/Program:** Housing Authority: Community Development Administration Fund: Spec. Rev.  
**Program Administrator:** Rita Wood, Chief of Housing Authority Source: Grant

| Expenditure Category      | FY2015 Actual | FY2016 Adopted | FY2016 Amended | FY2017 Proposed | \$ Change FY2016 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|-----------------|--------------------------|--------|
| Personal Services         | \$4,033       | \$3,750        | \$7,756        | \$3,750         | (\$4,006)                | -51.7% |
| Operating Costs           | 176,517       | 36,250         | 480,630        | 36,250          | (444,380)                | -92.5% |
| <b>Total Expenditures</b> | \$180,550     | \$40,000       | \$488,386      | \$40,000        | (\$448,386)              | -91.8% |

### Changes and Useful Information:

- The FY2016 budget is for the Rental Assistance Program (RAP) only. At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.

### Description:

#### **Rental Allowance Program (RAP)**

In FY2016, the Rental Allowance Program provided fixed monthly rental allowance payments to approximately seven (7) low-income households that have critical and emergency housing needs. Any given household is limited to twelve (12) months participation in RAP.

#### **Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program**

The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. For FY2016, the local applicants were Robert J. Fuller Transitional House, Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter, and LifeStyles of Maryland Foundation, Inc.

#### **Economic Development Initiative (EDI) – Indoor Plumbing**

The EDI grant will assist Charles County households without indoor plumbing and/or potable water. The project will provide funding for the planning, design, and installation/rehabilitation of subject homes so that citizens can have these basic amenities. This is a multi-year grant ending 09/30/2017.

## Social Services

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Department:</b>            | State's Attorney, and Circuit Court                                       | Account: 5 Fund    |
| <b>Division/Program:</b>      | Child Support/Judicial Grants   | Fund: Special Rev. |
| <b>Program Administrator:</b> | Anthony B. Covington, State's Attorney<br>Amy J. Bragunier, Circuit Court | Source: Grant      |

| Expenditure Category      | FY2015<br>Actual   | FY2016<br>Adopted  | FY2016<br>Amended  | FY2017<br>Proposed | \$ Change<br>FY2016<br>Amended | %<br>Chg.     |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------|---------------|
| Personal Services         | \$757,614          | \$907,039          | \$1,012,004        | \$835,610          | (\$176,394)                    | -17.4%        |
| Fringe Benefits           | 260,011            | 401,892            | 449,089            | 373,549            | (75,540)                       | -16.8%        |
| Operating Costs           | 593,238            | 738,002            | 1,617,635          | 323,561            | (1,294,074)                    | -80.0%        |
| Operating Contingency     | 0                  | 0                  | 0                  | 14,677             | 14,677                         | N/A           |
| Transfers Out             | 2,778              | 0                  | 0                  | 0                  | 0                              | N/A           |
| Capital Outlay            | 17,650             | 0                  | 0                  | 0                  | 0                              | N/A           |
| <b>Total Expenditures</b> | <b>\$1,631,291</b> | <b>\$2,046,933</b> | <b>\$3,078,728</b> | <b>\$1,547,397</b> | <b>(\$1,531,331)</b>           | <b>-49.7%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to suspension of the Juvenile Drug Court program and staff turnover.
- Reduction in **Operating Costs** is due to one time grants awarded in FY2016 that are not budgeted in FY2017. At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.
- **Contingency** represents the equivalent cost of a potential employee merit for FY2017.

### Description:

#### **Child Support - State's Attorney's Office and Circuit Court**

Special Family Magistrates are appointed by the Judges of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Family Magistrates conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, as well as, the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

The Child Support Division of the State's Attorney's Office (SAO) operates pursuant to a cooperative agreement with the DSS to provide legal services to establish paternity and child support for the County residents. The handling of the cases also includes the modification of child support, enforcement of other statutory support-related issues, establishment and enforcement of interstate support cases, and appearing before Judges in the cases of civil contempt where the child support arrears exceed \$10,000, as well as, in the cases where the State of Maryland has filed a criminal contempt case against the child support obligor.

In addition, pursuant to the cooperative agreement, the SAO presents cases before the Family Magistrates for civil enforcement of payments under the support orders.

#### **Family Support Services Program (FSSP) - Circuit Court**

In 1998 the Maryland Judiciary with generous support from the Maryland General Assembly, provided funding for a Family Support Services Coordinator and a budget for services to families involved in the judicial system. Thereafter, Family Support Services programs have been funded by the State, as approved by the General Assembly, on an annual basis. This grant funding can only be expended for legislatively and judicially approved purposes. The funding is intended to assist the court establish a variety of services and refocus its case management to ensure the thorough and holistic treatment of families. Services to which families are referred include home studies, counseling, parenting classes, substance abuse & mental health evaluations, mediation, co-parenting education, and visitation services.

The goal of the FSSP within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation.

Families are given every opportunity through orders for participation in co-parenting educational programs and alternative dispute resolution programs to make ultimate parenting decisions for themselves. The Family Magistrate and the FSSP Coordinator are trained to understand child development, the needs of the individual within the family unit, and the importance of family issues. Several staff members are also trained in Domestic Mediation and Conflict Resolution.

In FY2010, the Department of Family Administration awarded funding to sustain the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement for children who have been removed from their home due to neglect and abuse. Child dependency mediation is a dispute resolution process in which specially trained mediators assist disputing parties in reaching a mutually acceptable solution to the issues surrounding care and placement of children in the care and custody of the Department of Social Services.

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## Social Services

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|                               |   |          |              |
|-------------------------------|---|----------|--------------|
| <b>Department:</b>            | State's Attorney, and Circuit Court                                       | Account: | 5 Fund       |
| <b>Division/Program:</b>      | Child Support/Judicial Grants   | Fund:    | Special Rev. |
| <b>Program Administrator:</b> | Anthony B. Covington, State's Attorney<br>Amy J. Bragunier, Circuit Court | Source:  | Grant        |

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The main goal of the Child Dependency Mediation Program is to assist children in finding a permanent solution to their home situation within twelve months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

### **Office of Problem Solving Courts Discretionary Grant (OPSCDG)**

The OPSCDG is a state funded program that assists problem solving courts to develop and maintain a judicially led collaborative therapeutic system for individuals struggling with alcohol or drug related issues and who have an active court case. Grant funding may be used to support Judiciary staff assigned to problem solving courts, contracts and contractual employees, and any eligible ancillary services that will be utilized by and for the betterment of the community members served by this court program. In Charles County this grant currently supports the Family Recovery Court. In FY2016, grant funds are designated to support a full-time Drug Court Coordinator who oversees local drug court programs, the Family Resource Specialist who works with FRC clients, and services to program participants.

The **Juvenile Drug Court** experienced multiple unsurmountable barriers that impeded its ability to maintain a thriving program. In an attempt to overcome the barriers, the court sought technical assistance from the Maryland Judiciary's Office of Problem Solving Courts (OPSC) in the first few months of calendar year 2015. Specifically, the court requested that OPSC interview team members to determine commitment and attitudes, review program protocols and court procedures, and provide written findings and recommendations. The court received a draft summary of findings from the Office of Problem Solving Courts (OPSC) on August 31, 2015. Based on the information contained therein, the court determined to cease all JDC-related activities and disband the program effective September 30, 2015.

Planning for the Charles County **Family Recovery Court (FRC)** began in March 2008 with a meeting of County stakeholders and representatives from the Maryland Judiciary's Office of Problem-Solving Courts. Parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody case are eligible for the program. The mission of the Charles County FRC is to build strong and healthy families by offering timely, intensive treatment and support for parents with substance abuse problems that prevent them from providing safe and appropriate care for their children. The FRC utilizes a holistic approach to support parents and families, with consistent monitoring, intensive treatment, ancillary services, and collaborative community efforts.

Implementation of the program took place on January 7, 2011. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year. Since its inception, seventeen clients have successfully completed and graduated from the program.

### **Department of Justice - Drug Court Discretionary Grant Program**

#### Family Recovery Court (FRC)

The FRC program was funded under this program in October 2010. This grant provided for a full-time Family Resource Specialist, staff training, family treatment providers, parenting classes, educational and vocational instruction, transportation, child care, and law enforcement officer overtime. This multi-year grant ended in 06/30/15.

#### **Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Family Recovery Court**

This grant program provides funds for assistance with fees incurred for Medically Assisted Treatment (MAT) and inpatient treatment for Family Recovery Court participants that are opioid dependent and have prior or current criminal charges.

#### **Access to Justice Program - Resource Materials for Pro-Se Litigants**

This Administrative Office of the Courts grant program provides funds for resource materials to pro se litigants, in English and Spanish, who face barriers in accessing the family justice system. Pamphlets and publications would address issues of divorce, custody, visitation, child support, and domestic violence.

#### **Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court**

The Charles County Circuit Court was awarded a new multi-year SAMHSA grant in FY2016 to enhance and expand its coordinated, multisystem approach for individuals with substance abuse issues engaging in FRC. Project goals are to expand the capacity of the FRC; improve access to rapid, convenient, and culturally-sensitive mental health assessment; increase commitment/retention in the FRC program through certified trauma informed care; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions; and offer aftercare services to improve and facilitate more positive outcomes related to relapse prevention. Funds support the cost of an Assistant Case Manager, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting programs, and a performance evaluation with data collection.

## Social Services

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Department:</b>            | State's Attorney, and Circuit Court                                       | Account: 5 Fund    |
| <b>Division/Program:</b>      | Child Support/Judicial Grants   | Fund: Special Rev. |
| <b>Program Administrator:</b> | Anthony B. Covington, State's Attorney<br>Amy J. Bragunier, Circuit Court | Source: Grant      |

| <b>Positions:</b>                    | <b>FY13</b> | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                         | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| <b>STATE'S ATTORNEY OFFICE</b>       |             |             |             |             |             |
| 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         | 0.0         | 0.0         | 0.0         |
| Part Time                            | 0.0         | 0.0         | 0.6         | 0.6         | 0.6         |
| <b>Total State's Attorney Office</b> | <b>8.6</b>  | <b>8.4</b>  | <b>9.4</b>  | <b>9.4</b>  | <b>9.4</b>  |
| <b>CIRCUIT COURT</b>                 |             |             |             |             |             |
| Drug Court Coordinator               | 1.0         | 0.8         | 1.0         | 0.8         | 1.0         |
| Director of Family Programs          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Family Resource Specialist           | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant Case Manager               | 0.0         | 0.1         | 0.8         | 1.0         | 1.0         |
| Secretary                            | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Case Manager                         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Juvenile Drug Court Case Manager     | 0.0         | 0.0         | 0.0         | 1.0         | 0.0         |
| Courtroom Clerk                      | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Part Time                            | 0.5         | 0.4         | 0.0         | 0.0         | 0.0         |
| <b>Total Circuit Court</b>           | <b>7.5</b>  | <b>7.2</b>  | <b>7.8</b>  | <b>8.8</b>  | <b>8.0</b>  |
| <b>Total Full time Equivalent</b>    | <b>16.1</b> | <b>15.7</b> | <b>17.2</b> | <b>18.2</b> | <b>17.4</b> |

| <b>Objectives &amp; Measurements:</b> | <b>FY13</b>   | <b>FY14</b>   | <b>FY15</b>   | <b>FY16</b>      | <b>FY17</b>      |
|---------------------------------------|---------------|---------------|---------------|------------------|------------------|
|                                       | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Projected</b> | <b>Estimated</b> |

### **Child Support**

#### State's Attorney's Office

*Objective: Establishment and enforcement of paternity and support orders.*

|  |       |     |     |     |     |
|--|-------|-----|-----|-----|-----|
| # of children / paternity will be established                                      | 431   | *   | *   | *   | *   |
| # of cases in which support obligations will be established                        | 557   | *   | *   | *   | *   |
| # of cases in which child support and medical support obligations will be enforced | 2,022 | *   | *   | *   | *   |
| # of cases in which child support and medical support obligations will be modified | 685   | *   | *   | *   | *   |
| FFY2014 Forward - % to be dispositioned for cases scheduled                        |       | 75% | 75% | 95% | 95% |

#### Master's Office

*Objective: Establishment and enforcement of paternity and support orders.*

|   |       |     |     |     |     |
|---|-------|-----|-----|-----|-----|
| # of hearing to be held to establish paternity                              | 393   | *   | *   | *   | *   |
| # of hearings to be held to establish child and medical support obligations | 531   | *   | *   | *   | *   |
| # of hearings to be held to enforce child and medical support obligations   | 1,648 | *   | *   | *   | *   |
| # of hearings to be held to modify child support orders                     | 632   | *   | *   | *   | *   |
| FFY2014 Forward - % to be dispositioned for cases scheduled                 |       | 95% | 97% | 95% | 95% |

*\*No longer required as a grant deliverable. Were replaced by % to be dispositioned for cases schedule.*

## Social Services

|                               |   |                 |              |
|-------------------------------|---|-----------------|--------------|
| <b>Department:</b>            | Community Services  | <b>Account:</b> | 46 Fund      |
| <b>Division/Program:</b>      | Charles County Advocacy Council for Children, Youth, & Families | <b>Fund:</b>    | Special Rev. |
| <b>Program Administrator:</b> | Carolyn Thompson, Local Management Board Coordinator            | <b>Source:</b>  | Grant        |

[www.charlescountymd.gov/cs/transportation/local-management-board](http://www.charlescountymd.gov/cs/transportation/local-management-board)

| Expenditure Category      | FY2015<br>Actual   | FY2016<br>Adopted  | FY2016<br>Amended  | FY2017<br>Proposed | \$ Change<br>FY2016<br>Amended | %<br>Chg.     |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------|---------------|
| Personal Services         | \$107,148          | \$122,834          | \$142,584          | \$134,412          | (\$8,172)                      | -5.7%         |
| Fringe Benefits           | 21,757             | 40,872             | 39,060             | 59,834             | 20,774                         | 53.2%         |
| Operating Costs           | 125,874            | 10,784             | 426,023            | 17,482             | (408,541)                      | -95.9%        |
| Operating Contingency     | 0                  | 0                  | 24,257             | 10,798             | (13,459)                       | -55.5%        |
| Transfers Out             | 0                  | 0                  | 0                  | 0                  | 0                              | N/A           |
| Agency Funding            | 996,067            | 1,066,423          | 1,647,995          | 1,830,124          | 182,129                        | 11.1%         |
| Capital Outlay            | 8                  | 0                  | 0                  | 0                  | 0                              | N/A           |
| <b>Total Expenditures</b> | <b>\$1,250,853</b> | <b>\$1,240,913</b> | <b>\$2,279,919</b> | <b>\$2,052,650</b> | <b>(\$227,269)</b>             | <b>-10.0%</b> |

### Changes and Useful Information:

- **Personal Services** and corresponding **Fringe Benefits** includes the full year impact of the FY2016 mid-year COLA and impact of staff turnover.
- The decrease in **Operating Costs** is due to Federal grants with a fiscal year end date of 09/29/16 that will be carried over to FY2017. Budget Amendments are executed for the rollover funds.
- **Contingency** includes the equivalent cost of a potential employee merit for FY2017.
- FY2017 **Agency Funding** was adjusted to equal anticipated program funding.

### Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB), plans, manages, and evaluates services to families and children. The CCACCYF is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

### Positions:

| <u>Title</u>                      | <u>FY13</u><br>FTE | <u>FY14</u><br>FTE | <u>FY15</u><br>FTE | <u>FY16</u><br>FTE | <u>FY17</u><br>FTE |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Chief of Transp. & Comm. Programs | 0.1                | 0.1                | 0.1                | 0.1                | 0.0                |
| CCACCYF Coordinator               | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Fiscal Specialist                 | 0.3                | 0.3                | 0.3                | 0.3                | 0.4                |
| Administrative Associate          | 0.0                | 0.0                | 0.0                | 0.3                | 0.3                |
| LMB Program Specialist            | 0.8                | 0.8                | 0.8                | 0.8                | 0.8                |
| <b>Total Full Time Equivalent</b> | <b>2.1</b>         | <b>2.1</b>         | <b>2.1</b>         | <b>2.5</b>         | <b>2.5</b>         |

### Objectives & Measurements:

| <u>Objective:</u>   | <u>FY13</u><br>Actual | <u>FY14</u><br>Actual | <u>FY15</u><br>Actual | <u>FY16</u><br>Projected | <u>FY17</u><br>Estimated |
|---|-----------------------|-----------------------|-----------------------|--------------------------|--------------------------|
| <i>Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.</i> |                       |                       |                       |                          |                          |
| Grant/funding applications submitted  | 5                     | 5                     | 5                     | 5                        | 5                        |
| Grant/funding applications approved   | 5                     | 5                     | 5**                   | 5                        | 5                        |
| <i>** Grant applied for in FY15 was awarded in FY16</i>   |                       |                       |                       |                          |                          |
| Vendor contracts executed   | 9                     | 9                     | 9                     | 9                        | 14                       |
| Program improvement plans reviewed  | NA*                   | 2                     | 1                     | 2                        | 2                        |
| <i>*No programs required an improvement plan</i>  |                       |                       |                       |                          |                          |

## Planning and Growth Management

**Department:** Planning and Growth Management  
**Division/Program:** Transportation  
**Program Administrator:** Jeffrey Barnett, Chief of Transportation  
[www.charlescountymd.gov/cs/vango/vango](http://www.charlescountymd.gov/cs/vango/vango)

**Account:** 6 Fund  
**Fund:** Spec. Rev.  
**Source:** Grant

| Expenditure Category      | FY2015 Actual      | FY2016 Adopted     | FY2016 Amended     | FY2017 Proposed    | \$ Change FY2016 Amended | % Chg.       |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$329,422          | \$342,600          | \$342,600          | \$343,400          | \$800                    | 0.2%         |
| Fringe Benefits           | 104,795            | 116,000            | 116,000            | 102,200            | (13,800)                 | -11.9%       |
| Operating Costs           | 6,349,592          | 7,233,448          | 7,531,163          | 7,392,634          | (138,529)                | -1.8%        |
| Operating Contingency     | 0                  | 0                  | 0                  | 7,100              | 7,100                    | N/A          |
| Agency Funding            | 135,672            | 0                  | 0                  | 0                  | 0                        | N/A          |
| Capital Outlay            | 208,492            | 1,621,200          | 1,630,500          | 1,001,200          | (629,300)                | -38.6%       |
| <b>Total Expenditures</b> | <b>\$7,127,973</b> | <b>\$9,313,248</b> | <b>\$9,620,263</b> | <b>\$8,846,534</b> | <b>(\$773,729)</b>       | <b>-8.0%</b> |

### Changes and Useful Information:

- **Personal Services** and corresponding **Fringe Benefits** includes the full year impact of the mid-year COLA received in FY2016.
- **Operating Costs** decrease is due carryover balance in FY2016 of capitalized preventative maintenance.
- **Contingency** includes the equivalent cost of a potential employee merit for FY2017.
- **Capital Outlay** includes 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.

### Description:

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

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

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

#### Statewide Special Transportation Assistance Program (SSTAP)

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

#### Job Access and Department of Social Services (DSS) Transportation

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 16 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Planning and Growth Management (PGM) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

#### Medical Assistance Transportation

The County has administered the Medical Assistance Transportation Grant and services for Charles County Health Department for several years. In FY98, the County became the subrecipient for Medical Assistance grant funds and not only administers the grant, but consolidated service with other VanGO efforts. In recent years the arrangement has become a contract for services that includes transportation to medical appointments via fixed route and/or door to door demand response service and brokerage of all non emergency ambulance and aerial transports for eligible Medical Assistance recipients.

#### American Disabilities Act (ADA) Program

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

#### Dialysis/Senior Center Plus (SC+) Subscriptions

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the three (3) dialysis centers in Charles County and to the SC+ location.

#### Transportation - VanGO Capital Grant

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. Unspent grant fund are carried over at the end of each fiscal year. Budget Amendments are executed for the rollover funds.

## Planning and Growth Management

|                               |   |                  |
|-------------------------------|---|------------------|
| <b>Department:</b>            | Planning and Growth Management                                | Account: 6 Fund  |
| <b>Division/Program:</b>      | Transportation  | Fund: Spec. Rev. |
| <b>Program Administrator:</b> | Jeffrey Barnett, Chief of Transportation & Community Programs | Source: Grant    |

For FY2015, the capital grant funds support preventive maintenance, four (4) replacement vehicles that have exceed their useful life and one expansion bus as well as a half of a Transit Maintenance/ Operations facility feasibility study (Phase II). For FY2016, the capital grant funds are for capitalized preventative maintenance, half of the Phase II Feasibility Study, six (6) replacement buses, four (4) Fare Boxes, and a security system.

For FY2017, the County has requested funding for 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.

| <b>Positions:</b>                  | <b>FY13</b> | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                       | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Chief of Transportation            | 0.9         | 0.9         | 0.9         | 0.9         | 1.0         |
| Trans. Developer Administrator     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Transportation Services Supervisor | 0.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Fiscal Specialist                  | 0.2         | 0.2         | 0.2         | 0.2         | 0.0         |
| Transportation Specialist          | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| <b>Total Full Time Equivalent</b>  | <b>4.1</b>  | <b>4.1</b>  | <b>4.1</b>  | <b>4.1</b>  | <b>4.0</b>  |

### **Objectives & Measurements:**

See General Fund - Department of Planning and Growth Mangement: Transportation for listing of all Objectives & Measurements regardless of funding source.

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Department:</b>            | Planning and Growth Management                     | Account: 23.07.19  |
| <b>Division/Program:</b>      | Planning/Agricultural Preservation                 | Fund: Special Rev. |
| <b>Program Administrator:</b> | Charles Rice, Environmental Review Program Manager | Source: Prop. Tax  |

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

| <b>Expenditure Category</b> | <b>FY2015 Actual</b> | <b>FY2016 Adopted</b> | <b>FY2016 Amended</b> | <b>FY2017 Proposed</b> | <b>\$ Change FY2016 Amended</b> | <b>% Chg.</b> |
|-----------------------------|----------------------|-----------------------|-----------------------|------------------------|---------------------------------|---------------|
| Personal Services           | \$23,380             | \$3,000               | \$3,000               | \$3,000                | \$0                             | 0.0%          |
| Fringe Benefits             | 0                    | 0                     | 0                     | 0                      | 0                               | N/A           |
| Operating Costs             | 1,030                | 1,200                 | 1,200                 | 1,200                  | 0                               | 0.0%          |
| <b>Total Expenditures</b>   | <b>\$24,410</b>      | <b>\$4,200</b>        | <b>\$4,200</b>        | <b>\$4,200</b>         | <b>\$0</b>                      | <b>0.0%</b>   |

### **Description:**

The Maryland Agricultural Land Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly as an agency of the Maryland Department of Agriculture and is governed by Agriculture Article, §2-501-2-515 of the Annotated Code of Maryland. MALPF partners with county governments to purchase agricultural land preservation easements that forever restrict development on prime farmland and woodland.

Funds to purchase easements are derived from an agricultural transfer tax paid when agricultural land is sold for nonagricultural use. Additional funds are provided by local governments and are used to leverage funding from the State. Funding for this Program helps to preserve the agriculture economy, rural character and other associated natural resources, which is a major goal of Charles County's Comprehensive Plan.

### **Tobacco Land Preservation Funds**

Starting in FY2015, additional funding from the MALPF passes through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out.

| <b>Positions:</b>                 | <b>FY13</b> | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Agricultural Planner IV           | 0.8         | 1.0         | 0.0         | 0.0         | 0.0         |
| <b>Total Full Time Equivalent</b> | <b>0.8</b>  | <b>1.0</b>  | <b>0.0</b>  | <b>0.0</b>  | <b>0.0</b>  |

## Planning and Growth Management

**Department:** Planning and Growth Management Accounts: 4 Fund  
**Division/Program:** Planning Grants Fund: Special Rev.  
**Program Administrator:** Steven Ball, Planning Director Source: Grant

| Expenditure Category      | FY2015 Actual    | FY2016 Adopted | FY2016 Amended  | FY2017 Proposed | \$ Change FY2016 Amended | % Chg.        |
|---------------------------|------------------|----------------|-----------------|-----------------|--------------------------|---------------|
| Personal Services         | \$6,668          | \$5,430        | \$5,430         | \$5,430         | \$0                      | 0.0%          |
| Fringe Benefits           | 2,332            | 3,570          | 3,570           | 3,570           | 0                        | 0.0%          |
| Operating Costs           | 156,210          | 0              | 45,652          | 0               | (45,652)                 | -100.0%       |
| <b>Total Expenditures</b> | <b>\$165,210</b> | <b>\$9,000</b> | <b>\$54,652</b> | <b>\$9,000</b>  | <b>(\$45,652)</b>        | <b>-83.5%</b> |

### Changes and Useful Information:

- The decrease in **Operating Costs** is due to multi-year Federal grants which if appropriated are carried over to the next fiscal year. Budget Amendments are executed for the rollover funds.

### Description:

#### Charles County Critical Area Program

[www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program](http://www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program)

This State mandated program is partially funded by the Chesapeake Bay Critical Area Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program.

Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

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

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

#### Historic Preservation Fund Grants-In-Aid

This grant project funds an archeological consultant to review and comment on preliminary subdivision plans in accordance with Section 55 of the Charles County Subdivision Code and Article XXXI of the Charles County Zoning Ordinance. This grant ended on 08/31/15.

### Positions:

| Title                             | FY13 FTE   | FY14 FTE   | FY15 FTE   | FY16 FTE   | FY17 FTE   |
|-----------------------------------|------------|------------|------------|------------|------------|
| Planners Hours                    | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        |
| <b>Total Full Time Equivalent</b> | <b>0.1</b> | <b>0.1</b> | <b>0.1</b> | <b>0.1</b> | <b>0.1</b> |

## Planning and Growth Management

**Department:** Planning and Growth Management Accounts: 3 Fund  
**Division\Program:** Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program Fund: Special Rev.  
 Source: Srvc. Charge  
**Program Administrator:** Frank Ward, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/pgm/cpis/inspections](http://www.charlescountymd.gov/pgm/cpis/inspections)

| Expenditure Category      | FY2015 Actual | FY2016 Adopted | FY2016 Amended | FY2017 Proposed | \$ Change FY2016 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|-----------------|--------------------------|--------|
| Operating Costs           | \$101,292     | \$140,000      | \$140,000      | \$200,000       | \$60,000                 | 42.9%  |
| <b>Total Expenditures</b> | \$101,292     | \$140,000      | \$140,000      | \$200,000       | \$60,000                 | 42.9%  |

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

- **Operating Costs** increase is due to projected increased cases in FY2017 before the Nuisance & Abatement Board that will result in additional cleanup and repair under the Clean & Lien legislation. Expenses are for, but not limited to, demolition project costs related to fire, structural and safety repairs to be made on buildings, and/or property cleanup as determined by the Board.

### **Description:**

#### **Nuisance Abatement Fund**

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account enables the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

## Economic Development

**Department:** Department of Recreation, Parks, and Tourism Account: 39 Fund  
**Division\Program:** Tourism Fund: Special Rev.  
**Program Administrator:** Vacant, Chief of Tourism & Special Events Source: Grant  
[www.charlescountymd.gov/coadmin/tourism/tourism-office](http://www.charlescountymd.gov/coadmin/tourism/tourism-office)

| Expenditure Category      | FY2015 Actual | FY2016 Adopted | FY2016 Amended | FY2017 Proposed | \$ Change FY2016 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|-----------------|--------------------------|--------|
| Operating Costs           | \$36,320      | \$34,734       | \$34,734       | \$34,734        | \$0                      | 0.0%   |
| <b>Total Expenditures</b> | \$36,320      | \$34,734       | \$34,734       | \$34,734        | \$0                      | 0.0%   |

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

- **Operating Costs** is for the MD Office of Tourism Development - County Cooperative Grants Program.

### **Description:**

#### **MD Department of Commerce - MD Tourism Development Board - Destination Marketing Organization Grant Agreement**

The purpose of this grant is to undertake activities consistent with Section 4-202 of the Economic Development Article of the Maryland Code, which establishes as MTBD's mission: "To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible." Grants are awarded annually in response to the opportunities provided by Senate Bill 458. Grants are allocated based on the Grantee's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation. Grant funds may only be used in the manner set forth in the County's Destination Marketing Organization Grant Marketing Plan.

## Economic Development

**Department:** Economic Development  
**Division\Program:** Economic Development Loan Programs  
**Program Administrator:** Darrell Brown, Director of Economic Development  
[www.meetcharlescounty.com](http://www.meetcharlescounty.com)

**Account:** 09 Fund  
**Fund:** Special Rev.  
**Source:** Grant

| Expenditure Category      | FY2015<br>Actual | FY2016<br>Adopted | FY2016<br>Amended | FY2017<br>Proposed | \$ Change<br>FY2016<br>Amended | %<br>Chg. |
|---------------------------|------------------|-------------------|-------------------|--------------------|--------------------------------|-----------|
| Operating Costs           | \$20,281         | \$500,000         | \$500,000         | \$500,000          | \$0                            | 0.0%      |
| <b>Total Expenditures</b> | \$20,281         | \$500,000         | \$500,000         | \$500,000          | \$0                            | 0.0%      |

**Description:**

**Targeted Industries Incentive Loan Fund**

The purpose of this grant through the MD Department of Business and Economic Development is to serve as gap financing for businesses looking to expand or relocate into the County resulting in additional job creation. Eligible firms must be an established company, have at least 50% of project financing in hand at the time of financial request, and qualify as an identified targeted industry. All loans will be supported by an economic impact analysis. Ultimately, the program will be a self-sustaining Revolving Loan Fund.

**Business Development Loan Fund for Women, Minorities, and Veterans**

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

<http://www.meetcharlescounty.com/incentives/financing/>

# Debt Service Fund

## Fund Description:

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

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

|  | FY15<br>Actual     | FY16<br>Budget   | FY17<br>Budget     | \$ Change<br>from FY16 | %<br>Change  |
|--|--------------------|------------------|--------------------|------------------------|--------------|
| <b><i>University of Maryland Charles Regional Medical Center</i></b> |                    |                  |                    |                        |              |
| <b>Revenues:</b> Interest Income                                     | \$217,377          | \$146,200        | \$115,600          | (\$30,600)             | -20.9%       |
| Miscellaneous  | 1,029,857          | 833,200          | 1,007,900          | 174,700                | 21.0%        |
| <b>Total Revenues</b>  | <b>\$1,247,234</b> | <b>\$979,400</b> | <b>\$1,123,500</b> | <b>\$144,100</b>       | <b>14.7%</b> |
| <b>Expenses:</b> Debt Service  | \$1,103,234        | \$979,400        | \$1,123,500        | \$144,100              | 14.7%        |
| <b>Variance</b>  | \$144,000          | \$0              | \$0                | \$0                    |              |

## ***Nursing Home***

|                               |             |                 |                 |                   |               |
|-------------------------------|-------------|-----------------|-----------------|-------------------|---------------|
| <b>Revenues:</b>              |             |                 |                 |                   |               |
| Fund Balance Appropriation    | \$0         | \$91,500        | \$66,500        | (\$25,000)        | -27.3%        |
| <b>Total Revenues</b>         | <b>\$0</b>  | <b>\$91,500</b> | <b>\$66,500</b> | <b>(\$25,000)</b> | <b>-27.3%</b> |
| <b>Expenses:</b> Debt Service | \$137,353   | \$91,500        | \$66,500        | (\$25,000)        | -27.3%        |
| <b>Variance</b>               | (\$137,353) | \$0             | \$0             | \$0               |               |

## ***Southern Maryland Stadium & Entertainment Complex***

|                                  |                    |                  |            |                    |            |
|----------------------------------|--------------------|------------------|------------|--------------------|------------|
| <b>Revenues:</b> Interest Income | \$0                | \$0              | \$0        | \$0                | N/A        |
| Miscellaneous                    | 4,315,937          | 0                | 0          | 0                  | N/A        |
| <b>Total Operating Revenue</b>   | <b>\$4,315,937</b> | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b>         | <b>N/A</b> |
| Fund Balance Appropriation       | 0                  | 805,300          | 0          | (805,300)          | N/A        |
| <b>Total Revenues</b>            | <b>\$4,315,937</b> | <b>\$805,300</b> | <b>\$0</b> | <b>(\$805,300)</b> | <b>N/A</b> |
| <b>Expenses:</b> Debt Service    | \$5,198,208        | \$805,300        | \$0        | (\$805,300)        | N/A        |
| <b>Variance</b>                  | (\$882,271)        | \$0              | \$0        | \$0                |            |

## Debt Service Fund

|   | FY15<br>Actual      | FY16<br>Budget      | FY17<br>Budget      | \$ Change<br>from FY16 | %<br>Change  |
|---|---------------------|---------------------|---------------------|------------------------|--------------|
| <b><i>School Construction Excise Tax</i></b>                          |                     |                     |                     |                        |              |
| <b>Revenues:</b> Interest Income                                      | \$1,044,316         | \$1,198,000         | \$1,286,600         | \$88,600               | 7.4%         |
| Miscellaneous   | 12,249,903          | 8,145,200           | 7,956,600           | (188,600)              | -2.3%        |
| <b>Total Operating Revenue</b>  | <b>\$13,294,219</b> | <b>\$9,343,200</b>  | <b>\$9,243,200</b>  | <b>(\$100,000)</b>     | <b>-1.1%</b> |
| General Fund Transfer (Bond Premium)                                  | 651,500             | 0                   | 0                   | 0                      | N/A          |
| <b>Total Revenues</b>   | <b>\$13,945,719</b> | <b>\$9,343,200</b>  | <b>\$9,243,200</b>  | <b>(\$100,000)</b>     | <b>-1.1%</b> |
| <b>Expenses:</b> Debt Service   | \$8,624,912         | \$8,803,100         | \$7,481,200         | (\$1,321,900)          | -15.0%       |
| Contingency   | 0                   | 540,100             | 1,762,000           | 1,221,900              | 226.2%       |
| <b>Total Expenses</b>   | <b>\$8,624,912</b>  | <b>\$9,343,200</b>  | <b>\$9,243,200</b>  | <b>(\$100,000)</b>     | <b>-1.1%</b> |
| <b>Variance</b>   | <b>\$5,320,807</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             |              |
| <b><i>College of Southern Maryland (Children Learning Center)</i></b> |                     |                     |                     |                        |              |
| <b>Revenues:</b> Interest Income                                      | \$15,730            | \$14,700            | \$12,100            | (\$2,600)              | -17.7%       |
| Miscellaneous   | 71,061              | 58,700              | 70,200              | 11,500                 | 19.6%        |
| <b>Total Revenues</b>   | <b>\$86,791</b>     | <b>\$73,400</b>     | <b>\$82,300</b>     | <b>\$8,900</b>         | <b>12.1%</b> |
| <b>Expenses:</b> Debt Service   | \$90,897            | \$73,400            | \$82,300            | \$8,900                | 12.1%        |
| <b>Variance</b>   | <b>(\$4,106)</b>    | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             |              |
| <b><i>The St. Charles Companies</i></b>                               |                     |                     |                     |                        |              |
| <b>Revenues:</b> Interest Income                                      | \$1,160,486         | \$1,032,800         | \$987,600           | (\$45,200)             | -4.4%        |
| Miscellaneous   | 5,126,449           | 2,876,300           | 3,110,900           | 234,600                | 8.2%         |
| <b>Total Revenues</b>   | <b>\$6,286,935</b>  | <b>\$3,909,100</b>  | <b>\$4,098,500</b>  | <b>\$189,400</b>       | <b>4.8%</b>  |
| <b>Expenses:</b> Debt Service   | \$6,162,771         | \$3,909,100         | \$4,098,500         | \$189,400              | 4.8%         |
| <b>Variance</b>   | <b>\$124,164</b>    | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             |              |
| <b><i>Miscellaneous</i></b>   |                     |                     |                     |                        |              |
| <b>Revenues:</b> Interest Income                                      | \$248               | \$0                 | \$0                 | \$0                    | N/A          |
| Miscellaneous   | 1,022               | 0                   | 0                   | 0                      | N/A          |
| <b>Total Revenues</b>   | <b>\$1,269</b>      | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             | <b>N/A</b>   |
| <b>Expenses:</b> Debt Service   | \$0                 | \$0                 | \$0                 | \$0                    | N/A          |
| <b>Variance</b>   | <b>\$1,269</b>      | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             |              |
| <b>TOTAL DEBT SERVICE FUND</b>  |                     |                     |                     |                        |              |
| <b>Total Revenues</b>   | <b>\$25,883,885</b> | <b>\$15,201,900</b> | <b>\$14,614,000</b> | <b>(\$587,900)</b>     | <b>-3.9%</b> |
| <b>Total Expenses</b>   | <b>\$21,317,375</b> | <b>\$15,201,900</b> | <b>\$14,614,000</b> | <b>(\$587,900)</b>     | <b>-3.9%</b> |
| <b>Variance</b>   | <b>\$4,566,510</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             |              |